



Agenda Item 5: Items related with the organization of GREPECAS

5.2 GREPECAS annual report

FORMAT OF THE PIRG REPORTS AND CONSOLIDATION OF THE ANNUAL REVIEW OF ALL REPORTS OF THE PIRG

(Presented by the Secretariat)

SUMMARY

This working paper presents a follow-up on the ICAO activities meant for simplify and standardize the format of PIRG report and consolidate the annual review of all IRGs reports.

References:

- Report of the Third Meeting of the Programmes and Projects Review Committee (PPRC/3 – Mexico City, Mexico, 21 to 23 July 2015).
- Working Paper 8993 of the Air Navigation Commission (6/11/2015) Report of the progress made by the Ad hoc Working Group on PIRG and RASG reports (item No. 20036).

1. Introduction

5.1.1 The PPRC/3 meeting was informed about the progress of the ICAO's work to simplify and standardize the format of the PIRG reports and consolidate the annual review of all PIRGs reports. In this regard the meeting took note of the establishment of an Ad hoc Working Group (AHWG) of the Air Navigation Commission for the review of the PIRGs and RASGs, which objectives are the development of:

- Guidance Material for PIRG/RASG on the format and content of meeting reports
- Proposal for the ANC on how to best review the meeting reports

The PPRC/3 meeting took note that the Group would be delivering results by November 2015; therefore considered to continue using the format of GREPECAS / PPRC reports in the interim and inform it to the ANC as established by Decision 2/8 - *GREPECAS Annual Report of CRPP/2 meeting*.

2. **Analysis**

Guidance Material for PIRG/RASG on the format and content of meeting reports

2.1 Concerning the preparation of the Guidance material for PIRG/RASG on the format and content of meeting reports, the Ad hoc Working Group (AHWG) of the Air Navigation Commission while reviewing the format and content of the PIRGs and RASGs meeting reports from different ICAO regions, noted that all regions are different in the nature and modus operandi of carrying out these meetings, resulting in different styles of reports. However, all these meetings have in common the action elements called “Conclusions” and “Decisions”.

2.2 Taking into consideration the above, the AHWG drafted a preliminary guidance on format and content for PIRG/RASG Meeting reports, presented as **Appendix A** to this paper. The material has been shared with ICAO Regional Offices and chairpersons. Most of the comments obtained have been incorporated in the same.

2.3 The preliminary guidance for PIRG/RASG includes information on the content of the PIRG and RASG report summary to be send to the Air Navigation Commission (ANC), on how conclusions and decisions should be drafted the as well as the publication of the full report.

Proposal for the ANC on how to best review the meeting reports

2.4 With regard to the AHWG task about preparing a proposal for the ANC on how to best review the meetings reports, the result is presented **Appendix B** to this paper. The process includes information on the presentation of PIRG/RASG meeting reports and discussion and analysis matters.

2.5 For the implementation of the guidance (Appendix A) the AHWG carried out an initial trial with APAC Region with successful results, therefore, the ANC will perform the same trial with the remaining ICAO Regions beginning August 2016.

3. **Suggested action**

3.1 The Meeting is invited to take note of the information presented; and follow up the activities carried out by the AHWG for the review of the PIRGs and RASGs.

APPENDIX A

Guidance on format and content for PIRG/RASG Meeting reports:

1. **Report Summary:** In order to support the analysis by the ANC of the report, the Secretariat is requested to prepare a brief summary of the main conclusions of the PIRG/RASG meeting report. This summary is normally informal and not a part of the report. It should be available five working days prior to the SRP meeting in which they will be discussed. The report summary should contain the following:
 - a. A summary of the main conclusions of the meeting, including current progress and specific concerns and challenges¹ of the regions in the context of the discussions of the meeting.
 - b. Why are these of specific concern and what actions are being taken?

Any other points that the Regional Office/ANB specifically wishes to draw to the attention of the ANC, such as inter-regional and intra-regional PIRG/RASG coordination issues, SARP implementation issues, specific items for ANC consideration and the implementation of best practices or matters that could be of a global nature.

2. Drafting of Conclusions and Decisions

- a. Conclusions should be clear and understood stand-alone. They should be developed applying the principles of specifying **Who**, **What** and by **When** of the action in the Conclusion text. They should be preceded by a paragraph that includes a brief rationale for the conclusion – the **Why**.
- b. The text of Conclusions and Decisions should be summarised separately in a table which includes the Who, What and by When. Conclusions that were considered by the meeting to require action from ICAO HQ should thus be clearly identifiable. Examples of such conclusions are those considered to require action on SARPs, require feedback from the ANC, merit Council attention or have relevance for other regions.
- c. Draft Conclusions and Decisions proposed by contributory bodies which are subsequently accepted by the PIRG/RASG plenary meeting should be included in the PIRG/RASG meeting report and the table summarising the Conclusions and Decisions.

3. Publication of report

- a. The final report and supporting documentation should be published within 45 days of the meeting in the languages used at the meeting and should be made available on the ICAO web site without password protection.
- b. In cases where the PIRG/RASG plenary does not meet on an annual basis, the ANC should receive from the Secretariat an annual update on the PIRG/RASG (e.g. GREPECAS PPRC meeting reports).

¹ These could be in the areas of Safety, Efficiency, Capacity or Interoperability.

APPENDIX B

Process for ANC review of PIRG/RASG meeting reports

Presentation of PIRG/RASG meeting reports:

- a) The report summary is a way for the Secretariat to present the reports and support the analysis of the contents as well as any additional information relevant to the ANC review.
- b) Regional Offices and PIRG/RASG Chairpersons will be invited to provide a short (15 minute²) summary to the ANC Working Group (SRP meeting) via remote participation. Typical content would include a verbal summary and a Regional Office view of the region's 'State of Affairs' in terms of Safety and Air Navigation in the context of the PIRG and RASG reports.

Discussion and analysis:

1. The ANC studies the reports in a SRP meeting. If the regional offices and /or PIRG/RASG Chairpersons can participate, the meeting will be held using the remote conferencing facility installed in the ANC Chamber. If remote participation is not feasible, HQ Secretariat will present the summary.
2. Particular attention should be given by the SRP to items where it is suggested by the report summary that ICAO HQ should take action and where significant implementation or planning difficulties are highlighted.³
3. Regional Offices will be offered the opportunity to discuss (via remote participation) the above and the main outcomes of the PIRG/RASG meetings with the SRP. Remote participation meetings will not be interpreted and may be held at a time that best suits all participants.
4. **Amendments to Air Navigation Work Programme (ANWP):** Based on suggestions from the meeting reports (ref summary table) and the discussion, the SRP will consider whether any action should be proposed (e.g. Amendments to the ANWP or Job Cards). The SRP Chair will note those in the SRP report.
5. **ANC meeting:** A subsequent ANC meeting will include an agenda item to review the SRP report without going through the PIRG/RASG meeting report in detail. This will ensure that any actions are contained in the ANC minutes (such as changes to the AN-WP, job-cards, information to Council, feedback to PIRG/RASG, information to other PIRG/RASGs). Progressing efforts and developments by the PIRGs/RASGs should also be noted in the minutes. Feedback to the Regions will be via the discussion in the SRP, the SRP report and the ANC minutes, made available to the Regional Office by the ANB.
6. **ANC Annual report:** On an annual basis, the ANC will review all SRP reports pertaining to PIRG/RASG meeting reports and provide a consolidated report to Council. The meeting report summary will be referenced in preparing the consolidated report. Significant issues common to multiple regions will be highlighted.

² The summary should not exceed 15 minutes per meeting, or 30 minutes for a combined PIRG/RASG summary.

³ If ANC members wish to discuss an issue which is not highlighted in the summary, a brief 'heads-up' would be appreciated by the Secretariat to ensure a meaningful response.