ePPRC/03 — WP/04
13/07/21

**GREPECAS Programmes and Projects Committee (PPRC) Third Virtual Meeting
(ePPRC/03)
Online, 22 – 23 July 2021**

Agenda Item 3: **Organizational and Administrative Activities of the GREPECAS**
3.4 **GREPECAS Plenary Meeting and Successive Back-to-back Meeting
with RASG-PA and their periodicity**

GREPECAS AND RASG-PA CONSECUTIVE PLENARY MEETINGS

(Presented by the Secretariat)

<table>
<tr><td colspan="2" align="center">EXECUTIVE SUMMARY</td></tr>
<tr><td colspan="2">Regarding the generic Terms of Reference (ToR) of the Planning And Implementation Regional Groups (PIRGs) and the Regional Aviation Safety Groups (RASGs) reviewed and approved by the ICAO Council, this document presents the requirement to hold the Plenary Meeting of the CAR/SAM Planning and Implementation Regional Group (GREPECAS) every year and consecutively (back-to-back) with the Regional Aviation Safety Group–Pan America (RASG-PA) in order to report to the ICAO Council.</td></tr>
<tr><td>Action:</td><td>Refer to numeral 5.</td></tr>
<tr><td>Strategic Objectives:</td><td>• Air Navigation Capacity and Efficiency
• Safety</td></tr>
<tr><td>References:</td><td>• Global Air Navigation Plan (GANP) (Doc 9750)
• Global Aviation Safety Plan (GASP) (Doc 10004)
• GREPECAS Procedural Handbook, Seventh Edition
• RASG-PA Procedural Handbook, Fifth Edition
• Technical Commission Report on Agenda Item 29 (A40-WP/608) of the Assembly 40th Session
• Resolutions and Decisions of the Assembly, C-NE / 14983 Rev.2</td></tr>
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1. **Introduction**

1.1   The ICAO Council through the Air Navigation Commission (ANC), has established Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs) to identify regional priorities, implementation objectives and the indicators related to air navigation and aviation safety for the regional implementation of the Global Air Navigation Plan (GANP) (Doc 9750) and the Global Aviation Safety Plan (GASP) (Doc 10004), in order to provide practical recommendations to the aforementioned Council.

1.2	In 2019, the ANC approved new generic Terms of Reference (ToRs) for PIRGs and RASGs, in order to clarify the roles of stakeholders and promote partnership between them, harmonize working methods and improve the presentation of regional reports through more frequent meetings. Furthermore, it was agreed that the option to further expand the ToRs to suit the regions needs will ensure flexibility of the work and lay the foundation for a more efficient meeting model and reporting.

1.3	During the 40th Session of the ICAO Assembly (from 24 September to 4 October 2019), it was decided to align the PIRGs and RASPs meetings calendars with the requirement to submit annual reports to the Council (*A40-W/608*). The Council (*C-DEC 219/7*), during the review of the Resolutions and Decisions of the Assembly (C-*WP / 14983 Rev. 2*) approved the Assembly Decision that the PIRGs and RASGs meet and report annually to the Council. On 5 August 2020, the President of the Council, under delegated authority, modified the ToRs of the PIRGs and RASGs to include annual meetings.

1.4	Similarly, the aforementioned ToRs set forth that the meetings of the RASGs and PIRGs must be held back-to-back, or jointly, to facilitate the coordination and ensure the efficient use of the resources, having to inform the ICAO Council through the ANC on the matter.

1.5	For the ICAO Council, the official reports that are submitted for their review and consideration are those resulting from plenary meetings of the PIRGs and RASGs.

1.6	In the *7th of the GREPECAS Procedural Handbook*, the changes required in the new generic PIRGs and RASGs ToRs were included; however, it was stated that the GREPECAS plenary meetings must be held every three years, with a duration that would be determined by the scope of the Agenda trying to reach a three-day meeting, if possible. Also, that the meetings of the GREPECAS Programmes and Projects Committee (PPRC) would be held as necessary, either through teleconferences or face-to-face meetings, depending on the GREPECAS budget. Likewise, it was indicated that preference should be given to meetings held by teleconference and held at least one annual face-to-face plenary PPRC meeting, preferably at the NACC or SAM Regional Office, therefore, it was decided to make the modifications to this manual in accordance with the new ToR for the PIRGs.

1.7	Similarly, in *5th Edition of the RASG-PA Procedural Handbook* it has been established that this regional group carries out meetings with different scope and periodicity, where it is also considered that plenary meetings should be held every three years, and that the Executive Steering Committee (ESC) meetings should be held according to the work schedule previously approved by the ESC. Therefore, through RASG-PA Decision (*ESC/36/D1*) resulting from the RASG-PA ESC/36 Meeting (May 2021), it was decided to amend as necessary this handbook in accordance with the new RASGs ToRs.

2. **Annual Meetings of RASGs and PIRGs**

2.1 Regarding the schedule of meetings of both regional groups, GREPECAS held a face-to-face PPRC meeting in 2019 and two virtual meetings during 2020. GREPECAS, as a Plenary Meeting has not met in the cycle originally planned during 2020 (plenary meeting number 19), planned to be held in Paraguay; because of the current health emergency due to COVID-19, which affected the face-to-face participation of States and the organization arrangements by the host State.

2.2 Due to the Council update, where the ToRs were modified indicating that the GREPECAS and RASG-PA groups will meet annually and taking into account that the PPRC and the ESC respectively, do not have the scope of plenary meetings of these groups in view of the ICAO Council, both GREPECAS and RASG-PA have planned since 2020 to hold their GREPECAS and RASG-PA Back-to-back plenary meeting in October 2021. In this way, both regional groups plan and carry out plenary meetings annually as agreed by the ICAO Council, which leads to taking the necessary measures to modify the procedural handbooks.

2.3 Despite the reports of the PPRC and ESC from GREPECAS and RASG-PA and as required by the ICAO Council, it is required to hold these annual plenary meetings to submit official reports for the Council´s consideration. As plenary meetings, the last time that GREPECAS reported to the Council was in 2018, while RASG-PA did in 2019. However, the progress and the implementation status in the region has been reported through the regional offices in the report sent to the Council on PIRGs and RASGs.

3. **Annual Report to the ICAO Council**

3.1 The Council (*C-DEC- 219/7*), during the review of the Resolutions and Decisions of the Assembly (*C-WP/14983 Rev. 2*) approved the Assembly Decision that the PIRGs and RASGs meet and report to the Council annually.

3.2 For their part, the ToRs for the PIRGs approved by the ICAO Council mainly establish that the results must be reported to the ICAO Council through the Air Navigation Commission (ANC) with the support of the ICAO Secretariat; that PIRG meeting reports should be submitted in a standard format to the ICAO governing bodies to identify the regional and emerging issues, and the PIRG reports to the Council on an annual-basis through the consolidated report on PIRG and RASG, the minimum required content of the annual reports to the Council is presented in the **Appendix** to this document.

4. **Conclusion**

4.1 In order to comply with the ToRs established for the PIRGs by the ICAO Council regarding the presentation of annual reports and the minimum content of such reports, the Secretariat considers that the plenary meetings should focus on agreeing and approving the content of the annual report that will be submitted to the ANC to be subsequently presented to the Council. For this purpose, the following draft decision is proposed to the CRPP in order to submit it to GREPECAS for its approval:

DRAFT DECISION XX	Nineteenth Plenary Meeting of the GREPECAS y de forma consecutiva con el RASG-PA para la aprobación del informe anual	
What: The Secretariat plan and agree that the GREPECAS Plenary Meetings are held every year and consecutively (back-to-back) with the RASG-PA Plenary Meetings in order to discuss, comment, and approve the contents of the Annual Report on GREPECAS and RASG-PA to be submitted to the ICAO Council.	**Expected Impact:** ☐ Political/Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical	
Why: To comply with the content of the Terms of Reference developed the ICAO Council for PIRGs and RASG-s.		
When:: The complete agenda will have to be available for the GREPECAS approval at least 60 days previous the Plenary Meeting.	**Status:** Valid	
Who: ☐ States ☐ ICAO ☒ NACC (Secretariat) and SAM Regional Offices	**Responsible**: ICAO NACC and SAM Regional Offices	

4.2   In the concept that during the ESC/36) meeting (19 to 20 May 2021) the Secretariat of this Regional Group presented WP/05: *Consecutive Plenary Meeting of the RASG-PA and GREPECAS*, due to the previously mentioned, ESC Members took note of the aforementioned WP and agreed to approve its content in order to carry out the corresponding actions and in a coordinated manner with GREPECAS.

5.   Suggested Actions

5.1   The Meeting is invited to:

a)   Review the content of this Working Paper and its Appendix; and

b)   comment the Decision draft presented in part 4.1 of this WP in order to be presented for consideration to the GREPECAS.

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APPENDIX

Extract from the PIRG Generic Terms of Reference

3.4   Reporting

3.4.1   The PIRG reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

3.4.2   PIRG meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:

a)   a brief history of the meeting (duration and agenda);

b)   a list of meeting participants, affiliation and number of attendees;

c)   a list of conclusions and decisions with a description of their rationale (what, when, why and how);

d)   common implementation challenges identified amongst PIRG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;

e)   identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges, including the need for amendment proposals to global provisions and guidance materials submitted by States;

f)   a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;

g)   based on the GANP, and associated KPIs and tools, report to the extent possible on the status of implementation of air navigation goals, targets and indicators, including the priorities set by the region in their regional air navigation plans exploring the use of regional dashboards to facilitate monitoring regional progress being made;

h)   a list of items for coordination with the RASG and a concise summary of the outcome of related discussions;

i)   air navigation deficiencies identified and timelines for mitigation thereof; and

j)   the work programme and future actions to be taken by the PIRG.

3.4.3   A technical officer from Headquarters (Air Navigation Bureau) will participate and provide support to the meeting and subsequently arrange for the presentation of reports, in coordination with the Regional Office(s) and chairpersons of the PIRG, to the ANC and Council for review and harmonization.

3.4.4   The final PIRG report will be approved at the end of the meeting. Where the report requires translation, it will be made available within fifteen working days of the meeting closure.

3.4.5   Headquarters will provide feedback to the PIRGs highlighting the actions taken by the ANC and Council related to their previous meeting outcomes.

3.4.6   The PIRG will report to Council on an annual basis through the consolidated report on PIRGs and RASGs.

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