



**CAR/SAM PLANNING AND
IMPLEMENTATION REGIONAL GROUP (GREPECAS)**

PROCEDURAL HANDBOOK

Seventh Edition – 2020

Version 2.0

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INTRODUCTION

The CAR/SAM Planning and Implementation Regional Group (GREPECAS) is responsible for the development and maintenance of air navigation plans and provides for the planning and implementation of air navigation systems within specific areas, in accordance with the planning frameworks agreed at global and regional level.

GREPECAS was established by the ICAO Council in 1990 as recommended by the Second CAR/SAM Regional Air Navigation Meeting in 1989 (action by Council on Recommendation 14/6 of the CAR/SAM/2 RAN Meeting, Santiago de Chile).

The Procedural Handbook contains information on the role, organization and operation of GREPECAS as well as its different processes and projects in support of implementation. The Handbook will serve States and international Organizations when planning and managing resources necessary for their participation in the Group.

This Procedural Handbook provides general guidelines and is approved by GREPECAS in accordance with ICAO Council guidelines for Planning and Implementation Regional Groups (PIRG).

The Secretary of this body may develop specific procedures and forms permitting the effective management of the GREPECAS mechanism. These procedures should not contradict this Handbook in any way.

The Handbook should be updated periodically to accommodate relevant changes and developments, and according to the requirements of the Global Air Navigation Plan (GANP).

GREPECAS meetings are open to all Members. Each State/Territory Member shall be represented by a high-level delegate appointed by the State/Territory, preferably from the Civil Aviation Authority (CAA) to support the formulation of related policies within the State. A delegate may be supported by an alternative delegate and/or advisors with the required technical expertise on the issues under consideration.

The Procedural Handbook will be distributed to GREPECAS Members and Observers, the ICAO Secretariat and other States, Territories and International Organizations participating in meetings, contributing or having an interest in the work of GREPECAS and/or its contributory bodies

CAR/SAM PLANNING AND IMPLEMENTATION REGIONAL GROUP (GREPECAS)

1. Terms of Reference

1.1 This Section sets out the GREPECAS Terms of Reference and its position within ICAO. These guidelines shall govern the working arrangements of GREPECAS, including the relationship with States, International Organizations and Specialized Regional Organizations of ICAO, the Rules of Procedure for the conduct of its meetings and those of its contributory bodies.

1.2 In accordance with C-WP/13135, Council Decisions C-DEC 183/9 dated 18 March 2008, and C-DEC 190/4 dated 28 May 2010 and ICAO Council — 217th Session, Summary Minutes of the Sixth Meeting, 31 May 2019 on the Terms of Reference (ToRs) of GREPECAS are as follows:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the CAR/SAM Regional Air Navigation Plan and associated work programme based on the GANP (Doc. 9750) and ICAO relevant provisions;
- b) facilitate the development and implementation by States of the air navigation systems and services identified in the CAR/SAM Regional Air Navigation Plan (Doc 8733) and Doc 7030 Regional Supplementary Procedures;
- c) monitor and report on the status of implementation by States of the required air navigation facilities, services and procedures in the CAR/SAM Regions, and identify associated difficulties and deficiencies to be brought to the attention of the Council;
- (d) facilitate the development and implementation of corrective action plans by States to address identified deficiencies, where necessary;
- e) identify and report on regional and emerging air navigation challenges experienced that affect the implementation of ICAO global provisions by States and the measures adopted or recommended to effectively address them;
- f) facilitate the development and implementation of regional and national air navigation plans by CAR and SAM States;
- (g) in line with the Global Aviation Safety Plan (GASP), facilitate the conduct of any necessary system performance monitoring, identify specific air navigation deficiencies, especially in the context of safety, and propose corrective measures, facilitating the development and implementation of action plans by States to resolve identified deficiencies, where necessary; and
- (h) assist Member States with guidance for the implementation of emerging and complex aviation systems.

1.3 In order to meet the Terms of Reference the Group shall:

- a) review and propose, when necessary, the target dates for implementation of facilities, services and procedures to ensure the coordinated development of the Air Navigation System in the CAR/SAM Regions;

- b) assist the ICAO Regional Offices with providing services in the CAR/SAM Regions with their assigned task of fostering implementation of the CAR/SAM Regional Air Navigation Plan;
- c) prepare amendment proposals for updating the Air Navigation Plan for the CAR and SAM Regions, as necessary, to meet any changes in requirements, thereby eliminating the need for regular air navigation meetings at regional level;
- d) monitor the implementation of air navigation facilities and services and, where necessary, ensure inter-regional harmonization, taking into account cost-benefit analyses, the preparation of economic studies, environmental benefits and financial issues;
- e) analyze issues related to human resources planning and ensure that human resources development capacities in the regions are compatible with the Air Navigation Plan for the CAR and SAM Regions;
- f) invite financial institutions, as necessary and when deemed appropriate during the planning process, to participate in this work as sources of consultation and advice;
- (g) ensure close cooperation with relevant International Organizations and States in order to optimize the use of available expertise and resources;
- h) carry out the above activities in the most efficient manner, with a minimum of formality and documentation, and to convene GREPECAS meetings only when the Secretary and the Chair, through the CRPP, consider it necessary; and
- i) coordinate with the Regional Aviation Safety Group – Pan America (RASG-PA) to avoid duplication of efforts and work, as well as to develop joint activities if necessary.

2. Position in ICAO

2.1 GREPECAS is the guiding and co-ordinating body for all activities conducted within ICAO concerning the air navigation system for the CAR/SAM Regions but does not assume authority vested in other ICAO bodies, except where such bodies specifically delegate their authority. The activities of GREPECAS shall be subject to review by the ICAO Council.

2.2 To verify the effectiveness and implementation rate of operational improvements, ICAO provides data and tools to support performance monitoring and implementation and facilitates the exchange of relevant information and best practices in the CAR and SAM Regions

3. Membership and organization of GREPECAS

3.1 GREPECAS is integrated by all ICAO Contracting States and Territories, which provide air navigation services in the CAR and SAM Regions. International Organizations recognized by the Council may be invited as necessary to attend GREPECAS meetings as Observers. In addition, a group of States may choose to have a common representation.

3.2 The Group shall invite other recognized industry representatives with important interests for civil aviation to participate in its work in an advisory capacity. Other international organizations or bodies from the CAR and SAM Regions may also participate when specifically invited by GREPECAS as Observers.

3.3 States should ensure that their designated representatives as members of GREPECAS have the knowledge and experience in the provision of international air navigation systems and are maintained for a sufficiently long period to maintain continuity in the activities of GREPECAS. The designated representative may be assisted by technical advisors during the meetings of the Group.

3.4 States geographically located in the CAR and SAM Regions, States having Dependent Territories in those regions and States having aircraft with their registry operating in those regions should be kept fully informed of the activities of GREPECAS. To achieve this objective, States should be regularly provided with:

- (a) the proposed agenda of the Group's meetings; and
- (b) the reports of the Group's meetings, as appropriate.

3.5 The following international organizations/industry may be invited to participate as Observers on a regular basis: ICA, ALTA, ARINC, CANSO, CASSOS, CLAC, COCESNA, ECCAA, IAOPA, IATA, IBAC, IFAIMA, IFALPA, IFATCA, PAIGH, SITA and the WMO.

3.6 The Group shall appoint a Chairperson and a Vice-Chairperson. The Chairperson, in close coordination with the Regional Directors of the ICAO NACC and SAM Regional Offices, should make the necessary arrangements for the work of the Group to be efficient.

3.7 In order to ensure the necessary continuity in the work of GREPECAS, and unless special circumstances determine otherwise, the Chairperson and the Vice-Chairperson of GREPECAS should assume their functions at the end of the meeting at which they are elected, normally for a period of three years. They may also be re-elected only once, if the group deems it appropriate to do so. The Chair shall:

- a. attend, to the extent possible, all meetings of GREPECAS under his/her chairpersonship;
- b. participate with the Secretariat in the development of GREPECAS meeting reports; and
- c. present the GREPECAS meeting reports under his/her chairpersonship.

3.8 Appendix A to this document presents the Organization of GREPECAS.

4. Contributory bodies

4.1 Creation and dissolution of Contributory bodies

4.1.1 To assist in its planning and implementation work, GREPECAS may create contributory bodies (subgroups, working groups, steering groups, coordination groups, task forces, etc.), charged with preparatory work on specifically defined problems requiring expert advice for their resolution. To facilitate the coordination and reporting structure of the contributory bodies, a subgroup may be appointed as the 'parent' group for other contributory bodies working towards the same area of technical expertise for GREPECAS. Representation in GREPECAS contributory bodies shall be by specialists in the subjects concerned and familiar with the area under consideration. The establishment of the contributory bodies shall be governed by the following considerations:

- a) a contributory body shall be formed when it is clearly established that it can make a substantial contribution to the resolution of the problem(s) in question;
- b) it shall be granted clear and concise terms of reference describing not only its task but also an expected target date for its completion;
- c) its composition shall be such that, while being kept as small as possible, all States and international organizations which can make valid contributions are given the opportunity to participate in it;
- d) its work progress and co-ordination requirements shall be subject to review by GREPECAS to avoid duplication of effort in fields already covered by other activities; and
- e) a contributory body shall be dissolved when it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued

4.1.2 The structure of the contributory bodies created by GREPECAS, including their terms of reference, shall be kept under regular review by GREPECAS to optimize the assistance provided to GREPECAS.

4.1.3. Where appropriate, the contributory bodies should adopt a project-management-driven approach to regional air navigation planning and implementation, which is guided by, and aligned with agreed regional priorities and the Global Air Navigation Plan (GANP)/Aviation System Block Upgrade (ASBU) strategy and framework. GREPECAS adopted the 'Project Management Principles'.

4.2. Each contributory body shall nominate a chairperson or rapporteur to serve as contact with the Secretariat of GREPECAS. These contributory bodies may carry out, in coordination with GREPECAS, specific activities such as the organization of seminars and workshops. The Secretariat of GREPECAS may request the support of the regional offices for the management of the contributory bodies.

4.3. The Chairperson/Rapporteur of the contributory body shall be familiar with the third party agreement of ICAO and the activities of the group shall be aligned with the procedures of GREPECAS.

4.4. Each contributory body shall report annually to GREPECAS, for review and approval of Conclusions and Recommendations by GREPECAS, including the Programme and Project Review Committee (PPRC)

4.5. The current and new contributory bodies of GREPECAS are (the Terms of Reference of each contributory body are included as appendices to this manual):

- Latin American and Caribbean Association of Airport Pavements (ALACPA) (Appendix E)

- CAR/SAM Regional Committee for the Prevention of Avian Hazards / Fauna (CARSAMPAF) (Appendix E)
- Scrutiny Group (GTE) (Appendix F)
- Data Analysis Group (DAG) to be developed

4.5.1 Scrutiny Group (GTE)

4.5.1.1 The GREPECAS' Scrutiny Group (GTE) is composed of specialists from the CAR/SAM Regions who are qualified in the analysis and assessment of Large Height Deviations (LHD) of 300 meters (1000 feet) or more, as defined in ICAO Doc 9574.

4.5.2.1 This Group also carries out important coordination work with the Regional Monitoring Agency (CARSAMMA) for the compilation, cleaning and analysis of data on LHD, identifying trends in deviations and recommending corrective actions to improve operational safety.

4.5.2.2 The AWG shall prepare an annual Executive Report for the Secretary of GREPECAS containing statistical information on LHDs, as well as recommendations on relevant risk mitigation measures.

4.6 If there is a payment it must be charged by the contributory body to private companies.

5. Working methodology

5.1 The GREPECAS work programme shall be developed through:

- ongoing activities corresponding to the primary functions of a Planning and Implementation Regional Group (PIRG): management and maintenance of the Air Navigation Plan (ANP), deficiencies, etc.
- Specific activities to be carried out through programmes and projects

5.2 The permanent activities of GREPECAS will be carried out by the Secretariat in coordination with the Chairmanship and the members of GREPECAS, through electronic communications and specific work sessions, maximizing the electronic means for their fulfillment, for which techniques will be used to manage the activities for their timely compliance

5.3 One of these permanent tasks is the management of the CAR/SAM ANP. GREPECAS is key to the success of the GANP, as it provides the medium-term planning and implementation horizon for States and other stakeholders. GREPECAS is responsible for the regional level of the GANP. Based on regional performance and operational needs, differences, constraints and opportunities, GREPECAS is responsible for defining regional planning and implementation priorities, aligned with the GANP, through Volumes I, II and III of the air navigation plans. It is also responsible for the identification of air navigation deficiencies, taking into account the air navigation plans.

5.4 Following the improvements management process, GREPECAS can contribute to the development of the GANP by proposing amendments to the Aviation System Block Upgrade (ASBU) framework based on the lessons learned from its implementation challenges and experience.

5.5 The specific activities of GREPECAS will be carried out through the project management methodology. The Program and Project Review Committee (CRPP) of GREPECAS will be the body responsible for accountability and review of the progress of each project. Every project must be clearly identified with an operational benefit/improvement and justified under a Cost Benefit Analysis (CBA).

5.6 The programmes will be coordinated by the Regional Specialists and the projects will be coordinated by experts from the States. The programmes cover the areas of air navigation, based on the GANP, the Global ATM Operational Concept and in accordance with ICAO programmes under the Strategic Objectives of Operational Safety and Environmental Protection and Sustainable Development of Air Transport; i.e. AGA, AIM, ATM, CNS, MET and SAR. Projects in their conception are expected to be CAR/SAM, except in particular cases where it is duly justified that they are only CAR or only SAM.

5.7 The respective CAR or SAM Regional Office shall designate program coordinators. To assist in the design, monitoring and achievement of the objectives of each project, the program coordinator of the Regional Office shall be supported by project coordinators designated by the States. Each Regional Office will use its own implementation methodology to meet the objectives of the programmes and projects in the regions.

5.8 The projects are not related to ICAO Technical Cooperation projects. GREPECAS projects have the following components, which should be documented in a short project document:

- a) Objectives
- b) Goals description
- c) Activities
- d) Responsibilities
- e) Human Resources – experts and budget
- f) Results –deliverables
- g) Schedule – Programme, milestones, terms
- h) Dependencies
- i) Metrics and Indicators
- j) Risk Analysis

5.9 To achieve the results of a given project resource allocation for its implementation is necessary. States/International Organizations, upon designating their coordinators and experts, must ensure that the designees are provided with the time necessary and resources to conduct appropriate coordination and participate in the various activities of the project.

6. Programmes and Projects Review Committee (PPRC)

6.1 A key component of the organization of GREPECAS is the Programmes and Projects Review Committee (PPRC). The PPRC is the accountable authority that reviews the progress of the programmes and projects.

6.2 With the aim of complying with the work programme, the PPRC:

- a) identifies the need for new projects;
- b) prioritizes resource allocation;
- c) authorizes the establishment of new projects;
- d) recommends actions to eliminate obstacles encountered in achieving proposed objectives; and
- e) ensures that the programmes and projects are consistent with the GANP and aligned to the terms of reference of GREPECAS.

6.3 Appendix B presents the terms of reference and working programme of the Programmes and Projects Review Committee.

6.4 The PPRC is composed of the GREPECAS Chairperson and Vice-Chairperson, the Secretary and Co-Secretary, representatives from 16 CAR/SAM States (8 from CAR and 8 from SAM), the international organizations listed in paragraph 3.5 of this Handbook, and States from other regions invited to participate in the meetings as Observers when relevant to the order of business.

6.5 The PPRC meetings will be held as necessary, either through teleconferences or in-person, depending on efficiency and effectiveness and the GREPECAS budget. Preference will be given to teleconference meetings, and at least one annual in-person PPRC meeting will be conducted, preferably at either the CAR or SAM Regional Offices.

7. Project meetings and interregional coordination

7.1 With the aim of coordinating and exchanging information, it is possible that the various projects will require regional meetings. Priority will be given to teleconference meetings; however, in-person meetings may also be necessary. In this case, the Regional Offices will make use of existing fora in order to minimize costs, and preferably hold meetings at the Regional Offices.

7.2 The Regional Offices programme coordinators are charged with coordination between the programs of both regions. If necessary, CAR/SAM meetings can be convened to coordinate interregional coordination topics and existing fora will be used to avoid meeting proliferation and minimize costs.

8. Regional coordination

8.1 The Chairperson and the GREPECAS Secretary, in coordination with the Co-Secretary, shall take all necessary steps to establish and maintain a close relationship with relevant international and sub-regional organizations in all pertinent fields of aviation activity to ensure optimization of capacity and efficient development of procedures.

9. GREPECAS meetings

9.1 Languages

9.1.1 The languages of the meetings of the GREPECAS shall be English and Spanish. The meeting reports and supporting documentation for GREPECAS meetings will be prepared in both languages.

9.2 Secretariat support of GREPECAS meetings

9.2.1 The GREPECAS Secretariat will be provided by ICAO (NACC or SAM Regional Director). The ICAO Regional Director with more seniority will assume the GREPECAS Secretary.

9.2.2 The Regional Director who acts as Secretary of GREPECAS will not simultaneously perform functions of Secretary of Regional Aviation Safety Group-Pan America (RASG-PA), assuming these functions the Regional Director of the other Region.

9.2.3 The GREPECAS Secretary, supported by the GREPECAS Co-Secretary, shall provide necessary secretariat assistance to the Group and serve as its communication link with all interested parties. In order to achieve this, the following actions will be taken:

- a) the meeting agenda shall be limited to those items that are sufficiently mature for a GREPECAS decision or conclusion;
- b) documentation submitted by States, international organizations, and GREPECAS Programmes for action by GREPECAS shall always include a concrete and substantiated

- proposal for a conclusion or a decision for GREPECAS consideration for endorsement, amendment or rejection, if applicable;
- c) Working papers from the States should be sent electronically to the Secretariat by 45 days before the meeting to permit timely processing in both English and Spanish by the corresponding Regional Office accredited to that State. All documentation should be submitted 21 days before the meeting, at the latest, for proper publishing and distribution. It should be noted that working papers received after this 21-day period may not be accepted by the Secretariat, however, they may be presented as information papers. All Meeting documentation will be available on the web at least 15 days prior to meetings;
 - d) in plenary session, GREPECAS meetings will approve conclusions and decisions, which shall include brief lead-in text for better understanding and a reference to which earlier Conclusion(s)/Decision(s) are being invalidated, as well as noting when they can be deleted from the GREPECAS List of Valid Conclusions and Decisions;
 - e) the full report will be completed by the Secretary and approved by the Chairperson for transmission within four weeks (working days) after the end of the meeting;
 - f) upon completion of the meeting, a one-page summary describing the outcome will be prepared and disseminated to all Air Navigation Bureau (ANB) sections as well as relevant sections of Air Transport Bureau (ATB) and Technical Co-operation Bureau (TCB), including a detailed action plan for the implementation of the conclusions and decisions adopted by the Group; and
 - g) GREPECAS relations with States and International Organizations, as well as relations with CAR or SAM bodies and organizations, will normally be conducted through the ICAO Regional Director of the Office of accreditation.

10. Meeting documentation

10.1 Distribution of the supporting documentation of GREPECAS and its Programmes, as well as the reports of the meetings, will be posted on the GREPECAS website.

10.2 Documentation may be presented by States, International Organizations or the Secretariat, in the following formats:

- a) **Working Papers (WP)** contain material with a draft decision, conclusion or invitation for the meeting to take a certain action. The content of the topics must be centered on air navigation subjects (AGA, AIM, ATM, CNS, MET and SAR), coordination aspects with RASG-PA, or GREPECAS administrative matters.
- b) **Information Papers (IP)** are submitted to provide the meeting with information for which no action is required and will normally not be discussed at the meeting.
- c) **“Flimsies”** are documentation prepared on an ad hoc basis in the course of a meeting to assist the meeting with discussion on a specific matter or in the drafting of a text for a conclusion or decision.
- d) **Discussion papers (DP)** are originated and distributed during the meeting.

11 Meeting results

11.1 Conclusions deal with matters, which in accordance with the Group's terms of reference, directly merit the attention of States or require further action to be initiated by ICAO in accordance with established procedures.

11.2 Decisions deal with matters of concern only to the internal functioning of GREPECAS.

11.3 The formulation of conclusions/decisions should comply with the following format:

CONCLUSIÓN/DECISION	TITLE
ACRONYM/XX	TITLE
What:	Expected impact:
What	<input type="checkbox"/> Political / Global
XX	<input type="checkbox"/> Inter-regional
a)	<input type="checkbox"/> Economic
b)	<input type="checkbox"/> Environmental
	<input type="checkbox"/> Technical/Operational
What for:	
XX	
When XX	State <input type="checkbox"/> Valid / <input type="checkbox"/> Invalid / <input type="checkbox"/> Finished
Who: <input type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other	XX

Note: in order to qualify as such, a decision or conclusion shall be able to respond clearly to the “3W” criterion (What, Who and When).

12 Schedule and venue of GREPECAS meetings

12.1 GREPECAS will meet every three years; its duration will be determined by the scope of the agenda, however, a three-day standard will be endeavored, if possible. Meetings shall normally be convened at locations within the CAR and SAM Regions, alternatively. A meeting convening letter shall be sent by the Regional Offices **90** days prior to the meeting, including the draft agenda together with explanatory notes.

13 Fast-track procedure

13.1 To enable greater efficiency for the work of GREPECAS, draft Conclusions and Decisions can be approved through electronic mail. Unless the Secretariat considers otherwise, the usual procedure shall apply in that the absence of a response indicates acceptance of the draft Conclusion or Decision..

14 Reporting deficiencies

14.1 In order to enable GREPECAS to make detailed assessments of deficiencies, States and appropriate International Organizations, including IATA and IFALPA, are expected to provide information they have to the corresponding ICAO Regional Office for the identification of differences and appropriate actions, including action at PIRG meetings. The information should include, at a minimum:

- a) description of the deficiency
- b) requirement
- c) risk assessment

- d) solution and/or mitigating measures
- e) time-lines
- f) responsible party
- g) agreed action to be taken
- h) action already taken

14.2 On 30 November 2001, the ICAO Council approved the *Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies*, which is presented as **Appendix C** to this Procedural Handbook.

14.3 A detailed description of the methodology is found in the document on *Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies* published on the Regional Offices websites under the GREPECAS option.

Scrutiny Group

15 Coordination with RASG-PA

15.1 In the special case of GREPECAS' coordination with the Regional Aviation Safety Group - Pan-American (RASG-PA), GREPECAS will contribute to the RASG-PA mechanism by submitting a working paper containing statistical information on the processes and/or projects that generate valuable information on the operational safety of air navigation systems, taking into consideration the following aspects:

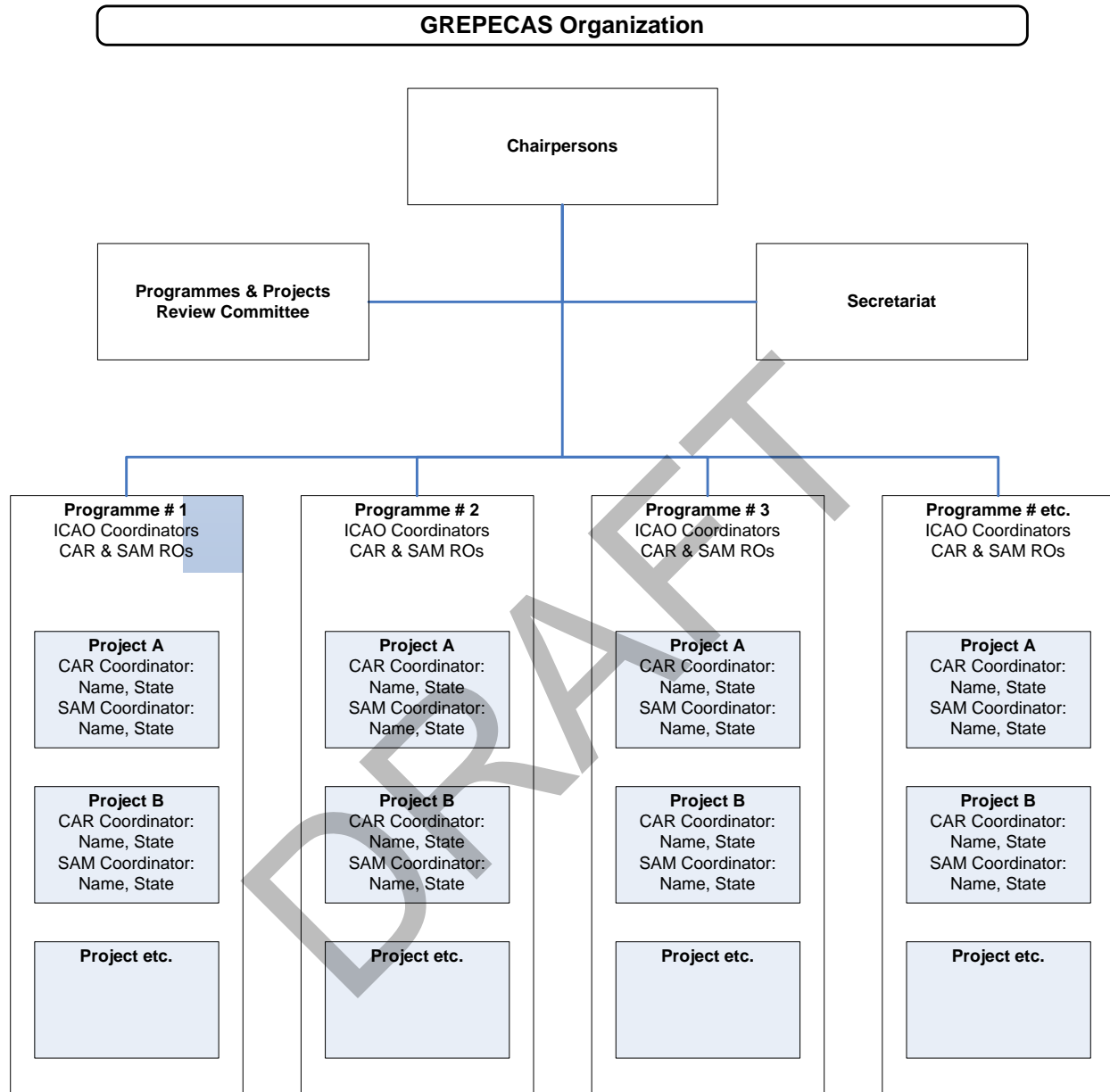
- GREPECAS and RASG-PA shall coordinate and provide mutual support with respect to the fulfillment of the objectives related to the regional priorities and the implementation plans supported by each group;
- the coordination activities of GREPECAS and RASG-PA will be reported both to the respective plenary meetings and to the key contributors of the groups, as necessary;
- the work programmes of GREPECAS and RASG-PA will be specifically coordinated to avoid duplication of efforts and GAP, and to ensure alignment and harmonization of the priorities, plans and activities of the two groups. As a rule, and when required, the explicit approval procedure will be used;
- special coordination meetings between GREPECAS and RASG-PA should be held annually by both Chairs with complementary teleconference meetings if necessary. The coordinated working activities shall be reviewed and recorded at the special GREPECAS and RASG-PA coordination meetings and reported to the respective plenary meetings of each group; and
- GREPECAS and RASG-PA will be mutually responsible for allocating work in each of the coordinated activities of the groups and for ensuring that it is effectively coordinated, shared and reported cross-fertilization with the other group, taking particular care to identify and highlight any implications of the work for the activities of the other group

16 Terminology

16.1 The terminology applicable to GREPECAS is included in **Appendix D**.

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APPENDIX A



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APPENDIX B

PROPOSED REVISED GREPECAS PROGRAMMES AND PROJECTS REVIEW COMMITTEE TERMS OF REFERENCE AND WORK PROGRAMME

PPRC activities are performed by high-level member State representatives on behalf of all GREPECAS member States. The representatives selected to the PPRC are envisioned to focus their activities on the review of GREPECAS programmes and projects with regard to objectives, implementation progress, challenges encountered results achieved and not duplicate the work performed by the technical experts. The PPRC will make recommendations for approval by GREPECAS on programme and project results, as well as the establishment, modification and termination of programmes and projects.

1. Membership

The PPRC comprises the GREPECAS Chairperson, Vice-Chairperson, Secretary and Co-Secretary, eight States of the CAR Region and eight States of the SAM Region (identified by the Directors of Civil Aviation of the States¹). 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 may participate in meetings as Observers when relevant to the agenda.

2.. The Terms of Reference of the Committee are:

- a) coordinate and harmonize GREPECAS administrative matters and support in the development of its internal management and scheduling of events;
- b) review and approve the planning, progress and development execution of programmes and projects to ensure their alignment with the ICAO Global Air Navigation Plan (GANP) and GREPECAS terms of reference with the strategic objectives;
- c) identify and follow up on Air Navigation deficiencies that pose a safety risk and take the necessary actions 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;

¹ The PPRC Member States for the CAR Region are, Cuba, Dominican Republic, Haiti, Honduras (in representation of Central America in the rotation scheme and as selected by the COCESNA Executive Committee), Jamaica, Mexico, Trinidad and Tobago and United States selected by Conclusion 4/1 of 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 PPRC Member States of the SAM Region are Argentina, Bolivia, Brazil, Chile, Colombia, Panama, Paraguay and Venezuela as 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 (ref. paragraph 2.3.5 of the Final Report).

- b) review the GREPECAS work methodology and propose specific actions to improve its performance;
- c) follow-up the programmes and projects on a continuous basis and, if necessary, intervene in project development to ensure that results are achieved according to approved timeframes;
- d) ensure that the programmes and projects are aligned with the Global Air Navigation Plan (GANP) and the Aviation System Block Upgrades (ASBU) modules;
- e) prepare reports on PPRC activities, progress and results of programmes and projects for each GREPECAS meeting and annual GREPECAS reports in between GREPECAS meetings;
- f) collect metrics and inform on the impact in the implementation of the projects presented under a regional performance dashboard in the ICAO CAR and SAM Regional Offices websites;
- g) prepare the draft agenda for GREPECAS meetings; and
- h) in cases of Air Navigation deficiencies, implying a risk to the operational safety request the respective ICAO Regional Office to request the Air Navigation Bureau to inform the Air Navigation Commission.

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APPENDIX C

UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

(Approved by the Council on 30 November 2001)

1. INTRODUCTION

1.1 Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

- a) collection of information;
- b) safety assessment of reported problems;
- c) identification of suitable corrective actions (technical / operational / financial / organizational), both short-term and long-term; and
- d) method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2 This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3 For the purpose of this methodology, the definition of deficiency is as follows:

A *deficiency* is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

2. COLLECTION OF INFORMATION

2.1 Regional office sources

2.1.1 As a routine function, the Regional Offices should maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the regional offices take the following steps:

- a) compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;
- b) review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;

- c) make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for their existence and their impact, if any, on safety, regularity and efficiency of international civil aviation;
- d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;
- e) review inputs, provided to the regional office by the users of air navigation services on the basis of Assembly Resolution A33-14, Appendix M;
- f) assess and prioritize the result of a) to e) according to paragraph 4;
- g) report the outcome to the State(s) concerned for resolution; and
- h) report the result of g) above to the related PIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

2.2 States' sources

2.2.1 To collect information from all sources, States should, in addition to complying with the Assembly Resolution A31-10, establish reporting systems in accordance with the requirements in Annex 13, Chapter 7. These reporting systems should be non-punitive in order to capture the maximum number of deficiencies.

2.3 Users' sources

2.3.1 Appropriate International organizations, including the International Air Transport Association (IATA) and the International Federation of Air Line Pilots' Associations (IFALPA), are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context it should be noted that Assembly Resolution A33-14, Appendix M and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

3. REPORTING OF INFORMATION ON DEFICIENCIES

3.1 In order to enable the ICAO PIRGs to make detailed assessments of deficiencies, States and appropriate International organizations including IATA and IFALPA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2 The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3 The agenda of each PIRG meeting should include an item on air navigation deficiencies, including information reported by States, IATA and IFALPA in addition to those identified by the regional office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. The PIRGs, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4 In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. These fields are as follows and are set out in the reporting form attached hereto.

a) Identification of the requirements

As per ICAO procedures, Regional Air Navigation Plans detail inter alia air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with the name of the meeting and the related recommendation number should be included. In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) Identification of the deficiency

This item identifies the deficiency and would be composed of the following elements:

- i) a brief description of the deficiency;
- ii) date deficiency was first reported; and
- iii) appropriate important references (meetings, reports, missions, etc).

c) Identification of the corrective actions

In the identification of the corrective actions, this item would be composed of:

- i) a brief description of the corrective actions to be undertaken;
- ii) identification of the executing body;
- iii) expected completion date of the corrective action^{2*}; and
- iv) when appropriate or available, an indication of the cost involved.

* It should be noted that a longer implementation period could be allocated in cases where the expansion or development of a facility/service would be intended to serve lower frequency operations or would entail excessive costs.

4. ASSESSMENT AND PRIORITIZATION

4.1 A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

“U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

“A” priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

“B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

5. MODEL REPORTING TABLE FOR USE IN THE REPORTS OF PIRGS

5.1 Taking the foregoing into account, the model table at the Appendix is for use by PIRGs for the identification, assessment, prioritization, etc., of deficiencies. It might be preferred that a different table would be produced for each of the different topics i.e. AGA, ATM, SAR, CNS, AIS/MAP, MET. However, all tables should be uniform.

6. ACTION BY THE REGIONAL OFFICES

6.1 Before each PIRG meeting, the regional office concerned will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the regional offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next PIRG meeting, and that the Air Navigation Commission will report to the Council.

REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE FIELD IN THE REGION

Identification		Deficiencies			Corrective action			
Requirements	States/facilities	Description	Date first reported	Remarks	Description	Executing body	Date of completion	Priority for action*
Requirement of Part., paragraph (table)... of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12 Dec. 2..X	Coordination meeting between Terra X and Terra Y on 16 July 2..X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	20 Aug. 2..X	A

* Priority for action to remedy a deficiency is based on the following safety assessments:

“U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

“A” priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

“B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

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APPENDIX D

TERMINOLOGY

The following is a terminology guide (in English and Spanish) to be used when preparing documentation to be presented for the review of the GREPECAS and its Contributory Bodies Meetings:

Terminology

English

Spanish

Addendum	Addenda
Ad hoc	Ad hoc
Agenda Item #	Cuestión # del Orden del Día
Agenda	Orden del Día
Appendix	Apéndice
Attachment (of an Appendix)	Adjunto (de un Apéndice)
Contributory Body	Órgano Auxiliar
Corrigendum	Corrigendo
Discussion Paper (DP)	Nota de Discusión (ND)
Draft Agenda	Orden del Día Provisional
Draft Conclusion	Proyecto de Conclusión
Draft Decision	Proyecto de Decisión
Draft Report	Informe Provisional
Explanatory Notes	Notas Aclaratorias
Final Report	Informe Final
Flimsy	Flimsy
Historical	Reseña
Information Paper (IP)	Nota de Información (NI)
International organizations	Organizaciones Internacionales
Implementation	Implantación
Order of Business (OB)	Orden del Día (OD)
Revised	Revisado
Supplement	Suplemento
Working Paper (WP)	Nota de Estudio (NE)

Note for the Secretariat in the preparation of Documentation:

Appendixes are sorted in alphabetical order: **A, B, C, D...**

In the event of surpassing the alphabet the following criteria will be used also in alphabetical order: **AA, BB, CC, DD...**

The Attachments to an Appendix will be sorted in numerical order: **1, 2, 3, 4 ...**

CLASSIFICATION OF THE STATUS OF GREPECAS CONCLUSIONS AND DECISIONS:	CLASIFICACIÓN DEL ESTADO DE LAS CONCLUSIONES Y DECISIONES DEL GREPECAS
Valid	Válida
Completed	Finalizada
Superseded	Invalidated

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APPENDIX E

Amendment proposal for GREPECAS Procedures Handbook

Subsidiary bodies

- 1) Definition: Under the GREPECAS umbrella, subsidiary bodies are groups of specialists established for a defined or undefined term, some of them funded directly by GREPECAS, Member States contributions, international organization, private citizens or a mix of them, to resolve issues in the interest of GREPECAS Member States. Current subsidiary bodies under GREPECAS include the Latin American and Caribbean Aeronautical Pavements Association (ALACPA) and CAR/SAM Regional Bird/Wildlife Hazard Prevention Committee (CARSAMPAF).

General Principles

Interaction between ICAO Secretariat/GREPECAS and its subsidiary bodies shall follow the latest version of *ICAO Policy on Interaction with External Parties*. Latest version of the document is available to corresponding NACC or SAM Regional Offices.

In addition to the general provision mentioned on the paragraph above, each subsidiary body interaction with GREPECAS/ICAO Secretariat must follow:

- 1) Interaction must be consistent with ICAO's and GREPECAS mandate and should enhance the effectiveness of its work programme. ICAO and GREPECAS shall not enter into arrangements with entities whose products, programmes or methods of operation are judged by both Organizations to be unethical or otherwise antithetical to its mandate; or into arrangements that might in any way undermine both Organizations' credibility with Member States.
- 2) The Subsidiary Body may only use the ICAO logo in its modified form for promotion of joint events or any other promotion (including website, documentation, etc.) with prior authorization from ICAO following *ICAO Policy on Interaction with External Parties*.
- 3) ICAO may promote the Subsidiary Body events to States only if participants from States' CAAs are waived any event registration or membership fee for attendance.
- 4) The Subsidiary body is not authorize to share ICAO data that it may have access without explicit authorization by ICAO
- 5) The subsidiary body is not authorize to utilize data obtained from ICAO for its own and its members' commercial activities
- 6) The interaction with subsidiary bodies will serve as a means for greater effectiveness in supporting international governance of aviation in line with ICAO's and GREPECAS strategic objectives.
- 7) Building on ongoing interaction, new cooperative arrangements will take into account the comparative advantages of each external party.
- 8) The nature of the role of ICAO in a cooperative arrangement, which could be that of a leader, facilitator or participant, will be determined by the nature and relevance of inputs and services to be provided.
- 9) ICAO must at all times preserve its neutral and impartial role and act in a transparent manner while at the same time avoiding any conflict of interest.
- 10) All relationships between ICAO/GREPECAS and subsidiary bodies should be transparent and respect intellectual property rights, copyrights and necessary confidentiality of information.
- 11) The implementation of cooperative arrangements will take into account the geographic distribution of ICAO-external party interaction at regional and national levels.

- 12) The designations and the presentation of material by the subsidiary body must clarify that it do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area of its authorities, or concerning the delimitation of its frontiers or boundaries.

Organization

- 1) Each subsidiary body shall nominate a president or rapporteur to serve as a contact with the respective regional officer for the organization of activities, including but not limiting to seminars, workshops and others, including details on the selection of the event's site/venue, elaboration of the work programme and other matters.
 - 2) Previous to any activity, a close communication shall be ensured between the subsidiary body and the Secretariat (corresponding regional officer in charge) through emails and teleconferences to define the proposed place of the event, follow-up on actions from previous events, development of the work programme and any other activity coming from the planned event.
 - 3) The president or rapporteur of the subsidiary body shall be familiar with the *ICAO Policy on Interaction with External Parties* document. In addition, the group activities shall be aligned with GREPECAS procedures and their actions shall be agreed with the corresponding Secretariat representative (ICAO Regional officer) in charge in order to ensure that no action shall be taken by the subsidiary body without the consensus of Secretariat.
 - 4) Each subsidiary body shall report their activities to GREPECAS annually thru a Working Paper, for review and approval of recommendations and conclusions by the GREPECAS - Programmes and Projects Review Committee (PPRC) and/or GREPECAS Plenary meeting.
 - 5) Any external activity with States and/or industry representatives (aerodrome operators, ANSPs, etc.) shall be communicated to GREPECAS Secretariat in charge.
 - 6) Transparency is key if any fee will be charged by the subsidiary body to private companies or service providers participating in the planned event, the status of the financial resources and expenses shall be reported to GREPECAS annually.
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APPENDIX F**Terms of Reference (TOR) of the GTE**

Introduction

The Terms of Reference (TOR) of the Regional RVSM CAR/SAM GTE were established with the purpose to review the problems affecting the TLS based on the LHD information provided by States and International Organizations

Terms of Reference of the GTE

- a) Gather safety experts in safety management, air traffic control, aircraft flight operations, regulation and certification, data and risk models analysis;
- b) Analyze and review the large height deviations of 300 feet or more, as defined in ICAO Doc 9574, Manual on a 300 m (1 000 ft.) Vertical Separation Minimum between FL 290 and FL 410 Inclusive;
- c) Coordinate with CARSAMMA the collection and review of data on LHDs;
- d) Determine and validate an estimate of the flight time out of the cleared flight level used to calculate the CRM by CARSAMMA;
- e) Identify the safety trends based on the reports of the LHDs and recommend mitigation actions associated with the LHDs in accordance with the ICAO SMS provisions. Send annual reports on the results of safety assessments to GREPECAS to improve safety in the CAR/SAM RVSM space; and
- f) Perform other duties as indicated by GREPECAS

Composition:

CAR and SAM States, CARSAMMA, COCESNA, IATA, IFALPA, IFATCA, and Rapporteur

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