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When replying please quote:

Ref.: NT-N1-15.1 — **E.OSG - NACC84102**

12 November 2020

To: CAR/SAM Planning and Implementation Regional Group (GREPECAS) Programmes and Projects Review Committee (PPRC) Members and GREPECAS Project Coordinators

Subject: **Invitation – Evaluation for CAR/SAM Planning and Implementation Regional Group (GREPECAS) Projects Updates Teleconference**
On line 18 November 2020

Action

- Required:
- 1) Confirm participation by **16 November 2020**
 - 2) Connect to the Teleconference on **18 November 2020 at 09:00 hrs CST (UTC -6)**

Sir/Madam,

Further to the Second GREPECAS Programmes and Projects Review Committee (PPRC) Virtual Meeting (ePPRC/02) held on 30 October 2020, I wish to invite the PPRC Members and GREPECAS Project Coordinators from your Administration to participate in the Evaluation for GREPECAS Projects Updates Teleconference this **18 November 2020** at 09:00 hours CST (UTC -6), under the Zoom Platform. Estimated time of the Teleconference is 2.5 hours.

Formal project and programme review is one of the main requests made by the States and the GREPECAS to implement efficiency improvements and overall enhance benefits to the States. Each Project of the different GREPECAS programmes has a coordinator from the States who will discuss the performance, concerns and problems of the projects and its respective programme with their respective ICAO coordinators, using the basic concepts of project management, ranging from risk management Checklists to Project Baseline Change Proposal Forms. A project evaluation guide is shown in **Appendix A**.

The teleconference objective is to evaluate current projects based on the information provided during the eCRPP/02 and the information that the project coordinators provide, in order to adapt them to the current CAR/SAM Regional aviation context and financial resources prevailing as a result of COVID-19. The review of the respective programme shall also be included. Provisional Agenda is shown in **Appendix B**. The working languages of the teleconference will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

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We would appreciate confirmation of your participation by **16 November 2020**, it is important to note that all participants need to have a Zoom account as all sessions scheduled by ICAO are only for authenticated users. The meeting will be held on **18 November 2020 from 09:00 to 11:30 hours CST (UTC -6)**. In order to confirm your participation at this meeting and obtain the Zoom connection information, you need to register at the following link:


<https://icao.zoom.us/meeting/register/tJAuc-GqqTksHd3xAeC2P3zl49F8CjA-ev3F>

Once registered, Zoom will generate a unique connection link for the registered participant and he/she will receive a confirmation email from Zoom containing information about joining the meeting; please note that the connection link is unique to the registered participant and cannot be shared with other users. **Please ensure to save this message, as you will need it to connect to the event.**

Although this event will be held in the Zoom platform, in case your State does not have access to Zoom, please let us know of your interest in participating in this event so we can send you a GoToMeeting link that will broadcast this event.

Should you require further information, please contact Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management (RO/AIM), (rmartinez@icao.int), or Mrs. Yolanda Terrazas, Assistant (yterrazas@icao.int)

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text 'Firma Digital' on the left and 'Digital Signature' on the right. The signature is written in a cursive style.

for
Melvin Cintrón
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Project Evaluation Guide;
B– Provisional Agenda



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International Civil Aviation Organization
North American, Central American and Caribbean Office

Evaluation for CAR/SAM Planning and Implementation Regional Group (GREPECAS) Projects Updates
18 November 2020, from 09:00 to 11:00 hours CST (UTC -6)

APPENDIX A
PROJECT EVALUATION GUIDE

1. Introduction.

1.1 Programmes and Projects Review Committee (PPRC)

The PPRC is the authority responsible to review the progress of the Programmes and Projects, in order to decide on the continuity of said Projects. The Coordinators are required to:

- a) identify the need to continue the projects;
- b) prioritize Project tasks;
- c) prioritize the allocation resources;
- d) identify the need for new projects;
- e) identify actions to mitigate obstacles to achieve the proposed objectives; and
- f) ensure that projects are consistent and aligned with the Global Air Navigation Plan (GANP) and GREPECAS Terms of Reference (ToRs)

It is assumed that the determined main programme has several projects within an Air Navigation Services (ANS) scope, and that periodic reviews should be carried out in order to keep current projects updated.

2. Review Criteria

The Coordinator of each project will have 15 minutes to present the update/modification to the projects of their area, without exceeding that exposure time, in order to respect the time that corresponds to each coordinator, so that everyone receives the updated information and the teleconference finishes in a timely manner.

The main objectives of the teleconference are:

- | | |
|---------------------------------|------------------------------|
| • Information update | Valid/Obsolete |
| • Decision making on projects: | Continues/Closes |
| • Launch new projects decision: | Feasible/Not feasible |

Evaluating mainly prior to the meeting:

- a) Objectives and Scope
- b) Description/Activities
- c) Quality
- d) Cost
- e) Calendar, Programme, Milestones, terms
- f) Risk
- g) Results, products, deliverables
- h) Human Resources
- i) Responsibilities
- j) Resources: experts and budget
- k) Metrics/Indicators

3. GREPECAS Programmes/Projects Review

Programme Name	Programme Projects	Reference
PBN	(B0-APTA, B0-FRTO, B0-CDO and B0-CCO)	A
ATFM	(B0-SEQ, B0-FRTO, B0-NOPS and B0-ACDM)	B
Automation and Situational Awareness ATM	(B0-RSEQ, B0-FICE, B0-SNET, B0-ASUR and B0-SURF)	C
Ground-Ground/Air-Ground Communications Infrastructure	(B0-FICE and B0-TBO)	D
SAR	(B0-SAR)	E
Aerodromes	(B0-SURF y B0-ACDM)	F
Aeronautical Information Management	(AIM/B0-DATM)	G
Aeronautical Meteorology	(B0-AMET)	H

Topics to be reviewed during the meeting:

- Monitoring the progress of projects
- Follow-up of actions to start, continue or finish the project
- Exchange on the budget and resources assigned to the different projects
- Current environment or context in the projects

For each Project, updates of the following management areas (of the Project) will be provided:

- **Goal and Scope:** The coordinator will explain what the project is about, as well as define and control what is included and what is not included in the project (scope).
- **Cost:** Project Cost Management includes the processes involved in estimating, budgeting and controlling costs so that the project is completed within the approved budget, depending on the needs of the project. It is appropriate that this issue and the next occupy most of the review. All everyone really wants to know is if you have limitations and how much it would cost to fix them.

- **Programme:** Through effective management in order to meet the objectives established in the strategic plan. If a Programme Performance Index is reported less than the set limit, and the critical path of the project indicates a deadline, perhaps too many milestones have been limited.
- **Risk:** Project Risk management includes the processes related to carrying out management planning, identification, analysis, risk response planning, as well as their monitoring and control. Once the baseline is approved, risk management may be irrelevant. In addition, a risk analysis of this review would indicate that you will need to consider a possible contingency.
- **Quality:** Quality indicates that the result delivered by the project satisfies the expectations generated by it. Also, this is more of a Human factor/process situation than related to the specific project.
- **Communications:** The management of Project Communications includes the processes required to ensure that the generation, collection, distribution, storage, retrieval and final disposal of project information and data are adequate and timely.
- **Human Resources:** Project human resources management includes the processes that organize, manage and lead the project team, which is made up of people who have been assigned roles and responsibilities to complete the project.

To achieve the expected results of the projects, the allocation of resources is necessary considering that the most important components of these resources are the project coordinators and the designated experts, ensuring that those designated have the necessary time to carry out adequate coordination and participate in the various activities of each project.

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**APPENDIX B
PROVISIONAL AGENDA**

Agenda Item 1: Review of GREPECAS Air Navigation Projects

Agenda Item 2: Other Business

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Review of GREPECAS Air Navigation Projects

Under this agenda item, the projects review will be carried out by the Coordinators of said Regional Offices projects, in order to determine their update and continuity, as well as the formulation of new projects and the possible cancellation of some others.

Agenda Item 2: Other Business

Under this agenda item, the Meeting will analyse any other matter as needed if related to the Teleconference subject.

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