International Civil Aviation Organization
CAR/SAM Regional Planning and Implementation Group (GREPECAS)

WORKING PAPER

GTE/26 — WP/08
23/09/26

Twenty-Sixth Scrutiny Working Group Meeting (GTE/26)
of the CAR/SAM Regional Planning and Implementation Group (GREPECAS)
Asynchronous (virtual): 9 to 25 September 2026
In person: Mexico City, Mexico, 12 to 16 October 2026

Agenda Item 4: **Activities and Tasks to be Reported to GREPECAS**
4.1 Review of tasks to be reported to GREPECAS

Update to the GTE Points of Contact Manual

(Presented by the Rapporteur)

EXECUTIVE SUMMARY

In 2023, an ADHOC Group of the GTE began the process of updating the Points of Contact Guide Manual. The developed version was approved by GTE/24 and subsequently presented to GREPECAS/22.
During GTE/25, the Secretariat presented Information Paper IP/11, in which the conclusions related to the process of updating the Manual were presented, including the conclusions of the ADHOC Group and the recommendations of GREPECAS/22.
Based on this information, the GTE/25 considered it convenient to return to the version of the Manual approved at the GTE/24, as it contained the changes agreed upon by the GTE and maintained the traceability of the process, and to request its presentation again to GREPECAS/23 for its consideration and approval, reporting the modifications subsequently incorporated to GREPECAS/22.
This note presents the decisions of GREPECAS/23 following the GTE request.

Action:	Suggested Actions are included in Section 4
Strategic Objectives:	• Every Flight is Safe and Secure
References:	• GTE25 Final Report • GTE Points of Contact Manual • GREPECAS Procedural Handbook

1. Introduction

1.1 The Scrutiny Working Group (GTE) Points of Contact Manual serves as a reference tool to guide State Points of Contact (POCs) and facilitate the execution of activities related to the reporting, validation, and scrutiny of Large Height Deviation (LHD) events.

1.2 The evolution of the GTE's work processes, combined with experience gained over recent years, has created a need to update the Manual's content and ensure it accurately reflects the structure, functions, and responsibilities of the participants involved in the process.

1.3 This situation necessitates the continued updating of the Manual and, pending the completion of this process, the provision of a reference that enables POCs to apply validation and scrutiny procedures consistently.

2. Background

2.1 In 2023, a GTE Ad Hoc Group was formed to work on updating the Points of Contact Guidance Manual.

2.2 The version developed by the Ad Hoc Group was approved by GTE/24 (Mexico, August 5–9, 2024) and subsequently presented to GREPECAS/22 (Lima, November 20–22, 2024).

2.3 During GTE/25 (Rio de Janeiro, August 18–22, 2025), the Secretariat presented Information Paper IP/11, outlining conclusions regarding the Manual update process, including the Ad Hoc Group's findings and GREPECAS/22 recommendations.

2.4 Based on the information in IP/11, GTE/25 deemed it appropriate to revert to the version of the Manual approved at GTE/24, as it contained the changes agreed upon by the GTE and maintained process traceability. Consequently, GTE/25 requested that this version be resubmitted to the GREPECAS/23 meeting (Mexico, March 4–6, 2026) for consideration and approval.

2.5 Following the 2025 plenary session, CARSAMMA and Brazil submitted further corrections to the Points of Contact Manual to the GTE Secretariat.

2.6 For consideration at GREPECAS/23, the Rapporteur presented a Working Paper regarding the update of the Points of Contact Manual to ensure the continuity of the process.

2.7 Prior to GREPECAS/23, and as a follow-up to the update process, the GREPECAS Secretariat convened a virtual meeting on February 26, 2026, to discuss these matters. Participants included the GTE Secretariat, the Rapporteur, CARSAMMA, and the representative from Brazil; the meeting aimed to analyse the observations raised by CARSAMMA and Brazil regarding the content, functions, and responsibilities established in the Manual.

3. Consensus Reached at the Virtual Meeting

3.1 As clarified by the GREPECAS Secretariat, the Manual was presented and approved at GREPECAS/22. However, it is acknowledged that the document requires ongoing updating, as some topics are not currently included and there are opportunities to improve the placement and definition of the Terms of Reference (ToR) for the GTE, CARSAMMA, and the Rapporteur. This process is to be carried out by consensus within the GTE, with the participation of CARSAMMA. Therefore, it is considered more appropriate to refer to the document as a Manual under revision, without affecting the continuity of activities or the important work performed by the GTE.

3.2 The GREPECAS Secretariat suggested aligning the ToR for the GTE, CARSAMMA, and the Rapporteur with the provisions of the GREPECAS Procedural Handbook, in accordance with the principle of hierarchy. Consequently, Chapter 4 of the GTE Manual would be renamed "Functions and Responsibilities," a proposal supported by the Rapporteur. The GREPECAS Manual is available at the following link:

https://www.icao.int/sites/default/files/GREPECAS/Documents/GREPECASProceduralHandbookBIL2025-02-21.pdf

3.3 CARSAMMA highlighted the need to adjust the Rapporteur's functions and responsibilities to avoid ambiguous interpretations. For this reason, it will lead the development of a new proposal to update the manual; this work will be carried out by a GTE Ad Hoc Group during 2026 and subsequently presented to the plenary for approval.

3.4 The Rapporteur expressed concern that some of the processes carried out to date by the GTE regarding validation and scrutiny are not reflected in the description contained in the current manual. In light of this, the GREPECAS Secretariat suggested preparing a supplementary operational document that clearly describes these processes and sharing it with the Points of Contact (POCs), in order to align efforts and ensure harmonized implementation within the group. Please refer to Appendix A of this Note for the proposal regarding said document, which outlines the procedures currently applied for the validation and scrutiny of LHD events.

4. Suggested Actions

4.1 The Meeting is invited to:

a) Take note of the status of the work to update the GTE Points of Contact (POC) Guidance Manual.
b) Take note of Appendix A—a guidance document presented by the Rapporteur—which contains the procedures currently applied for the validation and scrutiny of LHD events.
c) Approve Appendix A as guidance material for POCs while the Manual update process is underway, subject to the Meeting reaching a consensus.
d) Approve the formation of an ad hoc group—coordinated by CARSAMMA and involving GTE POCs—to monitor the work of updating the Manual, subject to the Meeting reaching a consensus.

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APPENDIX A

OPERATIONAL DOCUMENT COMPLEMENTARY TO THE
MANUAL FOR POINTS OF CONTACT ACCREDITED TO CARSAMMA

**CURRENTLY APPLIED PROCEDURES FOR
THE VALIDATION AND SCRUTINY OF LHD EVENTS**

(Version draft 1 Prepared by the Rapporteur)

FIRs in the CAR/SAM Region under the responsibility of CARSAMMA

RMA	REGION	ESTADO /TERRITORIO	FIR
CARSAMMA	CAR	BELIZE COSTARICA EL SALVADOR GUATEMALA HONDURAS NICARAGUA	Central Amèrica (CENAMER)
		CURACAO	Curacao
		CUBA	Habana
		JAMAICA	Kingston
		ANTIGUA Y BARBUDA BARBADOS DOMINICA FRANCIA GRENADA SANTA LUCIA SANKITTS Y NEVIS SAN VICENTE TRINIDAD Y TOBAGO	Piarco
		HAITI	Port au Prince
		REPUBLICA DOMINCANA	Santo Domingo

RMA	REGION	ESTADO/TERRITORIO	FIR
CARSAMMA	SAM	ARGENTINA	Cordoba Ezeiza Mendoza Resistencia Comodoro
		BOLIVIA	La Paz
		BRASIL	Atlantico Amazonica Brasilia Curitiba Recife
		CHILE	Punta Arena Santiago Antofagasta Pascua Puerto Montt
		COLOMBIA	Barranquilla Bogotà
		ECUADOR	Guayaquil
		GUYANA	Georgetown
		GUYANA FRANCESA	Cayena
		PANAMA	Panama
		PARAGUAY	Asuncion
		PERU	Lima
		SURINAM	Paramaribo
		URUGUAY	Montevideo
		VENEZUELA	Maiquetia

1. In accordance with the manual's purpose, LHDs are validated among the relevant FIRs. Subsequently, the FIR experiencing the risk submits the individual F4 form and multiple reports to CARSAMMA. Should any F4 form lack necessary data or information, CARSAMMA will request the relevant PoC to submit the report and provide the information required for analysis and assessment. Validation

may be conducted via the most appropriate method, such as teleconference or official PoC email, among others.

2. Following CARSAMMA's publication of the CAR/SAM Region LHD list—which includes risk values for the January–March, April–June, July–September, and October–December periods—PoCs have ten calendar days to review the published information and submit any observations, questions, or comments. Once this period has elapsed and received observations have been addressed, the RMA will consider the corresponding review process concluded.

3. If necessary, teleconferences will be held to coordinate and resolve any inconsistencies regarding LHD data, as well as to present the causes, contributing factors, and corrective actions for events with medium or high SMS risk values.

4. If CARSAMMA identifies a risk occurrence requiring immediate evaluation, the agency will convene a meeting; meetings will also be held to address recurring issues, high-risk levels, or upward trends.

Reference Guide for LHD Event Validation

5. The duration calculation begins once the aircraft climbs or descends past the 300-foot mark to occupy a flight level other than the one authorized or planned by ATC and concludes once ATC initiates corrective actions.

6. If the receiving FIR is unaware of the traffic and the aircraft contacts it—after passing the established buffer zone but before entering its airspace—to report its current flight level, this constitutes an LHD with a duration of zero (0), provided that ATC takes immediate action before the aircraft enters its area of responsibility.

7. If an aircraft enters airspace at an unauthorized level without establishing communication and the FIR has surveillance services available, the event duration is calculated from the moment the aircraft enters the FIR until ATC performs proper radar identification. Observations regarding the reason for the failure to establish timely communication with the aircraft, as well as the elapsed time, must be recorded on Form F4.

8. When an aircraft reports a position that is laterally offset from the original transfer point—whether due to a different route or a crew-requested deviation for operational convenience—this is not considered an LHD, as the initial reporting philosophy for LHDs focuses on vertical rather than lateral deviations. However, for the sake of RVSM airspace safety, these deviations must be reported to CARSAMMA for analysis and study; they will be classified under code E1 (coordination errors).

9. Events classified as medium or high risk in the SMS assessment must be mitigated by the States where the events originated, and the results of this work must be presented by each FIR at the annual GTE meeting.

10. Movement Points of Contact must participate in verifying aircraft overflying their FIR that do not appear in the RMA database as having RVSM approval; the objective is to verify their RVSM approval status and arrange for the updating of the relevant information.

Notes to assist with filling out Form F4

11. Provide a detailed description of the deviation in box 21, including any human or additional factors contributing to the event.

12. Describe the procedure in box 22 as follows:
- correctly validated,
- non-responsive FIR,
- requires teleconference.

13. Complete and submit the multiple reports form in accordance with the CARSAMMA instructions attached to it.

14. LHD events where the duration increases due to a lack of communication or delayed communication by the flight crew must be classified with code M.

Reporting, Validation, and Scrutiny Flowchart

