

DATA ANALISYS WORKING GROUP(DAWG)

TERMS OF REFERENCE (ToRs)

1. Background

1.1 In order to support the Global Air Navigation Plan (GANP) implementation and improve the performance of the implementation in the air navigation processes in the CAR/SAM Regions, the Data Analysis Working Group (DAWG) is created to produce and maintain updated information on the implementation status of GREPECAS projects, which will be continuously available to GREPECAS members and the NACC and SAM Regional Offices.

2. DAWG Purpose/Objective

2.1. DAWG will provide the data analysis required by GREPECAS and will be in charge of examining the received data sets, with the purpose of obtaining conclusions and/or recommendations for decision making and actions based on data, as well as enhancing the knowledge related to the different Air Navigation Services (ANS) topics in support of the States and the better performance of GREPECAS. The DAWG will comply with the following stages of the data analysis process:

- a) Definition of the problem
- b) Data collection
- c) Homogenize the data in terms of format
- d) Analysis

3. Protection and Use of Data

3.1. The DAWG should consider the following regarding the protection and use of data:

- a. All data or information used will be protected against public disclosure.
- b. The data and/or information published by the DAWG will be accompanied by a disclaimer that will be made visible upon request and the information presented in the Programmes and Projects Review Committee (PPRC) will be de-identified (the data can be shared with other people who would not normally have access to them). In addition, the Recommendations of the ICAO cybersecurity area will be observed.
- c. All data contributors will execute and be subject to the provisions of a Memorandum of Understanding (MoU), between the data provider and GREPECAS.
- d. Validation and quality of the data is the sole responsibility of the provider of these data.

3.2. Principles governing data collection, evaluation and management:

- a. Impartiality and professionalism

- b. Strict confidentiality in the use and work of the group
- c. Avoid misinterpretation and misuse of statistics
- d. Efficient statistical methods and standards
- e. Coordination with other international or regional statistical Programmes
- f. Implement predictive risk analysis capabilities as needed to support air navigation systems projects

4. DAWG Tasks

4.1 In order to assist the GREPECAS Secretariat in the required work and air navigation statistics, the DAWG will perform the following tasks:

- a. review and manage the received data sets, to be processed and obtain conclusions to be able to make decisions, or expand knowledge on the topics and needs of GREPECAS in order to effectively satisfy the information requirements of the Member States and other users;
- b. review the uniformity of the format and content of the data for the related analysis, as well as comply with the timeliness and completeness of the deliverables;
- c. develop a process that allows the harmonization of data from different sources, and the means to ensure cooperation with data providers and their collection;
- d. from the data collection and analysis, develop and implement a Performance Dashboard (Dashboard) of air navigation indicators; and
- e. work on the tasks designated by GREPECAS and generate the statistics for the States and stakeholders; furthermore, its work will be aligned with the GANP objectives and the CAR/SAM Regional Air Navigation Plan.

5. DAWG Membership/Composition

5.1 The DAWG will be made up of representatives of the CAR and SAM States, GREPECAS contributory bodies, industry and international organizations with statistical and data analysis capabilities.

5.2 The DAWG will be composed of a minimum of five members. The DAWG will have a Rapporteur. GREPECAS will coordinate with the NACC and SAM ICAO Regional Offices, States, International Organizations, and the industry to ensure that this required support is provided for the DAWG.

5.3 The DAWG members will appoint a rapporteur to act as general coordinator and representative of the group.

5.4 The final structure of the DAWG or changes, tasks and composition will be approved by the PPRC.

6. Meetings

6.1 DAWG will carry out its activities and work plan mainly through virtual meetings to fulfil its functions. The periodicity of the meetings will be defined by the DAWG in coordination with the GREPECAS Secretariat.

7. Deliverables

7.1 The DAWG will be responsible for the following deliverables:

- a) Present an annual monitoring report on the status of the GANP Key Performance Indicators (KPI) to the GREPECAS
- b) Document and inform the PPRC of a data analysis plan as a roadmap on how to organize and analyse the data and results obtained
- c) Present documents of the analyses and their graphs/Dashboard to the PPRC, regarding the data received from the designated sources

7.2 The DAWG will inform the PPRC of the significant aspects found from the analysis and/or any other relevant information. In addition, the DAWG will notify if it observes any difficulties or limitations concerning the respective data analysis.

7.3 The DAWG will determine and request, where appropriate, the PPRC the resources and experts necessary to fulfil its function.

8. DAWG Report to the PPRC

8.1 The DAWG will prepare a detailed annual report that will be presented to the GREPECAS PPRC, to allow comparison of the progress status of the KPIs and other topics of interest for data-based decision making by the PPRC itself and the CAR/SAM States. The report will be reviewed and approved by the PPRC and will be made available to GREPECAS members through the GREPECAS website: (<https://www.icao.int/GREPECAS/Pages/default.aspx>)

8.2 The DAWG report must contain at least the following:

- a) status of KPI data analysis with reference to GANP objectives;
- b) key charts and ANS regional/Dashboard representing the analysis and outcome of interest, and
- c) conclusions and recommendations of the DAWG to the PPRC or GREPECAS regarding their analysis.