



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

PROCEDURAL HANDBOOK

Sixth Edition – 2014

Version 1.2

INTRODUCTION

The CAR/SAM Planning and Implementation Regional Group (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 is set out in Supplement No. 1 to Doc 9543, CAR/SAM/2).

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

This Procedural Handbook provides general guidelines and is approved by GREPECAS.

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.

CAR/SAM PLANNING AND IMPLEMENTATION REGIONAL GROUP (GREPECAS)

1. Background

1.1 The CAR/SAM Planning and Implementation Regional Group was established by the ICAO Council (Recommendation 14/6 – SP CAR/SAM 1989, Doc 9543).

2. Terms of Reference

2.1 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, the terms of reference of GREPECAS are as follows:

- a) continuous and coherent development of the CAR/SAM Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and reflecting global requirements;
- b) facilitation of the implementation of air navigation systems and services as identified in the CAR/SAM Air Navigation Plan, giving due priority to air safety;
- c) identification and aiding in addressing specific deficiencies in the air navigation field; and
- d) coordination of safety issues with Regional Air Safety Groups (RASGs).

2.2 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 and SAM Regions;
- b) assist the ICAO Regional Offices with providing services in the CAR and SAM Regions with their assigned task of fostering implementation of the CAR/SAM Regional Air Navigation Plan;
- c) in line with the Global Aviation Safety Plan (GASP), ensure the conduct of any necessary systems performance monitoring;
- d) identify specific deficiencies in the air navigation field, especially in the context of safety, and propose corrective action;
- e) promote the development and implementation of an action plan by States to resolve identified deficiencies, where necessary;

- f) develop amendment proposals for the update of the CAR/SAM Air Navigation Plan necessary to satisfy any changes in requirements, thus removing the need for regular regional air navigation meetings;
- g) monitor implementation of air navigation facilities and services, and where necessary, ensure interregional harmonization, taking due account of cost/benefit analysis, business case development, environmental benefits and financing issues;
- h) examine human resource planning and training issues and ensure that the human resource development capabilities in the Regions are compatible with the CAR/SAM Regional Air Navigation Plan;
- i) review the Statement of Basic Operational Requirements and Planning Criteria (BORPC) and recommend such changes as may be required in the light of developments to the Air Navigation Commission;
- j) invite financial institutions, as required, on a consultative basis and when considered appropriate in the planning process, to participate in this work;
- k) ensure close cooperation with relevant organizations and State groupings to optimize the use of available expertise and resources;
- l) conduct the above activities in the most efficient manner possible with a minimum of formality and documentation, and call meetings of GREPECAS only when the Secretary and the Chairperson, through the Programme and Project Review Committee, are convinced that it is necessary to do so; and
- m) coordinate with the Regional Aviation Safety Group – Pan America (RASG-PA).

3. **Position in ICAO**

3.1 GREPECAS is the guiding and co-ordinating body for all activities conducted within ICAO concerning the air navigation system for the CAR and 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.

4. **Composition and organization of GREPECAS**

4.1 GREPECAS is composed of all States providing air navigation services in the CAR/SAM Regions. However, a group of States may choose to have common representation.

4.2 The following international organizations may be invited, as observers, to participate on a regular basis: ACI, ALTA, ARINC, ASSI, CANSO, CASSOS, COCESNA, ECCAA, IAOPA, IATA, IBAC, IFALPA IFATCA, LACAC, PAIGH, SITA and WMO.

4.3 States that do not provide air navigation services in the CAR/SAM Regions may participate as observers in GREPECAS meetings.

4.4 Other CAR/SAM International Organizations and/or bodies may also participate when invited specifically by GREPECAS.

4.5 States shall ensure that the representatives designated as members of GREPECAS have knowledge and experience with regard to supplying the full range of international air navigation systems and serving in GREPECAS for a period long enough to maintain continuity of its activities. During the meetings of GREPECAS, the designated representatives maybe supported by technical advisers , if necessary..

4.6 The Group shall appoint a Chairperson and a Vice-Chairperson. The Chairperson, in close coordination with the ICAO Regional Directors from the South America and NACC Regional Offices, shall make necessary arrangements for the most efficient work of the Group.

4.7 In order to ensure necessary continuity in the work of GREPECAS, and unless otherwise determined by special circumstances, the Chairperson and the Vice-Chairperson of GREPECAS shall assume their functions at the end of the meeting at which they are elected and normally serve for a period of three years. They can also be re-elected once, if considered and approved by the Group. The Chairperson 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.

4.8 **Appendix A** to this document presents the structure of GREPECAS.

5. **Working methodology**

5.1 The GREPECAS work programme shall be developed through project management methodology. The GREPECAS Programmes and Projects Review Committee (PPRC) shall be the authority to be provided account of and to review the progress of each of the projects of the mechanism.

5.2 The Regional Officers will coordinate the programmes, and State experts shall coordinate the projects. The programmes cover different air navigation fields based on the Global Air Navigation Plan and the Global ATM Operational Concept, and in accordance with ICAO programmes under the Strategic Objectives *Safety* and *Environmental Protection and Sustainable Development of Air Transport*; namely, AGA, AIM, ATM, CNS, MET and SAR.

5.3 The respective CAR or SAM Regional Office will designate programme coordinators for projects under their responsibility. To assist in each project's design, follow-up and achievement of objectives, the Regional Office's programme coordinator will count with support of the project coordinators assigned among the States in its area of accreditation. Each Regional Office will use its own implementation mechanisms to achieve the objectives of the programmes and projects of its Region.

5.4 The projects relate to their generic definition, and that are not limited to the ICAO Technical Cooperation projects, which are an example of a type of project. Technical cooperation projects are an implementation tool along with working groups, Special Implementation Projects (SIP), etc. GREPECAS projects will have the following components, which must be documented in a brief project document and schedule:

- a) Objectives
- b) Description
- c) Activities
- d) Responsibilities
- e) Resources – experts and budget
- f) Results – outputs, deliverables
- g) Schedule – Programme, milestones, terms
- h) Dependencies
- i) Metric/Indicators
- j) Risks

5.5 To achieve the results of a given project resource allocation for its implementation is necessary. Components of these resources are the project coordinators and experts that the States/International Organizations provide. States/International Organizations, upon designating their coordinators and experts, must ensure that the designees are provided with the time necessary 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 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 4.2 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 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, if feasible.

7.2 The Regional Offices programme coordinators are charged with ensuring coordination between the projects of both regions. If necessary, CAR/SAM meetings can be convened to coordinate interregional coordination topics and, preferably, 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 English and Spanish.

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, 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) documentation should be sent electronically 45 days before the meeting to permit timely processing in both English and Spanish. All documentation should be submitted 21 days before the meeting, at the latest, for proper publishing and distribution. It should be noted that those 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) is superseded, if applicable, 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 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 NACC and SAM Regional Offices websites under the GREPECAS option.

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

- a) **Working papers** 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** 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** are originated and distributed during the meeting.

11. Meeting output

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 GREPECAS.

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 correspondence. Unless the Secretariat considers it otherwise, the usual procedure where no response indicates agreement will apply.

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 appropriate action, 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.

15. Scrutiny Working Group (GTE)

15.1 The GREPECAS GTE is composed by specialists from the CAR/SAM Regions qualified in the analysis and assessment of 300 ft or more large height deviations (LHD), as defined in ICAO Document 9574.

15.2 This Group in addition fulfills an important coordination task with the regional monitoring agency (CARSAMMA) for the compilation, purging and review of data regarding LDH, by identifying deviation trends and recommending corrective actions with the aim of improving safety.

15.3 The GTE will prepare an annual executive report for the Secretary of GREPECAS, containing statistical information related with LHD, as well as recommendations on the risk mitigating measures deemed pertinent to take.

16. Coordination with RASG-PA

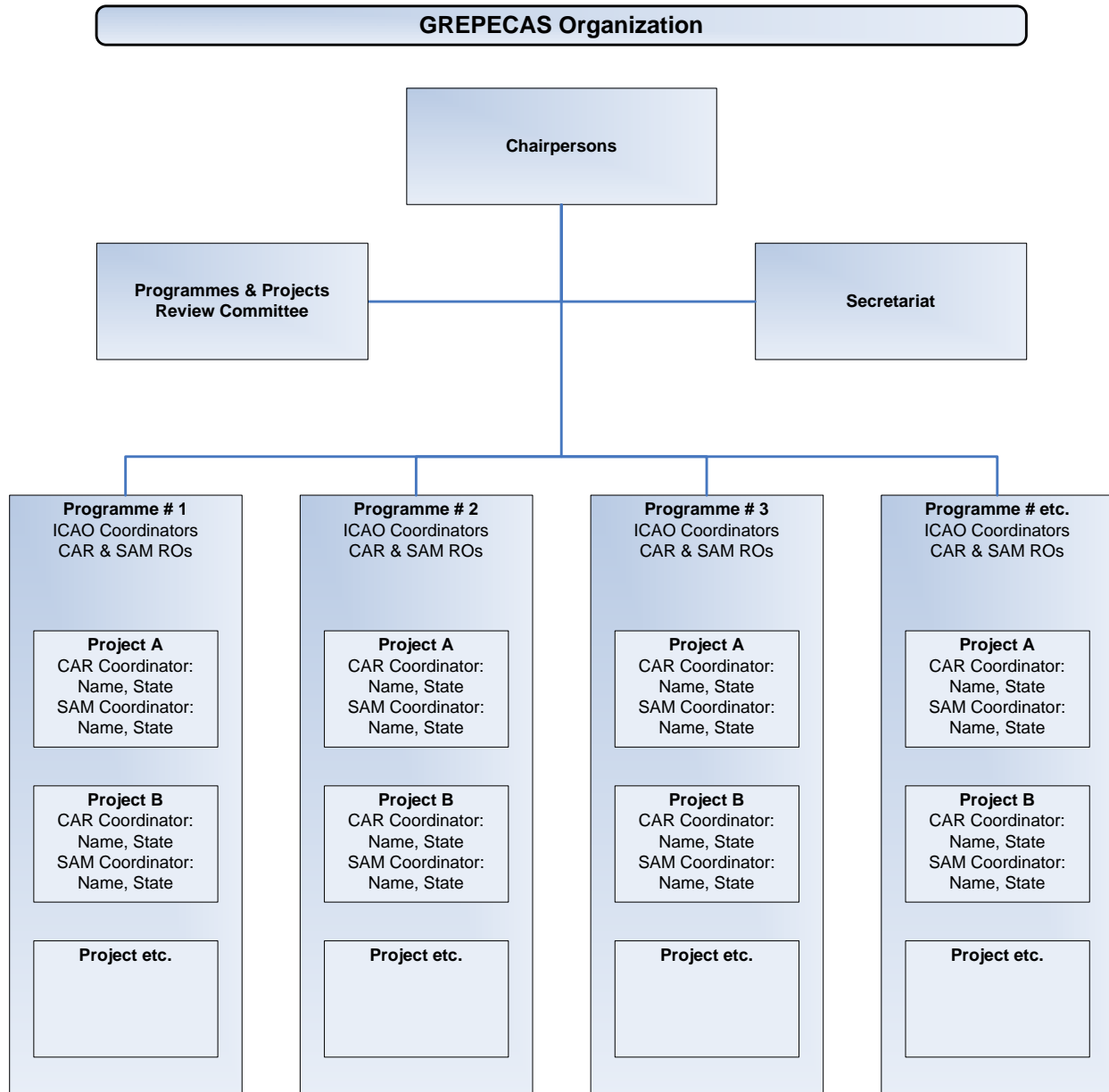
16.1 GREPECAS will provide the RASG-PA mechanism with a working paper containing statistical information on the process and/or projects generating valuable information on the safety of air navigation systems.

16.2 The GREPECAS and RASG-PA Secretaries will ensure efficient coordination is maintained between the two groups as necessary to avoid duplication of effort and achieve the highest level of effectiveness. As a rule and when required, the fast track approval procedure will be used.

17. **Terminology**

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

APPENDIX A



APPENDIX B

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

1. Introduction

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.

2. 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.

3. The Terms of Reference of the Committee 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, business plan and global air navigation plan; and
- c) follow-up on high-risk safety deficiencies and take action to promote their resolution.

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).

4. 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 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 ICAO 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 high-risk safety deficiencies, request the respective ICAO Regional Office to request the Air Navigation Bureau to inform the Air Navigation Commission.

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, paragraph 7.3. 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 assigned in those cases in which the expansion or development of a facility was aimed at serving less frequent operations or entailed excessive expenditures.

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.

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	Sustituida

- END -