



International  
Civil Aviation  
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Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

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24 February 2012

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Subject: **Invitation to the First Meeting of the GREPECAS Programmes and Projects Review Committee (PPRC/1)**  
**(Mexico City, Mexico, 25 to 27 April 2012)**

Action

Required: **Please reply by 23 March 2012, regarding your participation, comments to the Agenda and presentation of working papers and information papers**

Sir/Madam:

I have the honour to inform you that the First Meeting of the Programmes and Projects Review Committee (PPRC/1), which was approved by the GREPECAS/16 Meeting (Punta Cana, Dominican Republic, 28 March to 1 April 2011) through Decision 16/45, will be convened in the ICAO NACC Regional Office, Mexico City, Mexico, from 25 to 27 April 2012.

The main objectives of this meeting are to analyze the improvement with implementation of the programmes approved by GREPECAS (Decisions 16/45 and 16/47), include and/or cancel programmes and projects, approve results of programmes and projects, review outstanding high safety risk air navigation deficiencies, review the implementation status of current GREPECAS conclusions, and review items related to the organization of GREPECAS. Please find enclosed the Draft Agenda and Explanatory Notes (**Attachment A**). The Meeting will be conducted in English and Spanish with simultaneous interpretation.

The membership of the GREPECAS Programmes and Projects Review Committee is reflected in the Terms of Reference presented in **Attachment B**. The meeting participants are expected to be professionals with planning experience in air navigation services from the Civil Aviation Authorities of the CAR/SAM Region States that were selected as members of the PPRC<sup>1</sup>. All PPRC member States are expected to attend the meeting as committed by the States that volunteered to become members of the PPRC at the respective Directors of Civil Aviation meetings. In addition, other GREPECAS member States and Territories that are not members of the PPRC are invited to participate in the meeting. Invited international organizations may participate in the meeting as Observers.

Please provide your comments on the agenda and notification whether your Administration/Organization plans to submit any Working and/or Information Paper(s). Your documentation should be prepared using the attached templates and received by this Office no later than **23 March 2012**, in order to allow for timely translation. If the documentation is presented in both languages, the deadline for submission is **13 April 2012**. Working Papers will not be accepted after this date. All information papers will only be presented in their original language unless translated versions are provided by the originators of such papers.

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<sup>1</sup> The Member States for the CAR Region (Central American State selected by COCESNA Executive Committee (in rotation), Cuba, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago and United States) selected under Conclusion 4/1 by the Fourth Meeting of Directors of Civil Aviation of North America, Central America and the Caribbean (NACC/DCA/4), held in San Pedro Sula, Honduras, from 20 to 24 June 2011. The Member States of the SAM Region (Argentina, Bolivia, Brazil, Chile, Colombia, Panama, Paraguay and Venezuela) were ratified at the Twelfth Meeting of Civil Aviation Authorities of the SAM Region (RAAC/12), held in Lima, Peru, from 3 to 6 October 2011, paragraph 2.3.5 of the Final Report.

Please confirm attendance as soon as possible, or in any case not later than 23 March 2012, by returning the attached Registration Form (**Attachment C**).

Note that all the documentation for the meeting will be posted on the GREPECAS web page at: <http://www.lima.icao.int> as it becomes available. Participants should enter the page regularly to download all the papers before the meeting. All documentation is published in pdf format and may take several minutes to open due to its size.

Bear in mind that the aforementioned documentation will not be printed or distributed at the meeting. Should you have any difficulty in obtaining the required documentation, contact this Regional Office in order to provide the necessary guidance.

The list of suggested hotels, ICAO NACC Regional Office location, maps and other useful information is available on the “Visiting Our Office?” Section of the ICAO NACC Regional Office website (<http://www.mexico.icao.int/VisitorsInfo.html>). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

If you require further information regarding the meeting, please contact Mr. Michiel Vreedenburgh, Deputy Regional Director ([mvreedenburgh@icao.int](mailto:mvreedenburgh@icao.int)) or his Assistant, Mrs. Claudia Riva-Palacio ([criva-palacio@icao.int](mailto:criva-palacio@icao.int)).

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

A blue circular digital signature stamp with the text "Firma Digital" on the left and "Digital Signature" on the right. In the center is a stylized signature in black ink.

Loretta Martin  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**  
*As indicated*

## **ATTACHMENT A**

### **FIRST MEETING OF THE PROGRAMMES AND PROJECTS REVIEW COMMITTEE (PPRC/1) (Mexico City, Mexico, 25 to 27 April 2012) DRAFT AGENDA**

**Agenda Item 1: Follow-up on the Results of the GREPECAS/16 Meeting**

- 1.1 Review of the Actions Adopted by the Air Navigation Commission (ANC) regarding the GREPECAS/16 Meeting and Implementation Status of GREPECAS/16 Conclusions and Decisions
- 1.2 Review the Implementation Status of Outstanding Conclusions and Decisions from Meetings Previous to GREPECAS/16

**Agenda Item 2: High-Risk Air Navigation Deficiencies in the CAR/SAM Regions (Priority “U”)**

**Agenda Item 3: Review of GREPECAS Programmes and Projects**

- 3.1 PBN Programme Projects
- 3.2 ATFM Programme Projects
- 3.3 Automation and Situational Awareness Programme Projects
- 3.4 Ground-ground and Ground-air Communications Infrastructure Programme Projects
- 3.5 SAR Programme Projects
- 3.6 AGA Programme Projects
- 3.7 AIM Programme Projects
- 3.8 MET QMS Programme Projects

**Agenda Item 4: Items related to the GREPECAS Organization**

- 4.1 Review of the GREPECAS Procedural Handbook
- 4.2 Review of the GREPECAS PPRC Terms of Reference and Work Programme
- 4.3 GREPECAS Annual Report

**Agenda Item 5: Other Business**

**EXPLANATORY NOTES OF THE AGENDA FOR FIRST MEETING OF THE PROGRAMMES  
AND PROJECTS REVIEW COMMITTEE (PPRC/1)**

**Agenda Item 1: Follow-up on the Results of GREPECAS/16 Meeting**

**1.1 Review of the actions adopted by the Air Navigation Commission (ANC) regarding the GREPECAS/16 Meeting and implementation status of GREPECAS/16 Conclusions and Decisions**

Under this agenda item, the Meeting will take note of the actions taken by the ANC after review of the GREPECAS/16 Report (AN WP 8578, 188th Session of the ANC dated 13-9-2011) and the implementation of GREPECAS/16 Conclusions and Decisions taking appropriate measures in this respect.

**1.2 Review the Implementation Status of Outstanding Conclusions and Decisions from Meetings Previous to GREPECAS/16**

Under this agenda item, the Meeting will inform the status of valid Conclusions and Decisions in force previous to GREPECAS/16.

**Agenda Item 2: High-Risk Air Navigation Deficiencies in the CAR/SAM Regions (Priority “U”)**

The Meeting will review the current status of deficiencies related to high risk air navigation deficiencies in the CAR/SAM Regions. Likewise, the Meeting will follow-up on the application of the new methodology for the identification, evaluation and reporting of the air navigation deficiencies approved by GREPECAS/16 (Conclusion 16/43).

**Agenda Item 3: Review of GREPECAS Programmes and Projects**

- 3.1 PBN Programme Projects
- 3.2 ATFM Programme Projects
- 3.3 Automation and Situational Awareness Programme Projects
- 3.4 Ground-ground and Ground-air Communications Infrastructure Programme Projects
- 3.5 SAR Programme Projects
- 3.6 AGA Programme Projects
- 3.7 AIM Programme Projects
- 3.8 MET QMS Programme Projects

The Meeting will review and approve the planning, progress and project implementation for each of the programmes under the new organization of GREPECAS, adopted through Decision 16/43, in order to ensure their alignment with GREPECAS Terms of Reference, ICAO Strategic Objectives and Global Plan.

**Agenda Item 4:           Items related to the GREPECAS Organization**

- 4.1     Review of the GREPECAS Procedural Handbook**
- 4.2     Review of the GREPECAS PPRC Terms of Reference and Work  
          Programme**
- 4.3     GREPECAS Annual Report**

The Meeting will review the changes made to the GREPECAS Procedural Handbook as a result of the comments received by States of the CAR/SAM Regions, as well as the inclusion of the new methodology for the identification of deficiencies. Likewise, as a result of the analysis of programmes and projects under Agenda Item 3, the Meeting will update the work programme of the Programmes and Projects Review Committee and develop the GREPECAS Annual Report.

**Agenda Item 5:           Other Business**

Under this agenda item, the Meeting will examine any other issues that may not be addressed under the preceding agenda items.

**ATTACHMENT B**  
**GREPECAS PROGRAMMES AND PROJECTS REVIEW COMMITTEE**  
**PROPOSED TERMS OF REFERENCE AND WORK PROGRAMME**

**1. Membership**

The GREPECAS Programmes and Projects Review Committee (PPRC) comprises the GREPECAS Chairperson, Vice-Chairperson, Secretary, and Co-Secretary, 8 States of the CAR Region and 8 States of the SAM Region (to be identified by the Directors of Civil Aviation of the States at a later date). Other GREPECAS member States may participate in meetings if the agenda includes a topic of interest. The international organizations listed in the GREPECAS Procedural Handbook and affected States of other Regions will in meetings as Observers when relevant to the agenda.

**2. The Terms of Reference of the Group are:**

- a) coordinate and harmonize GREPECAS administrative matters and participate in its internal management and scheduling of events;
- b) review and approve the planning, progress and execution of programmes and projects to ensure their alignment with the GREPECAS terms of reference, ICAO strategic objectives and global plan; and
- c) follow-up on high risk safety deficiencies and take action to promote their resolution.

**3. In order to comply with its Terms of Reference the Committee shall:**

- a) review and propose amendments to the GREPECAS Procedural Handbook;
- b) review the GREPECAS work methodology and propose specific actions to improve its performance;
- c) follow-up on a continuous basis, the programmes and projects and, if necessary, intervene in project development to ensure that results are achieved according to approved timeframes;
- d) prepare reports on PPRC activities, progress and results of programmes and projects for each GREPECAS meeting and annual GREPECAS reports in between GREPECAS meetings;
- e) prepare the draft agenda for GREPECAS meetings; and
- f) in cases of high risk safety deficiencies, request the respective ICAO Regional Office to inform the Air Navigation Commission.

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