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Agenda Item 4:   **NAM/CAR Regional Safety/Air Navigation Implementation**
          4.2   Air Navigation Implementation Matters

EFFECTIVE IMPLEMENTATION PLAN FOR THE IMPLEMENTATION OF THE GLOBAL FORMAT OF RUNWAY CONDITION REPORT (GRF) AT AIRPORTS WITH NON-WINTER CONDITIONS

(Presented by Belize, Costa Rica, Guatemala, Honduras and Nicaragua)

EXECUTIVE SUMMARY

It has been identified that the methodology proposed by ICAO for airports in non-winter conditions has opportunities for improvement to clarify the Runway Condition Report (RCR) parameters. Based on the aforementioned, a report preparation methodology was developed with the support of COCESNA that resolves certain possible information gaps and information dissemination.

This plan was established in six phases. Currently, in the COCESNA Member States, two of them have achieved a complete and safe GRF implementation, with all software tools for the information dissemination, and the rest of the States are in the process. The GRF implementation process has six phases. Each State defines the start and end dates of implementation of each phase.

Action:	Under paragraph 4.
Strategic Objectives:	• Strategic Objective 1 – Safety
References:	• *Annex 3 - Meteorological Service for International Air Navigation* • *Annex 6 - Operation of Aircraft, Part I - International Commercial Air Transport — Aeroplanes, Part II - International General Aviation — Aeroplanes, Part III - International Operations — Helicopters* • *Annex 8 - Airworthiness of Aircraft* • *Annex 14 – Aerodromes* • *Annex 15 - Aeronautical Information Services* • *Advisory Circular ACSA 001/2020 Rev. 3 – Assessment, measurement and runway surface condition report* • *CIR-355*

1.   Introduction

1.1   The GRF implementation process in States is a requirement established in Annex 3; Annex 6, Part I, Annex 8, Annex 14, and Annex 15. The Runway Condition Report (RCR) implementation requires a series of well-structured steps in all disciplines. As much as aerodromes authority inspectors, air navigation and operations services providers must set a common path for an orderly RCR implementation with the minimum of risks associated with change. Change management is included in the development of the implementation plan as well as in the latent risk level and the residual risk in the last phases.

1.2   A fundamental aspect in the implementation process was the development of technological tools (software) necessary for the information dissemination via ATC frequency and ATIS message.

2.   Steps for a GRF Implementation Plan

2.1   The GRF implementation process has six phases, which are described as follows (see the **Appendix**).

Phase 1 – Preliminary coordination and information

2.2   Development of an initial implementation plan. It is necessary to indicate that ICAO provided a template with fifteen activities (milestones) that was taken as a base structure, adapting it to our environment. This guide can be found at the following link: https://www.icao.int/safety/SiteAssets/Pages/GRF/GRF%20Implementation_Milestones_March%20202 1.pdf . Once the initial plan is developed, it is submitted to the Authority Directorate for approval. Then a coordinator of the implementation plan is appointed, who must meet with the interested areas in order they assign a focal point representing each one of them (ANS, AGA, OPS). A latent risk assessment is carried out to identify the existing resources to recognize the risk and a gap analysis is carried out to identify what is missing in each of the aforementioned areas. Subsequently, ICAO must be notified of the difference in the date on which the GRF is to be implemented by the appropriate means. Following the notification, an AIC is prepared with the GRF proposed implementation date.

2.3   With the input from different areas and regional groups, standardized guidance material to be used by the different areas on the region during the implementation has already been prepared by ACSA. Additionally, COCESNA, through ICAE has developed the standardized training material for the region in order to ensure that the shared knowledge is consistent and with the same criteria in all Member States.

Phase 2 – Theorical Training

2.4   The coordination group of each State meets to review the training material, which will be used to train instructors of the different areas. After its revision, training will be provided to the personnel from the regulatory entity of the different areas (AGA, ANS and OPS). Once the training is completed, the appropriate staff members will be identified in each area to act as instructors, who will be responsible for replicating the training to the rest of the regulatory personnel, service providers, or to the industry (airline operators) if required.

Phase 3 – Hands-on Training

2.5   The first hands-on training will be carried out, which could be considered as the first part of an On the Job Training (OJT), in which the personnel who have already completed the theorical part begin to participate in the hands-on training called table exercises. Also, reduced-scale exercises are included.

Phase 4 – Preparation or Update of Documents

2.6   The industry and the services providers must prepare their procedures, which will include all the aspects related to the information dissemination mechanisms. Once prepared, the procedures must be shared with the personnel of the areas involved.

Phase 5 – Change Management

2.7   Preparation of a residual risk assessment, which will be the result of the risk generated after all the barriers and forms of mitigation were established in the previous phases of the implementation plan. Promotion of the change to be made. Develop the planning, testing and drills with the ones involved from the interested parties, this phase is known as On the Job Training.

Phase 6 – Procedures Adjustments and Final Implementation

2.8   Once the deficiencies are identified, adjustments are made to the procedures. A trial period of the implementation is established in which the codes and SNOWTAMS will be generated (which will not be published in the system). Once the testing stage is completed, the operation begins with the service providers, industry and other areas involved.

Software Development

2.9   With the contribution of all COCESNA Members States, the necessary software was developed so that the dissemination of the Runway Condition Report (RCT) can be transmitted by an ATIS message for both conventional ATIS and ATIS-D systems. Through this tool in the same message preparation process in the template for SNOWTAM, the software changes the RCR text into a voice message and it is sent for its dissemination via ATC and ATIS frequency.

3. **Conclusions**

        a)   In order to comply with ICAO requirements regarding the implementation process of the Global Reporting Format (GRF) of surface condition established in Annexes 6, 10 and 14, it is necessary to establish a regional roadmap that addresses the elements of implementation in a comprehensive and effective manner.

        b)   Obtain ICAO support and guidance in the implementation process becomes a need for the region in order to ensure ICAO best practices and recommendations.

4. **Suggested Actions:**

4.1   Being Runway Safety (RS) a global priority (together with C-FIT and LOC-I), and that Runway Excursions (RE) is the accident category with the highest risk within RS and chosen by RASG-PA as a priority risk category, since poor braking action is the main contributing factor, the meeting is invited to:

        a)   Take note on the Global Reporting Format (GRF) for Runway Surface Conditions implementation process in the Central American region, and its progress in the technological development (software tools) as a main and important step to ensure its proper implementation, and

        b)   promote to obtain support and guidance from ICAO for the GRF implementation process in States, updating as required the application requirements based on the experiences obtained during the implementation process.

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Table 1 – GRF Implementation Plan. The date field must be completed by each State.

Item	Tasks	Responsible	Date	
**Phase I – Preliminary Coordination and Information**			
1	Develop an initial implementation plan	Aerodrome Supervision		
2	Initial implementation plan approval by CAA	General Directorate		
3	Appoint the implementation plan coordinator	Dirección General		
4	Hold a meeting with the involved areas to identify the implementation focal point by each one of them	Aerodrome Supervision		
5	Make a latent risk assessment and a gap analysis of the implementation by each area	Each appropriate area		
6	Report ICAO the difference of the GRF implementation date	Aerodrome Supervision		
7	Prepare an AIC with the implementation date	Aerodrome Supervision		
8	Prepare and disseminate the guidance material	Each appropriate area		
9	Develop training material	Each appropriate area		
**Phase II – Theorical Training**			
1	Plan personnel training	Each appropriate area		
2	Carry out training for the regulatory body personnel (AGA, OPS, ANS, SSP, AIR)	Each appropriate area		
3	Identify the appropriate staff members to train them as instructors in all areas	Each appropriate area		
4	Carry out training for service providers and industry (as required)	Each appropriate area		
**Phase III – Hands-on Training**			
1	Carry out hands-on training with the personnel (first phases of the OJT)	Each appropriate area		
**Phase IV – Procedures Preparation or update**			
1	Prepare GRF procedures and include the SNOWTAM to the procedures in each aera	Each appropriate area		
2	Carry out an induction (socialization) of the GRF implementation by areas	Each appropriate area		
**Phase V – Management change**			
1	Carry out a residual risk analysis for each area, establishing the corresponding mitigation measures	Each appropriate area		
2	Promotion of the change to be carried out	Each appropriate area		

Item	Tasks	Responsible	Date
3	Plan and execute tests and drills (table setup, participation of all stakeholders involved, meetings preparation, including software installation and testing)	Each appropriate area	
4	Analyze deficiencies and improvement opportunities	Each appropriate area	
Phase VI – Procedures Adjustment and Final Implementation			
1	Make adjustments to procedures	Each appropriate area	
2	GRF implementation test period	Each appropriate area	
3	GRF procedure implementation	Each appropriate area	

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