



International Civil Aviation Organization

CAR/SAM Regional Planning Implementation Group (GREPECAS)

Sixteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/16)

(Punta Cana, Dominican Republic, 28 March to 1 April 2011)

Agenda Item 5: Management of the GREPECAS Mechanism

5.1 Report of the ACG/8 Meeting

(Presented by the Secretariat)

SUMMARY

This working paper presents the results obtained in the ACG/8 meeting, in which five draft Decisions and Conclusions were adopted, the most notable being the restructuring of the GREPECAS mechanism to transform from a functional to a project-based organization.

Reference:

Report of the ACG/8 Meeting -Mexico City, Mexico, 26-27 January 2011.

1. Introduction

1.1 The eighth meeting of the GREPECAS Administration Coordination Group (ACG/8) was held in Mexico City, Mexico, at the ICAO NACC Regional Office on 26–27 January 2010. Mr. Normando Araujo de Medeiros, Chairman of GREPECAS, chaired the Meeting. Mr. Franklin Hoyer, ICAO SAM Office Regional Director and Secretary of the Meeting, was assisted by Ms. Loretta Martin, ICAO NACC Office Regional Director, Mr. Michiel Vreedenburgh, Deputy Regional Director of the NACC Regional Office; Mr. Oscar Quesada, Deputy Regional Director of the SAM Regional Office; Mr. Hindupur Sudarshan, Regional Programme Officer in the Air Navigation Bureau, ICAO Headquarters; Mr. Raúl Martínez, Secretary of the AIM Subgroup (SG); Mr. Onofrio Smarrelli, Secretary of the CNS/ATM/SG; Mr. Jaime Calderón, Secretary of the AGA/AOP/SG; and Messrs. Víctor Hernandez, Regional Officer, ATM/SAR; Enrique Camarillo, Regional Officer, MET; Julio Siu, Regional Officer, CNS; and Adolfo Zavala, Regional Officer ATM/2.

1.2 The meeting was also attended by the 2nd Vice-Chairman of GREPECAS, the Chairman and Vice-Chairman of the AGA/AOP/SG, the Chairwoman of the AIM/SG, the Chairman of the CNS/ATM/SG, and two representatives from Jamaica on behalf of the Vice-Chairman of GREPECAS, who was unable to attend and conveyed his regrets.

2. Discussion

2.1 The ACG/8 meeting analyzed the following agenda items:

- a) Proposed new GREPECAS organization;
- b) Review of the results of the work of GREPECAS contributory bodies;
- c) Review of the GREPECAS terms of reference;
- d) Review of the GREPECAS Procedural Handbook;
- e) Review of the 2011-2013 schedule of meetings and State contributions to their implementation;
- f) Proposed new deficiencies methodology; and
- g) Agenda of the GREPECAS/16 meeting.

Proposed new GREPECAS organization

2.2 The meeting reviewed a proposal from the GREPECAS Secretariat to transform the GREPECAS and its contributory bodies from a functional to a project-based organization, agreed on the benefits that this working methodology represent, and adopted the following draft decisions:

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DECISION 08/01

NEW GREPECAS ORGANIZATION

That, in order to implement CAR/SAM performance-based regional plans in compliance with the Global Air Navigation Plan and Global ATM Operational Concept, the GREPECAS organization be modified as described in the Appendix to this part of the report.

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DECISION 08/02

TRANSFORMATION OF GREPECAS CONTRIBUTORY BODIES

That, the work currently in progress by GREPECAS contributory bodies: AERMET, AGA/AOP, AIM and CNS/ATM Subgroups and their respective Task Forces, be transformed into programmes and projects.

2.3 **Appendix A** to this working paper presents the proposed structure of the new GREPECAS Organization

Review of the results of the work of the GREPECAS contributory bodies

2.4 The meeting noted that the conclusions of the AERMET/SG/10, AGA/AOP/SG/7, AIM/SG/12 and CNS/ATM/SG/1 meetings had been approved by GREPECAS on 30 June 2010, by the fast track mechanism.

2.5 The meeting, analyzing the review of the CNS/ATM Subgroup of which the work programme is based on programmes and projects as the new proposed GREPECAS organization, expressed a concern on the need for States to commit resources to achieve successful projects, and it was agreed that in case a project coordinator nominated by a State was not performing well, or did not receive the necessary support from his/her State, the Secretariat could recommend a change of project coordinator. It was mentioned that this action should also apply to experts nominated by States to support a specific activity of a project.

2.6 In this regard, the meeting agreed upon the following draft Conclusion:

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CONCLUSION 08/03 CONTRIBUTION FROM STATES TO THE GREPECAS
RESOURCES**

That States contribute the necessary resources to GREPECAS projects in the form of project coordinators and experts and provide the assigned individuals the allocation of adequate time, release from normal duties, and financial support to facilitate their participation in the activities to achieve the expected results as committed.

Review of the GREPECAS terms of reference

2.7 The meeting reviewed the revised terms of reference of GREPECAS, as requested by the ICAO Council, to include coordination with RASG-PA and recommended its approval by GREPECAS. The meeting also agreed on the need to modify the wording that makes reference to the ACG, since under the new organization of GREPECAS, its functions will be implemented by the Project and Programme Review Committee. The meeting agreed on the following draft decision:

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DECISION 08/04 REVISED GREPECAS TERMS OF REFERENCE**

The revised terms of reference presented in the **Appendix** to this part of the report are approved.

2.8 GREPECAS/16-WP/17 presents detailed information of the new GREPECAS terms of reference.

Revision of the GREPECAS Procedural Handbook

2.9 The meeting reviewed a preliminary version of the proposed new Procedural Handbook (Sixth Edition). The preliminary version of the Procedural Handbook was circulated to all ACG members for comments, and the current version is shown in **Appendix B** for GREPECAS approval.

Review of the 2011-2013 schedule of meetings and State contributions to their implementation

2.10 The ACG/8 meeting agreed on the following meetings schedule, based on the proposed new GREPECAS organization:

- a) GREPECAS will meet once every three years within six months after the ICAO triennial Assembly to adjust the GREPECAS terms of reference, and Programmes and Projects on the basis of Assembly results;
- b) the Programme and Project Review Committee will meet as required using the appropriate modality to achieve the expected results as efficiently and effectively as possible; and
- c) a transition meeting be held to transform the Subgroups/Task Forces into Programmes/Projects including the provision of project management concept and methodology training.

2.11 In relation to future programme and project meetings, these would need to be held as required using the appropriate modality for efficiency and effectiveness and, ultimately, would be subject to budgetary constraints.

Proposed new deficiencies methodology

2.12 The meeting analyzed a proposal from the Secretariat for a new deficiencies methodology for the identification, assessment and reporting of air navigation deficiencies. The meeting agreed with the proposal, and several opportunities for improvement were identified that will be incorporated into the proposal. In this respect, the meeting agreed to adopt the following draft Conclusion:

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CONCLUSION 8/05 REVISED METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

That:

- a) ICAO consider the proposed revised methodology for the identification, assessment and reporting of air navigation deficiencies based on the concept illustrated in the Appendix to this part of the report; and
- b) in the interim, GREPECAS adopt this revised methodology as a test-bed and inform the results to the ICAO.

2.13 GREPECAS/16-WP/14 presents detailed information of the new GREPECAS methodology for the identification, assessment and reporting of the air navigation deficiencies.

Agenda of the GREPECAS/16 meeting

2.14 The meeting approved the Agenda for the GREPECAS/16 meeting, which was distributed to all the members of GREPECAS through ICAO SAM Regional Office letter LT 2/8.0.16-SA061 of 8 February 2011 and ICAO NACC Regional Office letter EMX0166 of 11 February 2011. The GREPECAS/16 meeting Agenda is presented in GREPECAS/16-WP/01, Appendix A.

3. Conclusion

3.1 The ACG/8 meeting adopted five draft Decisions and Conclusions related to the GREPECAS administrative mechanism such as a new GREPECAS organization, the transformation of the contributory bodies of GREPECAS, the contribution from States to the GREPECAS resources, the revised GREPECAS terms of reference, the revision of the GREPECAS Procedural Handbook, a meetings programme and a proposal for a new methodology for the identification of deficiencies.

4. Action of GREPECAS

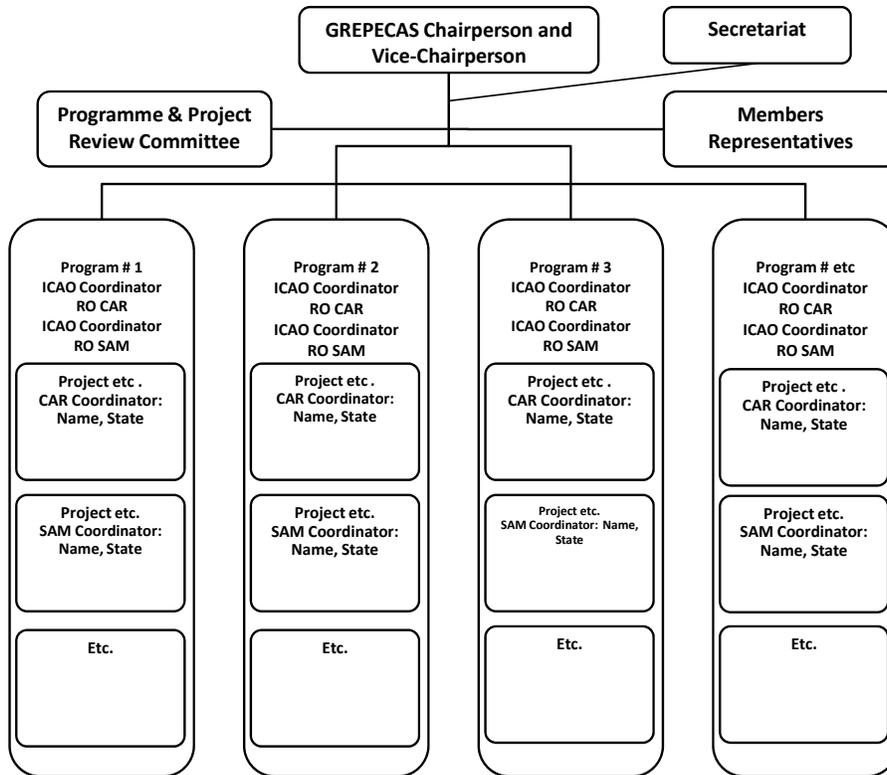
4.1 The Meeting is invited:

- a) to take note of the information provided;
- b) adopt the necessary actions with respect to the five draft Decisions and Conclusions presented in section 2 of this working paper; and
- c) analyze any other considerations on the subject that the meeting considers necessary.

APPENDIX A



Proposed New GREPECAS Organisation



APPENDIX B



**CAR/SAM REGIONAL PLANNING AND
IMPLEMENTATION GROUP
(GREPECAS)**

PROCEDURAL HANDBOOK

Sixth Edition – 2011

INTRODUCTION

The CAR/SAM Regional Planning and Implementation Group (GREPECAS) was established by the ICAO Council in 1990, as recommended by the Second CAR/SAM Regional Air Navigation Meeting in 1989 (action by Council on Recommendation 14/6 of the CAR/SAM/2 RAN Meeting is set out in Supplement No. 1 to Doc 9543, CAR/SAM/2).

The purpose of the GREPECAS Procedural Handbook is to serve as a reference document to provide an overview of the role and organization of the Group and its different programmes and projects. The handbook will be helpful to States and international organizations when planning and managing resources for participation in the work.

This handbook is a high-level document, which is approved by GREPECAS.

The Secretary of GREPECAS may develop lower level procedures and forms for the effective management of the GREPECAS mechanism. These procedures should not in any way contradict this GREPECAS Handbook.

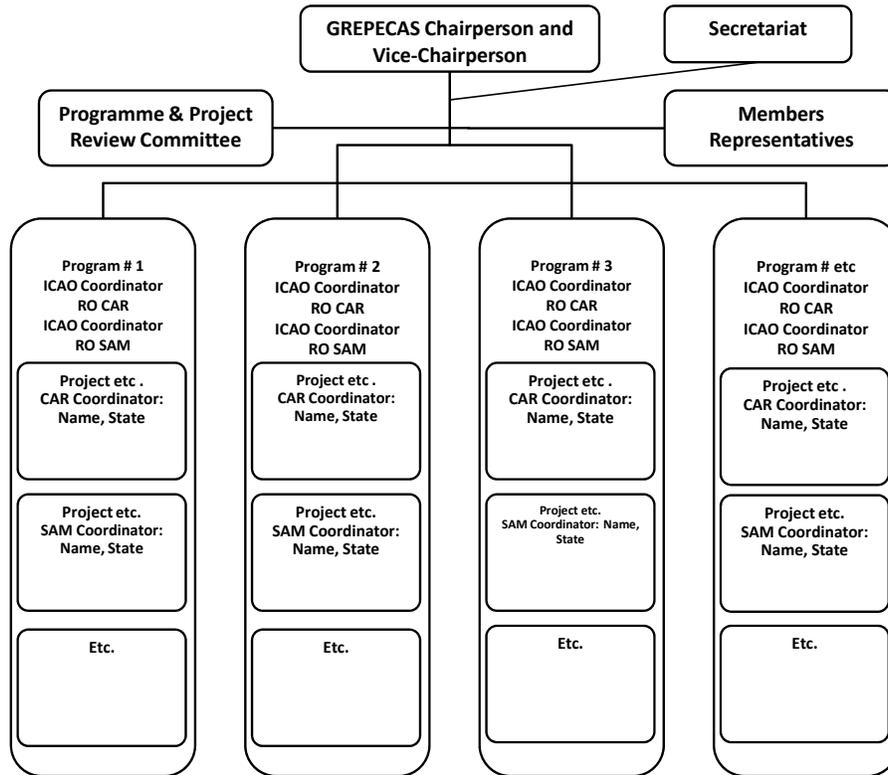
The handbook will be updated periodically in the light of relevant changes and developments.

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STRUCTURE OF GREPECAS



Proposed New GREPECAS Organisation



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CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)**TERMS OF REFERENCE**

In accordance with C-WP/13135, Council Decisions C-DEC 183/9 dated 18 March 2008 and C-DEC 190/4 dated 28 May 2010, the terms of reference of the GREPECAS are as follows:

- a) continuous and coherent development of the CAR/SAM Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and reflecting global requirements;
- b) facilitation of the implementation of air navigation systems and services as identified in the CAR/SAM air navigation plan, with due adherence to the primacy of air safety;
- c) identification and addressing of specific deficiencies in the air navigation field; and
- d) coordination of safety issues with RASGs.

In order to meet the Terms of Reference, the Group shall:

- a) review and propose, when necessary, the target dates for implementation of facilities, services and procedures to ensure the coordinated development of the Air Navigation System in the CAR and SAM Regions;
- b) assist the ICAO Regional Offices providing services in the CAR and SAM Regions in their assigned task of fostering implementation of the CAR/SAM Regional Air Navigation Plan;
- c) in line with the Global Aviation Safety Plan (GASP), ensure the conduct of any necessary systems performance monitoring, identify specific deficiencies in the Air Navigation field, especially in the context of safety, and propose corrective action;
- d) ensure the development and implementation of an action plan by States to resolve identified deficiencies, where necessary;
- e) develop amendment proposals for the update of the CAR/SAM Air Navigation Plan necessary to satisfy any changes in the requirements, thus removing the need for regular regional air navigation meetings;
- f) monitor implementation of air navigation facilities and services and, where necessary, ensure interregional harmonization, taking due account of cost/benefit analysis, business case development, environmental benefits and financing issues;
- g) examine human resource planning and training issues and ensure that the human resource development capabilities in the Regions are compatible with the CAR/SAM Regional Air Navigation Plan;

- h) review the Statement of Basic Operational Requirements and Planning Criteria and recommend to the Air Navigation Commission such changes as may be required in the light of developments;
- i) invite financial institutions, as required, on a consultative basis and at a time it considers appropriate in the planning process, to participate in this work;
- j) ensure close cooperation with relevant organizations and State groupings to optimize the use of available expertise and resources;
- k) conduct the above activities in the most efficient manner possible with a minimum of formality and documentation, and call meetings of the GREPECAS only when the Secretary and the Chairperson, through the Programme and Project Review Committee, are convinced that it is necessary to do so; and
- l) coordinate with RASG-PA.

Establishment: The CAR/SAM Regional Planning and Implementation Group (GREPECAS) was established by the ICAO Council (Recommendation 14/6 – SP CAR/SAM 1989, Doc 9543).

Position in ICAO: GREPECAS shall be the guiding and co-ordinating body for all activities conducted within ICAO concerning the Air Navigation System for the CAR and SAM Regions but shall not assume authority vested in other ICAO bodies, except where such bodies have specifically delegated their authority to GREPECAS. The activities of GREPECAS shall be subject to review by the Council.

Composition of the GREPECAS: The GREPECAS is composed of all States providing air navigation services in the CAR/SAM Regions. However, a group of States may choose to have common representation.

The following international organizations may be invited to participate on a regular basis: ACI, ALTA, ARINC, ASSI, CANSO, CASSOS, COCESNA, ECCAA, IAOPA, IATA, IBAC, IFALPA IFATCA, LACAC, PAIGH, SITA and WMO.

Organization of GREPECAS: The Group shall appoint a Chairperson and a Vice-Chairperson. The Chairperson, in close coordination with the ICAO Regional Directors from the South America and NACC Regional Offices, shall make necessary arrangements for the most efficient work of the Group.

In order to ensure the necessary continuity in the work of GREPECAS and, unless otherwise determined by special circumstances, the Chairperson and the Vice-Chairperson of the GREPECAS should assume their functions at the end of the meeting at which they are elected, and normally serve for a period of three years. They can also be re-elected if considered by the group. The Chairperson shall:

- attend, to the extent possible, all Meetings of the GREPECAS under his/her chairpersonship;

- participate with the Secretariat in the development of GREPECAS Meeting Reports; and
- present the meeting reports of the GREPECAS under his/her chairpersonship.

Working Methodology: The GREPECAS work programme shall be developed through project management methodology. The GREPECAS programmes and projects will be directed by the Programme/Project Review Committee. The programmes will be coordinated by the Regional Officers and the projects are coordinated by State experts. The Programmes cover different air navigation fields based on the Global Air Navigation Plan and the Global ATM Operational Concept, and according to the ICAO programmes under the Strategic Objectives of Safety and Sustainability, namely, AGA, AIM, ATM, CNS, MET and SAR. In each of the CAR and SAM Regions the programmes will be managed by the Regional Officer(s) of the respective regional office who shall coordinate and integrate a series of projects managed by experts of the States from the respective Regions. Meetings shall be convened for the review of projects, and each Regional Office will use its own implementation mechanisms to address the need for project meetings.

Programme and Project Review Committee Conducts: centralized management of portfolios, programmes and projects for identifying, prioritizing, authorizing, managing and controlling programmes, projects and other related work to achieve the work programme of GREPECAS. Management shall focus on ensuring results for those projects and programmes and, also prioritizing resource allocation and ensuring that projects and programmes are consistent with and aligned to the Terms of Reference of GREPECAS.

The Programme and Project Review Committee is composed of the GREPECAS Chairperson and Vice-Chairperson, CAR/SAM States (16 States; 8 from CAR and 8 from SAM), ACI, CANSO, IATA and IFALPA. Meetings will take place when required, either virtual or in-person, twice every three years.

Regional coordination: The Chairperson and the Secretary of the GREPECAS shall take all necessary steps to establish and maintain the closest relationship with relevant international and sub-regional organizations in all pertinent fields of aviation activity to ensure optimization of capacity and efficient development of procedures.

Languages: The languages of the meetings of the GREPECAS shall be English and Spanish. The meeting reports and supporting documentation for meetings of GREPECAS will be prepared in English and Spanish.

Secretariat support: The GREPECAS Secretary, supported by the GREPECAS Co-Secretary, shall provide necessary secretariat assistance to the Group and serve as its communication link with all interested parties. In order to achieve this:

- the GREPECAS meeting agenda should be limited to those items, which are sufficiently mature for a GREPECAS Decision or Conclusion;

- documentation submitted for action by the GREPECAS from States, International Organizations, and the GREPECAS Programmes, should always include a concrete and substantiated proposal for a Conclusion or a Decision for GREPECAS consideration for endorsement;
- such documentation should be sent electronically 45 days before the meeting to permit timely processing in both English and Spanish. All documentation should be submitted, at the latest, 15 days before the meeting for proper publishing and distribution. It should be noted that those papers received after this 15-day period may not be accepted by the Secretariat or be presented as information papers;
- GREPECAS meetings will approve Conclusions and Decisions which shall include a short lead-in text for better understanding and a reference to which earlier Conclusion(s)/Decision(s) is superseded, if applicable, as well as noting when they can be deleted from the GREPECAS List of Valid Conclusions and Decisions;
- the full report will be completed by the Secretary and approved by the Chairperson for transmission within four weeks after the end of the meeting;
- upon completion of the meeting, a one-page summary describing the outcome will be prepared and disseminated to all ANB sections as well as relevant sections of ATB and TCB, including a detailed Action Plan for the implementation of the Conclusions and Decisions adopted by the group; and
- GREPECAS relations with States and International Organizations, as well as relations with CAR or SAM bodies and Organizations will normally be conducted through the ICAO Regional Director of the Office of accreditation.

Reporting Deficiencies: In order to enable the GREPECAS to make detailed assessments of deficiencies, States and appropriate international organizations, including IATA and IFALPA, are expected to provide the information they have to the corresponding ICAO Regional Office for appropriate action, including action at PIRG meetings. The information should include, at a minimum: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken. On 30 November 2001, the ICAO Council approved the Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies, which is presented as **Appendix A** to this Procedural Handbook.

Meeting Documentation: Distribution of the supporting documentation of GREPECAS and its Programmes, as well as the reports of the meetings, will be posted on the GREPECAS web page www.lima.icao.int under the GREPECAS option, using the username and password provided to States. The following documentation, including proposed action as required, may be presented by States, International Organizations or the Secretariat:

- **Working Papers** normally contain material with a draft decision, conclusion or inviting action by the meeting.
- **Information Papers** are submitted in order to provide the meeting with information on which no action is required and will normally not be discussed at the meeting.

- **Flimsies** are documentation prepared on an Ad hoc basis in the course of a meeting to assist the meeting with discussion on a specific matter or in the drafting of a text for a Conclusion or Decision.
- **Discussion papers** are originated and distributed during the meeting.

Meeting Output

- **Conclusions** deal with matters, which in accordance with the Group's terms of reference, directly merit the attention of States or requires further action to be initiated by ICAO in accordance with established procedures.
- **Decisions** deal with matters of concern only to the GREPECAS.

Note: in order to qualify as such, a Decision or a Conclusion shall be able to respond clearly to the "3W" criterion (What, Who and When).

Schedule and venue of GREPECAS meetings: GREPECAS will meet every three years for a period of three days. Meetings shall normally be convened alternatively at locations in the CAR and SAM Regions. A convening letter for a meeting shall be sent by the Secretary of GREPECAS and ICAORD, normally **90** days prior to the meeting, including the draft agenda together with explanatory notes.

Fast-track Procedure: To enable the work of the GREPECAS to continue between meetings, Draft Conclusions and Decisions can be approved through correspondence. The usual ICAO silent procedure, where no response indicates agreement, will apply.

Terminology: terminology applicable to GREPECAS is included in **Appendix B**.

APPENDIX A**UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT
AND REPORTING OF AIR NAVIGATION DEFICIENCIES**

(Approved by the Council on 30 November 2001)

1. INTRODUCTION

1.1 Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

- a) collection of information;
- b) safety assessment of reported problems;
- c) identification of suitable corrective actions (technical / operational / financial / organizational), both short-term and long-term; and
- d) method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2 This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3 For the purpose of this methodology, the definition of deficiency is as follows:

A deficiency is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

2. COLLECTION OF INFORMATION**2.1 Regional office sources**

2.1.1 As a routine function, the regional offices should maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the regional offices take the following steps:

- a) compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;
- b) review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;

- c) make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for their existence and their impact, if any, on safety, regularity and efficiency of international civil aviation;
- d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;
- e) review inputs, provided to the regional office by the users of air navigation services on the basis of Assembly Resolution A33-14, Appendix M;
- f) assess and prioritize the result of a) to e) according to paragraph 4;
- g) report the outcome to the State(s) concerned for resolution; and
- h) report the result of g) above to the related PIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

2.2 States' sources

2.2.1 To collect information from all sources, States should, in addition to complying with the Assembly Resolution A31-10, establish reporting systems in accordance with the requirements in Annex 13, paragraph 7.3. These reporting systems should be non-punitive in order to capture the maximum number of deficiencies.

2.3 Users' sources

2.3.1 Appropriate international organizations, including the International Air Transport Association (IATA) and the International Federation of Air Line Pilots' Associations (IFALPA), are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context it should be noted that Assembly Resolution A33-14, Appendix M and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

3. REPORTING OF INFORMATION ON DEFICIENCIES

3.1 In order to enable the ICAO PIRGs to make detailed assessments of deficiencies, States and appropriate international organizations including IATA and IFALPA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2 The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3 The agenda of each PIRG meeting should include an item on air navigation deficiencies, including information reported by States, IATA and IFALPA in addition to those identified by the regional office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. The PIRGs, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4 In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. These fields are as follows and are set out in the reporting form attached hereto.

a) Identification of the requirements

As per ICAO procedures, Regional Air Navigation Plans detail inter alia air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with the name of the meeting and the related recommendation number should be included. In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) Identification of the deficiency

This item identifies the deficiency and would be composed of the following elements:

- i) a brief description of the deficiency;
- ii) date deficiency was first reported; and
- iii) appropriate important references (meetings, reports, missions, etc).

c) Identification of the corrective actions

In the identification of the corrective actions, this item would be composed of:

- i) a brief description of the corrective actions to be undertaken;
- ii) identification of the executing body;
- iii) expected completion date of the corrective action^{1*}; and
- iv) when appropriate or available, an indication of the cost involved.

* It should be noted that a longer implementation period could be assigned in those cases in which the expansion or development of a facility was aimed at serving less frequent operations or entailed excessive expenditures.

4. ASSESSMENT AND PRIORITIZATION

4.1 A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

“U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

“A” priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

“B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

5. MODEL REPORTING TABLE FOR USE IN THE REPORTS OF PIRGS

5.1 Taking the foregoing into account, the model table at the Appendix is for use by PIRGs for the identification, assessment, prioritization, etc., of deficiencies. It might be preferred that a different table would be produced for each of the different topics i.e. AGA, ATM, SAR, CNS, AIS/MAP, MET. However, all tables should be uniform.

6. ACTION BY THE REGIONAL OFFICES

6.1 Before each PIRG meeting, the regional office concerned will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the regional offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next PIRG meeting, and that the Air Navigation Commission will report to the Council.

APPENDIX B**TERMINOLOGY**

The following is a terminology guide (in English and Spanish) to be used when preparing documentation to be presented for the review of the GREPECAS and its Contributory Bodies Meetings:

Terminology**English****Spanish**

Addendum	Addenda
Ad hoc	Ad hoc
Agenda Item #	Cuestión # del Orden del Día
Agenda	Orden del Día
Appendix	Apéndice
Attachment (of an Appendix)	Adjunto (de un Apéndice)
Contributory Body	Órgano Auxiliar
Corrigendum	Corrigendo
Discussion Paper (DP)	Nota de Discusión (ND)
Draft Agenda	Orden del Día Provisional
Draft Conclusion	Proyecto de Conclusión
Draft Decision	Proyecto de Decisión
Draft Report	Informe Provisional
Explanatory Notes	Notas Aclaratorias
Final Report	Informe Final
Flimsy	Flimsy
Historical	Reseña
Information Paper (IP)	Nota de Información (NI)
International Organizations	Organizaciones Internacionales
Order of Business (OB)	Orden del Día (OD)
Revised	Revisado
Supplement	Suplemento
Working Paper (WP)	Nota de Estudio (NE)

Note for the Secretariat in the preparation of Documentation:

Appendixes are sorted in alphabetical order: **A, B, C, D...**

In the event of surpassing the alphabet the following criteria will be used also in alphabetical order: **AA, BB, CC, DD...**

The Attachments to an Appendix will be sorted in numerical order: **1, 2, 3, 4 ...**

GREPECAS PROCEDURAL HANDBOOK

CLASSIFICATION OF THE STATUS OF GREPECAS CONCLUSIONS AND DECISIONS:	CLASIFICACIÓN DEL ESTADO DE LAS CONCLUSIONES Y DECISIONES DEL GREPECAS
Valid	Válida
Completed	Finalizada
Superseded	Invalidada

- END -

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