International Civil Aviation Organization
CAR/SAM Regional Planning and Implementation Group (GREPECAS)
Eighth Meeting of the GREPECAS Aeronautical Meteorology Subgroup (AERMETSG/8)
Santiago, Chile, 9 to 13 October 2006

Agenda Item 10: Future work programme of the AERMET Subgroup

(Presented by the Secretariat)

SUMMARY

This working paper presents some considerations concerning the work programme and the future activities of the AERMET Subgroup.

References:

- Report of the Thirteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/13), Santiago, Chile, 14-18 November 2005); and
- Report of the Sixth Meeting of the GREPECAS Administration Coordination Group (ACG/6, Lima, Perú 2 - 3 March 2006).

1. Introduction

1.1 Based on several working papers presented, the meeting will recall that GREPECAS/13 (Santiago, Chile, 14-18 November 2005) thoroughly reviewed the proposal formulated by the ACG/5 Meeting concerning the possibility to disband the AIS/MAP and AERMET subgroups, mainly due to the critical situation of the GREPECAS budget and the fact that most of the tasks of these subgroups are related with implementation. As a result of this analysis, the Meeting considered that discontinuance of some GREPECAS contributory bodies to save resources, would produce a negative impact and worsen the development and implementation of air navigation services thus affecting safety oversight and aviation safety, and recalled that the implementation activities are part of the GREPECAS terms of reference. Therefore, the Meeting considered that the actions should be aimed to request the support of the civil aviation administrations and the continuity and possible increase of ICAO financial support, as well as the application of internal measures which contribute to save resources and optimize the management and work of the GREPECAS mechanism.

1.2 The meeting will also recall that the coordination among GREPECAS contributory bodies would be ruled by the Procedural Handbook of this Group, taking into account the terms of reference and the specific task of each body. During the meetings of the GREPECAS Coordination Group, since its establishment, the GREPECAS Procedural Handbook has been revised, taking into

consideration the mechanisms of its structure. **Appendix A** to this working paper presents the revision made by the ACG/6, Lima, Perú, 2 – 3 March 2006, which will be presented for its approval at GREPECAS/14, foreseen to be carried out from 16 to 20 April 2007 in San Jose, Costa Rica.

1.3 The traditional technical work programme is being converted in accordance with the new ICAO policy into a business plan. The MET tasks will have to be listed as "deliverables" under the main strategic objectives, i.e. safety, efficiency and continuity. The other important implication is the necessity to include "timelines", i.e. milestones with clearly identifiable "performance objectives".

2. Discussion

2.1 The Thirteenth Meeting of GREPECAS approved Conclusion 13/95 – Request for support from the Civil Aviation Administrations and ICAO for the GREPECAS mechanism and Decision 13/96 – Review and optimization of the GREPECAS mechanism, which are included in **Appendix B** to this working paper. Additionally, in the referred meeting several Members emphasized the need to keep simultaneous interpretation services in GREPECAS and its contributory bodies meetings.

Review of the AERMET Subgroup Work Programme approved by GREPECAS/12, including priorities and target dates of the tasks inherent to the Subgroup

2.2 ICAO budget for the next triennium 2007-2010 will be prepared based on the business plan. Therefore, all the traditional work programmes will have to be converted into a format which is compatible with the new environment. However, the business plan philosophy requires that firm *timelines*, together with *performance objectives*, will have to be attached to each task (or deliverable).

2.3 Based on the above, the future AERMETSG work programme should be based in the existing work programme with the understanding that:

a) tasks/deliverables that are not related to regional planning or implementation should be considered for deletion;

b) tasks/deliverables should be linked, as much as practicable, to the MET tasks being undertaken at the HQ; and

c) timelines with performance objectives should be attached to all the tasks.

2.4 Since the templates for the contributory tasks have not been developed yet, it is expected that for GREPECAS/14, the AERMETSG work programme will be presented in the formats produced.

2.5 It would be convenient that the meeting review, under this new context, the AERMETSG work programme, the priorities and target dates, as well as the responsible for each task of the subgroup, included in **Appendix C** to this working paper, in order to be duly updated based on the deliberations and results obtained from this meeting of the Subgroup.

AERMET Subgroup Task Forces

2.6 **Appendices D, E and F** present information on existent task forces and their composition. The meeting may wish to review the terms of reference and work programme of each task force and determine which of them should continue operating, whether there is a need to establish a new task force or if any task force, having completed its tasks, may be disbanded. It is important that this

review is made considering the indicated in paragraph 2.2 y 2.3, as well as to adjust the tasks priorities, giving more attention to implementation rather than to planning, as was considered by the ACG/3.

Composition of the AERMET Subgroup

2.7 The updated composition of the AERMET Subgroup is included as **Appendix G**, updated as of this date; it is convenient that each member verifies the corresponding contact information.

Date and site for the next Meeting of the AERMET Subgroup

2.8 Taking into consideration that during the Thirteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/13, Santiago, Chile, 11 to 15 November 2005), United States expressed its intention to host the next AERMETSG meeting, it is expected to obtain information in this regard.

3. **Action proposed**

3.1 The Subgroup is invited to:

a) consider the information presented in this working paper and recommend the updating of the AERMET Subgroup programme, including priorities, target dates and the responsible for the tasks;

b) review the status and composition of the AERMET Subgroup Task Forces and take the corresponding actions; and

c) recommend date and venue for the next AERMET Subgroup meeting.

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APPENDIX A

GREPECAS PROCEDURAL

HANDBOOK

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

PROCEDURAL HANDBOOK

FOURTH EDITION – FEBRUARY 2003

The issue of amendments is announced regularly by the GREPECAS Secretary through regular correspondence with States, and the ICAO web site, which holders of this publication should consult. The space below is provided to keep a record of such amendments.

RECORD OF AMENDMENTS AND CORRIGENDA

AMENDMENTS			
No.	Date applicable	Date entered	Entered by
1	01/08/04	01/08/04	Secretariat
2	03/03/06	26/06/06	Secretariat

CORRIGENDA			
No.	Date of issue	Date entered	Entered by

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0.1 Introduction

0.1.1 The GREPECAS Procedural Handbook is intended to provide, for ease of reference of all interested parties, a consolidation of material, particularly of a procedural nature, relevant to the work of the GREPECAS and its Contributory Bodies. It contains the Terms of Reference of the GREPECAS approved by the Council of ICAO, together with the work programme and internal instructions developed by GREPECAS for the practical application of its Terms of Reference.

0.1.2 The Handbook consists of a series of loose-leaf pages organized in Section and Part headings describing the Terms of Reference, Composition, Position in ICAO, Working Arrangements, Rules of Procedure and Practices governing the Conduct of Business.

0.1.3 The framework of Section and Part headings, as well as the page numbering have been developed so as to provide flexibility, facilitating the review or the addition of new material. Each Section is self-contained and includes an Introduction giving its purpose and status.

0.1.4 Pages bear the date of issuance as applicable. Replacement pages are issued as necessary and any portions of the pages that have been revised are identified by a vertical line in the margin. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

0.1.5 Changes to text are identified by a vertical line in the margin in the following manner:

Italics	for new or revised text;
Italics	for editorial modification which does not alter the substance or meaning of the text; and
Strikethrough	for deleted text.

The absence of change bars, when data or page numbers have changed, will signify re-issue of the section concerned or re-arrangement of text (e.g. following an insertion or deletion with no other changes).

0.1.6 The Procedural Handbook is distributed to Members and Observers of GREPECAS, the ICAO Secretariat, and to other States and International Organizations participating in meetings, contributing to, or having interest in the work of the GREPECAS and/or its Contributory Bodies.

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

PROCEDURAL HANDBOOK

SECTION 1

GREPECAS TERMS OF REFERENCE, WORKING ARRANGEMENTS AND RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS

1.0.1 **Background**

1.0.1.1 The CAR/SAM Regional Planning and Implementation Group (GREPECAS) was set up by the Council of ICAO, in 1990, as recommended by the Second CAR/SAM Regional Air Navigation Meeting, 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).

1.0.1.2 The Council (C-Min. 130/15) on 20 June 1990, established the GREPECAS with an initial membership consisting of seventeen (17) States. The current Members are as follows:

Antigua and Barbuda (*representing Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and Grenadines*)
Argentina
Barbados
Bolivia/Paraguay (*in rotation every two years*)
Brazil
Chile
Colombia
Costa Rica
Cuba
Dominican Republic
Ecuador
France
Haiti
Jamaica
Mexico
Panama
Paraguay
Peru
Trinidad and Tobago
United Kingdom
United States
Uruguay
Venezuela

1.0.1.3 Based on Recommendation 14/6 of the CAR/SAM/2 RAN Meeting which was approved by the Council of ICAO and additional changes made by GREPECAS this Section sets out the GREPECAS Terms of Reference, its composition and its position in ICAO, the guidelines which should govern its working arrangements (including relations with States, International Organizations and ICAO specialized regional bodies), and the Rules of Procedure for the conduct of its meetings and those of its Contributory Bodies.

1.0.1.4 Set out below in chronological order are the dates and sites of meetings of the GREPECAS:

First Meeting	Caracas, Venezuela: 22-29 April 1991
Second Meeting	Fort Lauderdale, Florida, USA: 20-24 July 1992
Third Meeting	Buenos Aires, Argentina: 6-10 September 1993
Fourth Meeting	Panama, Panama: 20-26 September 1994
Fifth Meeting	Lima, Peru: 24-30 October 1995
Sixth Meeting	Mexico City, Mexico: 1-7 October 1996
Seventh Meeting	Lima, Peru: 7-13 October 1997
Eighth Meeting	Santo Domingo, Dominican Republic: 9-17 November 1998
Ninth Meeting	Rio de Janeiro, Brazil: 7-12 August 2000
Tenth Meeting	Las Palmas, Canary Islands, Spain: 23-27 October 2001
Eleventh Meeting	Manaus, Brazil: 3-7 December 2002
Twelfth Meeting	Havana, Cuba: 7 to 11 June 2004
Thirteenth Meeting	Santiago, Chile: 14 to 18 November 2005

1.0.2 Structure of Section 1

1.0.2.1 This Section of the Procedural Handbook consists of five Parts:

Part 1 - GREPECAS Terms of Reference, composition and its position in ICAO;

Part 2 - Working Arrangements of the GREPECAS;

Part 3 Working Arrangements of the Contributory Bodies;

Part 4 Rules of Procedure for the conduct of meetings of the GREPECAS; and

Part 5 - Rules of Procedure for the conduct of meetings of the Contributory Bodies.

1.1.1 **GREPECAS Provisions**

1.1.1.1 The provisions described hereunder shall be applicable to the CAR/SAM Regional Planning and Implementation Group (GREPECAS).

1.1.2 **Terms of Reference of the GREPECAS**

1.1.2.1 The Revised Terms of Reference for the Caribbean/South American Regional Planning and Implementation Group (GREPECAS) as proposed by GREPECAS/11 and approved by the Council in its 169th Session on 26 May 2003, are hereby reproduced:

1.1.2.1.1 The Terms of Reference of the Group are:

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) facilitate the implementation of air navigation systems and services as identified in the CAR/SAM air navigation plan with due observance to the primacy of air safety and security; and

c) identification and addressing of specific deficiencies in the air navigation field.

1.1.2.1.2 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 providing services in the CAR and SAM Regions in 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, identify specific deficiencies in the Air Navigation field, especially in the context of safety and security, and propose corrective action;

d) ensure the development and implementation of an action plan by States to resolve identified deficiencies, where necessary;

e) promote, support and facilitate the regional implementation of AVSEC provisions;

f)

develop amendment proposals for the update of the CAR/SAM Air Navigation Plan necessary to satisfy any changes in the 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 region are compatible with the CAR/SAM Regional Air Navigation Plan;

i) review the Statement of Basic Operational Requirements and Planning Criteria and recommend to the Air Navigation Commission such changes to them as may be required in the light of developments;

j) invite financial institutions, as required, on a consultative basis and at a time it considers appropriate in the planning process to participate in this work;

k) ensure close cooperation with relevant organizations and State grouping to optimize the use of available expertise and resources; and

l) conduct the above activities in the most efficient manner possible with a minimum of formality and documentation and call meetings of the GREPECAS only when the Secretary and the Chairperson, through the Administration Coordination Group (ACG), are convinced that it is necessary to do so.

1.1.3 **Size of GREPECAS and designation of its Members***

1.1.3.1 GREPECAS should be composed of experts nominated by GREPECAS member States in the CAR/SAM Regions, ensuring a balanced representation from both Regions.

1.1.3.2 Groups of States suitably located in relation to each other should, if possible, make arrangements for collective representation.

1.1.3.3 States should ensure that their designated representatives on GREPECAS have qualifications and sound experience in the provision of the full range of international air navigation systems and serve for a sufficient period of time in order to maintain continuity in the activities of GREPECAS. The designated representative can be assisted, when required, by technical advisers during meetings of GREPECAS.

Changes to Membership and/or size of GREPECAS*

1.1.3.4 Changes to the membership and/or size of GREPECAS may be proposed by any State located in the CAR and SAM Regions or by GREPECAS.

* *Terms of Reference, size of group and membership shall be subject to ICAO Council Approval*

1.1.4 **Participation**

General

1.1.4.1 Subject to the applicable provisions in this section, any Contracting State of ICAO is entitled to participate in meetings of the GREPECAS, if it so wishes. To this effect, the State concerned should notify the Secretary of GREPECAS of its intention of being represented, no later than 30 days prior to the meeting in which it has decided to participate. Such notification should include an indication of the subjects in which that State is interested and the name and title of its representative(s).

Non-Member States

1.1.4.2 Non member States located in the CAR and SAM Regions and entitled to participate in CAR/SAM Regional Air Navigation Meetings shall also be entitled to be represented at meetings of GREPECAS, if they so wish. States should, however, take into account the need for keeping meetings of GREPECAS as small and as informal as possible for efficiency purposes.

1.1.4.3 In addition, GREPECAS may invite States to participate in its meetings whenever it feels that such States will be affected by specific aspects of the work of GREPECAS or when this will be of assistance in the general conduct of its work.

1.1.4.4 Any State other than those mentioned in paragraphs 1.1.4.2 and 1.1.4.3 above, having aircraft on its register or an operator whose principal place of business or permanent residence is located in such State, which operates into the CAR and SAM Regions shall have the right to participate in the meetings of GREPECAS subject to the applicable provisions in paragraph 1.1.3.3.

1.1.4.5 States not covered by the provisions in paragraphs 1.1.4.2, 1.1.4.3 and 1.1.4.4 above may participate as observers in meetings of GREPECAS, subject to the applicable provisions in 1.1.3.3 above.

1.1.4.6 The ICAO Regional Directors of the NACC and SAM Offices should endeavour to ensure representation by States, International Organizations, CAR/SAM bodies and organizations invited by GREPECAS to participate in its meetings.

Note: The Secretary of the GREPECAS, in consultation with the Chairperson shall undertake to keep the total number of participants to a level consistent with the required efficiency of the proceedings.

1.1.5 **Participation by International Organizations**

1.1.5.1 GREPECAS shall normally invite representatives of International Organizations recognized by the Council as representing important civil aviation interests to participate in its work in an observer status. These include, ACI**,** COCESNA, EUROCONTROL, IAOPA, IATA, IBAC, IFALPA IFATCA and LACAC. Other International Organizations and/or CAR/SAM bodies and organizations may also participate when specifically invited by GREPECAS.

1.1.6 Co-ordination with Technical Co-operation Projects

1.1.6.1 The GREPECAS Mechanism, in order to carry out specific tasks, could be supported by Technical Co-operation Projects. In this regard, the Coordination Committees of the Technical Co-operation Projects could suggest based on its proper criteria or by considering a request from GREPECAS, the development of specific tasks/activities as part of their objectives. Once the work performed by the TC Projects on the corresponding GREPECAS issues is finalized, the results of the Project work will be presented to the appropriate GREPECAS/Contributory Body in the form of a Working Paper for its review and adoption as necessary.

1.1.7 Creation and dissolution of Contributory Bodies

1.1.7.1 In order to assist in its planning and implementation work, GREPECAS may create Contributory Bodies*, charged with preparatory work on specifically defined issues requiring expert advice for their resolution. Representation in such Contributory Bodies should be by specialists in the subjects concerned and familiar with the area under consideration. The establishment and the work of such Contributory Bodies shall be governed by the following considerations:

a) a contributory body shall only be formed when it has been clearly established that it is likely to be able to make a substantial contribution to the resolution of the issue in question;

b) it shall be given clear and concise terms of reference describing not only its tasks but also an expected target dates for their completion;

c) its composition shall be such that, while being kept as small as possible, States (whether or not they are Members of the CAR/SAM Regional Planning and Implementation Group itself) and International Organizations likely to be able to make valid contributions are given the opportunity to participate in it;

d) its work progress shall be subject to review by GREPECAS, especially in order to avoid duplication of effort in fields already covered by other activities;

e) in order to expedite the internal work of GREPECAS, GREPECAS may decide to coordinate and consolidate some activities carried out by any of the Contributory Bodies; and

f) a contributory body shall be dissolved as soon as it has either completed its assigned tasks or it has become apparent that work on the subject in question cannot be usefully continued.

* *Contributory Bodies can be: Groups, Subgroups, Committees, Task Forces, Boards, etc.*

1.1.8 Position in ICAO

1.1.8.1 GREPECAS shall be the guiding and co-ordinating body for all activities conducted within ICAO concerning the Air Navigation System for the CAR and SAM Regions but shall not assume authority vested in other ICAO bodies, except where such bodies have specifically delegated their authority to GREPECAS. The activities of GREPECAS shall be subject to review by the Council.

1.1.8.2 The work of other bodies established and meetings (excluding limited, special or full-scale RAN meetings) held within the framework of ICAO, concerned with the CAR/SAM air navigation system, should be co-ordinated as appropriate with the GREPECAS so as to ensure full harmonization with all regional activities regarding the development and operation of the CAR/SAM air navigation system.

1.2.1 **Relations with States**

1.2.1.1 States located geographically in the CAR and SAM Regions, States having dependent territories in these Regions, and States having aircraft on their register which operate in these Regions, shall be kept fully informed of the activities of the GREPECAS. To achieve this objective, States should receive, on a regular basis, as appropriate:

a) Draft agenda for meetings of GREPECAS;

b) The reports on meetings of GREPECAS; and

c) The summaries or reports on meetings of its Contributory Bodies.

1.2.1.2 States should ensure necessary co-ordination and follow-up of GREPECAS activities within their Administrations.

1.2.1.3 GREPECAS may obtain information from CAR and SAM provider States on specific questions and offer them advice in the form of specific proposals for action.

1.2.2 **Relations with other Bodies and Organizations**

1.2.2.1 GREPECAS shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the CAR/SAM air navigation system.

1.2.2.2 When necessary, the GREPECAS shall provide information and advice to such bodies and organizations, if this is required, in order to:

a) avoid duplication of studies and/or effort; and

b) engage their assistance in matters which, while having a bearing on the air navigation system, are outside the framework of ICAO and/or the Terms of Reference of GREPECAS.

1.2.3 **Administration of the GREPECAS**

1.2.3.1 The GREPECAS shall be administered as follows:

a) by a Chairperson elected from the Representatives designated by Member States of GREPECAS. A First and Second Vice-Chairperson shall also be elected from the Representatives. The Chairperson shall:

i) attend, to the extent possible, all Meetings of the GREPECAS under his/her chairmanship;

ii) participate, with the Secretariat, in the development of GREPECAS Meeting Reports; and

iii) present the Meeting Reports of the GREPECAS under his/her chairmanship; and

b) by a Secretary designated by the Secretary General of ICAO. In the execution of his/her duties the Secretary will be supported by the NACC and SAM Regional Offices.

1.2.3.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of GREPECAS. GREPECAS shall at all times work with a minimum of formality and paperwork.

1.2.3.3 The Administration Coordination Group (ACG) will co-ordinate and harmonize administrative matters of GREPECAS and its Contributory Bodies; tasks related with the internal organization; and holding of meetings. It will also follow-up work between Plenary Meetings, taking into account the work undertaken by the Contributory Bodies; and it will follow-up and monitor the target dates assigned to tasks under a project management process. The ACG is composed by the Chairperson and Vice-Chairperson of the GREPECAS, the Secretary of the GREPECAS, the Regional Directors of the NACC and SAM Regional Offices, a RAO representative and the Secretaries of the Contributory Bodies, and if considered necessary, the Chairpersons and Vice-Chairpersons of the Contributory Bodies.

1.2.3.4 With respect to the use of project management tools, their use would permit GREPECAS and its contributory bodies to have greater control of the execution of all the tasks included in the respective work programmes.

1.2.3.5 Contributory Bodies shall start their work structuring a task schedule with established target dates which shall be sent to the Secretary of GREPECAS for approval by its members, in observance of paragraph 1.2.3.7 b) and this Procedural Handbook.

1.2.3.6 Between meetings of GREPECAS or its Contributory Bodies, some subjects may be dealt with by correspondence among appointed Representatives of its Member States through the Secretary of the GREPECAS or of the Contributory Body concerned in co-ordination with the Administration Coordination Group (ACG), as necessary. However, if States are to be consulted, this should be done through the corresponding ICAO Regional Office.

1.2.3.7 With respect to the means of communications, GREPECAS should as a minimum use the following:

a) the Secretariat's Web page, for distribution of the supporting documentation of all GREPECAS and its Contributory Bodies' meetings, as well as the reports of the aforementioned meetings; and

b) in the interval between meetings, the Secretariat should intensively use available electronic means, with a view to expediting the approval and implementation process of the draft Decisions and Conclusions provided by the Contributory Bodies which, at the Secretariat's discretion, need immediate attention.

1.2.3.8 All Draft Decisions and Conclusions that are pre-approved between Meetings through the ACG fast-track, will be included in the report of the following GREPECAS Meeting and will be marked with a footnote that includes the original numbering and the date on which they were pre-approved by GREPECAS Members through the ACG fast-track.

1.2.4 **Meetings of GREPECAS**

1.2.4.1 Based on the advice of the Members of GREPECAS and of the Secretary, the Chairperson shall decide the date and duration of meetings of GREPECAS in consultation with the ACG.

1.2.4.2 Meetings shall normally be convened alternatively at locations in the CAR and SAM Regions.

1.2.4.3 Representatives of participating States/International Organizations may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed.

1.2.4.4 The NACC and SAM Regional Offices and the Regional Affairs Office (RAO) in Montreal shall normally provide the requisite Secretariat services to GREPECAS.

1.2.5 **Continuity of Participation**

1.2.5.1 With a view to ensuring efficiency of GREPECAS business, States and International Organizations designating experts to GREPECAS and its Contributory Bodies should strive to ensure continuity and regularity of their participation at meetings of such bodies.

1.2.6 **Co-ordination and reporting lines**

1.2.6.1 GREPECAS reports to the ICAO Council through its Secretary and the ICAO Secretariat as follows:

a) proposals for amendment of the Air Navigation Plan (facilities, services and Basic Operational Requirements and Planning Criteria) and proposals for amendment of the Regional Supplementary Procedures (SUPPs) originated by the GREPECAS will be processed in accordance with the approved amendment procedures;

b) suggestions by the GREPECAS calling for amendment or modification of the provisions in the ICAO world-wide provisions (Annexes and PANS) will be submitted to the Air Navigation Commission for consideration and action as appropriate;

c) items concerning serious deficiencies in implementation of the CAR and SAM Regional Plans will be brought to the attention of the States concerned, and, after all possible efforts for implementation have been exhausted, to the attention of the ANC;

Note: *On 30 November 2001, the ICAO Council approved the uniform methodology reproduced in **Appendix A** to Part 2 of this Procedural Handbook, for information and further action.*

d) specific policy issues emanating from the work of the GREPECAS and matters of impact on other regions will be submitted to the Council; and

e) matters concerning GREPECAS terms of reference, its composition, position in ICAO and working arrangements, will be submitted to the Council.

1.2.6.2 Routine relations between GREPECAS or its Contributory Bodies and other ICAO groups and meetings concerning the CAR and SAM Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Office of accreditation as required.

1.2.6.3 Relations with representatives of States designated as Members of GREPECAS and representatives of International Organizations regularly attending the meetings of the GREPECAS shall be conducted through the Secretary of GREPECAS. Other ICAO Regional Offices shall be kept informed of such correspondence whenever it may have an impact on their work.

1.2.6.4 Relations with States and International Organizations whether or not represented in GREPECAS, 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.

1.2.6.5 For coordination with Technical Co-operation Projects, please refer to paragraph 1.1.6, Section 1, Part 1.

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[1]; and

iv) when appropriate or available, an indication of the cost involved.

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.

[1] 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.

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.

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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.

1.3.1 **Relations with States**

1.3.1.1 States located geographically in the CAR and SAM Regions as well as States having dependent territories in these Regions, shall be kept fully informed of activities of the Contributory Bodies of the GREPECAS. To achieve this objective, States should receive, on a regular basis:

a) Draft agenda for meetings of the Contributory Bodies; and

b) The reports on meetings of the Contributory Bodies.

1.3.1.2 States should ensure necessary co-ordination and follow-up of the Contributory Bodies' activities within their Administrations.

1.3.1.3 Contributory Bodies may obtain information from CAR and SAM provider States on specific questions and offer them advice in the form of specific proposals for action.

1.3.2 **Relations with other Bodies and Organizations**

1.3.2.1 Contributory Bodies shall keep informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the CAR/SAM air navigation system.

1.3.2.2 When necessary, the Contributory Bodies of the GREPECAS shall provide information and advice to such bodies and organizations, if this is required, in order to:

a) avoid duplication of studies and/or effort; and

b) engage their assistance in matters which, while having a bearing on the air navigation system, are outside the framework of ICAO and/or the Terms of Reference of the Contributory Bodies.

1.3.3 **Administration of the Contributory Bodies of the GREPECAS**

1.3.3.1 The Contributory Bodies of the GREPECAS shall be administered as follows:

a) by a Chairperson elected from the Representatives designated by Member States of GREPECAS. A Vice-Chairperson shall also be elected from these Representatives. The Chairperson shall:

i) attend, to the extent possible, all Meetings of Contributory Bodies under his/her chairmanship;

ii) participate, with the Secretariat, in the development of Meeting Reports of the Contributory Bodies; and

iii) present the Meeting Reports of the Contributory Bodies under his/her chairmanship, to the appropriate Meeting for its consideration, and eventual presentation to GREPECAS; and

b) by a Secretary designated by the Secretary of the GREPECAS. In the execution of his/her duties the Secretary will be supported by the NACC and SAM Regional Offices.

1.3.3.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Contributory Body. Contributory Bodies shall at all times work with a minimum of formality and paperwork.

1.3.3.3 The Administration Coordination Group (ACG) will co-ordinate and harmonize administrative matters of the Contributory Bodies of the GREPECAS; tasks related with the internal organization; and holding of events. It will also follow-up work undertaken by the Contributory Bodies; and it will follow-up and monitor the target dates assigned to tasks under a project management process.

1.3.3.4 Between meetings of GREPECAS or its Contributory Bodies, some subjects may be dealt with by correspondence among appointed Representatives of its Member States through the Contributory Body concerned in co-ordination with the Administration Coordination Group (ACG), as necessary. However, if States are to be consulted this should be done through the corresponding ICAO Regional Office.

1.3.3.5 With respect to the use of means of communications, Contributory Bodies of the GREPECAS should as a minimum use the following:

a) the Secretariat's Web page, for distribution of the supporting documentation of all GREPECAS and its Contributory bodies' meetings, as well as the reports of the aforementioned meetings; and

b) in the intervals between meetings, the Secretariat, in consultation with the ACG, should use the available electronic means, with a view to expediting the approval and implementation process of the draft Decisions and Conclusions provided by the Contributory Bodies which, at the Secretariat's discretion, need immediate attention.

1.3.4 **Meetings of the Contributory Bodies**

1.3.4.1 Based on the advice of the Members of the Contributory Bodies and of the Secretary, the Chairperson may propose the date and duration of meetings of each Contributory Body for coordination with the ACG.

1.3.4.2 Meetings shall normally be convened alternatively at locations in the CAR and SAM Regions.

1.3.4.3 Representatives of participating States/International Organizations may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed.

1.3.5 **Establishment**

1.3.5.1 **Contributory Bodies**

1.3.5.1.1 In order to assist it in its work, GREPECAS may create Contributory Bodies, charged with preparatory work on specific issues requiring expert advice for their resolution.

1.3.5.1.2 The establishment and the work of such Contributory Bodies shall be governed by the procedures in Section 1, Part 1, paragraph 1.1.7.1.

1.3.5.1.3 Participation in Contributory Bodies shall be by specialists in the subjects under consideration. Such specialists should be provided by States (whether or not they have been designated as Members of the GREPECAS), International Organizations and/or CAR/SAM bodies and Organizations having relevant experience in the field concerned.

1.3.5.1.4 In order to avoid Contributory Bodies Meetings being cancelled due to the lack of participation by States/International Organizations who are members but who do not attend the Meetings, nor contribute to their work, the ACG will decide if such States/International Organizations are to be removed from the composition of the Contributory Bodies.

1.3.5.1.5 Secretaries of Contributory Bodies established by GREPECAS will be appointed by the Secretary of GREPECAS, after co-ordination, as necessary, with the other ICAO Regional Director.

1.3.5.2 **Task Forces/Working Groups/Ad Hoc Groups**

1.3.5.2.1 Contributory Bodies may appoint task forces, working groups and/or ad hoc groups composed of experts either from within and/or outside GREPECAS or the Contributory Body as the case may be, to perform studies or prepare supporting documentation on defined subjects for consideration by GREPECAS or Subgroups and Committees as a whole. Other States and International Organizations may also be invited to provide experts to participate in these bodies, as required.

1.3.6 **Coordination**

1.3.6.1 Contributory Bodies report to GREPECAS in accordance with Part 1 of this Handbook. Coordination among Contributory Bodies will primarily be ensured by GREPECAS when establishing their terms of reference and work programme or taking action on their reports. In addition, the work of the Contributory Bodies should also be co-ordinated through their respective Chairpersons and Secretaries.

1.3.6.2 Routine relations between GREPECAS or its Contributory Bodies and other ICAO groups and meetings concerning the CAR and SAM Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Office of accreditation as required.

1.3.6.3 Relations with representatives of States designated as Members of GREPECAS and representatives of International Organizations regularly attending the meetings of the GREPECAS shall be conducted through the Secretary of GREPECAS. Other ICAO Regional Offices shall be kept informed of such correspondence, whenever it may have an impact on their work.

1.3.6.4 Relations with the experts of Contributory Bodies shall normally be conducted by the Secretary of the Contributory Body concerned.

1.3.6.5 For coordination with Technical Co-operation Projects, please refer to paragraph 1.1.6, Section 1, Part 1.

1.3.7 **Reporting lines**

1.3.7.1 The Contributory Bodies report to the Secretary of GREPECAS and consequently he reports to the ICAO Council in accordance with Part 2, paragraph 1.2.6.

1.3.7.2 The Secretary of the ATM Committee and the Secretary of the CNS Committee report directly to the Secretary of the ATM/CNS Subgroup and consequently he reports to the Secretary of GREPECAS.

1.3.7.3 Rapporteurs of Task Forces will report directly to the Secretary of the respective Contributory Body.

1.4.1 **General**

1.4.1.1 To achieve a minimum formality and paperwork, the application of the rules of procedure for the conduct of meetings should be as flexible and simple as possible. GREPECAS is expected to conduct its business by consensus of all interested parties. The following provisions do not include any procedures for handling motions or voting.

1.4.1.2 There shall be no minutes for the meetings of GREPECAS. Reports on meetings should not include formal statements by members or observers. However, where consensus was only achieved after specific divergent views were expressed in relation to the decisions taken or the conclusions reached, those views shall be recorded as an integral part of the Report.

1.4.2 **Convening of Meetings**

Note: In addition to the working arrangements set forth in paragraph 1.2.4 of Part 2, the rules of procedure below should be followed in convening meetings of GREPECAS.

1.4.2.1 At each of its meetings GREPECAS should endeavour to agree on the location, date and duration of its next meeting based on the recommendations of the ACG (including contributory body meetings over a two calendar year period). In this respect, the convening of one meeting per year would generally suffice. However, in order to safeguard coherent and orderly air navigation planning in the interest of States and air navigation system users in the CAR and SAM Regions, GREPECAS may determine the need for an additional meeting in any given year.

1.4.2.2 A convening letter for a meeting shall be addressed by the Secretary of GREPECAS, normally **90** days prior to the meeting, to representatives of:

a) States designated as Members;

b) Other CAR/SAM States;

c) non CAR/SAM States, as applicable; and

d) International Organizations invited to participate on a continuous basis in the activities of GREPECAS (in accordance with para. Ref. 1.1.5.1).

1.4.2.3 The convening letter should include the draft agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting. In addition, an Information Paper containing a summarized report on the CAR/SAM Regional Offices' activities since the last meeting, shall be distributed at all GREPECAS Meetings.

1.4.2.4 The ICAO Regional Directors from the NACC and SAM Offices shall invite States and International Organizations located within their area of accreditation. This should be done by means of a State Letter.

1.4.3 **Establishment of the Agenda**

1.4.3.1 The Secretary, in consultation with the Administration Coordination Group, shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

1.4.3.2 The draft agenda shall be circulated with the convening letter, as specified in paragraph 1.4.2.2 above, for comments by expected participants in the meeting.

1.4.3.3 Comments in relation to the draft agenda or the work of GREPECAS received no later than 10 days prior to the meeting, will be submitted to the meeting in the form of a Working Paper.

1.4.3.4 At the opening of the meeting any State or international organization may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending so agree.

1.4.4 **Languages**

1.4.4.1 The languages of the meetings of the GREPECAS shall be English and Spanish.

1.4.4.2 The reports on meetings and supporting documentation for meetings of GREPECAS will be prepared in English and Spanish.

1.4.5 **Officers and Secretariat of the GREPECAS**

Note: The following rules of procedure are supplementary to the working arrangements for the administration of the GREPECAS contained in paragraph 1.2.3 of Part 2.

1.4.5.1 In order to ensure the necessary continuity in the work of GREPECAS and unless otherwise determined by special circumstances, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the GREPECAS should assume their functions at the end of the meeting at which they are elected, and normally serve for a period of three years.

1.4.5.2 States designated as Members of GREPECAS may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda. Elected Officers may be re-elected.

1.4.5.3 The Secretary of the GREPECAS will serve as Secretary of the meetings of GREPECAS. He/she will be assisted by Officers of the NACC and SAM Offices of ICAO, as well as the Regional Affairs Office in ICAO Headquarters, as required.

1.4.5.4 Reports of GREPECAS and Contributory Bodies shall be presented by the corresponding Chairperson and in his absence by the Vice Chairperson and/or if not present, by a designated member of the GREPECAS or the contributory body.

1.4.6 **Supporting documentation**

1.4.6.1 Documentation and/or electronic presentations for meetings of the GREPECAS will be prepared by the Secretariat, States designated as Members of GREPECAS and International Organizations participating on a continuous basis in the activities of GREPECAS. As two ICAO Regional Offices, namely, NACC and SAM, are concerned with the activities of the GREPECAS, the Secretary will ensure that adequate co-ordination is effected with these two Offices so that working papers presented to GREPECAS reflect the realities of the two areas of accreditation.

1.4.6.2 Any State, International Organization and CAR or SAM body or Organization, whether or not attending, may submit material for consideration by a meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

1.4.6.3 Supporting documentation shall be presented in the form of:

a) Working Papers;

b) Information Papers;

c) Discussion Papers (originated and distributed during the Meeting);

d) Flimsies; and

e) Other documentation.

1.4.6.3.1 **Working Papers**

1.4.6.3.1.1 A working paper is intended to serve primarily as a basis for discussion and action to be taken by a meeting of GREPECAS. Working Papers shall be distributed by the Secretary to:

a) Representatives of States designated as Members of GREPECAS;

b) States having notified the Secretary of their intention of being represented at the relevant meeting;

c) International organizations attending GREPECAS activities on a continuous basis; and

d) provider States whose facilities and/or services are the subject of the paper.

1.4.6.3.1.2 Working Papers shall be distributed by the ICAO Regional Directors. The Regional Offices shall distribute the meeting's documentation to the accredited States/Territories/International Organizations.

1.4.6.3.1.3 The Secretariat will prepare a basic working paper on each agenda item, defining the subject and providing a brief historical background. As appropriate, the working paper will include lines of development, tentative conclusions and specific suggestions for action.

1.4.6.3.1.4 Working papers are papers submitted for consideration under specific agenda items. States and International Organizations should prepare their working papers with specific proposals for action. All other working papers will be deemed to be information papers.

1.4.6.3.1.5 Working papers should be presented in the following form:

a) each paper should be limited to one agenda item;

b) each paper should be brief and not exceed six pages of print (excluding Appendixes);

c) the first element of each paper should summarize concisely the purpose of the proposal, its rationale and include essential references to the background of the subject; and

d) the final element should contain the recommended action suggested to the meeting

1.4.6.3.2 **Information Papers**

1.4.6.3.2.1 Information Papers are intended solely to provide participants at a meeting with factual information on developments of technical or administrative matters of interest to GREPECAS and normally will not be discussed.

1.4.6.3.2.2 Information Papers are produced and will be distributed to the Meeting in the original language only.

1.4.6.3.2.3 Information Papers are not restricted in format, should be as short as possible and should be accompanied by an abstract not exceeding one page in length.

1.4.6.3.3 **Discussion Papers**

1.4.6.3.3.1 Discussion Papers are papers prepared on an ad hoc basis in the course of a meeting, with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

1.4.6.3.3.2 Discussion Papers are intended for the consideration by a group in the development of its conclusions for a draft report.

1.4.6.3.4 **Flimsies**

1.4.6.3.4.1 Flimsies are very short texts which require printing in order to facilitate their comprehension, or to provide translation, and where their availability is urgently required.

1.4.6.3.5 **Other documentation**

1.4.6.3.5.1 States and International Organizations desiring to present material not written specifically for an agenda item (such as lengthy studies) should provide sufficient quantities thereof for distribution at the meeting. Such material will not be reproduced as working papers.

1.4.6.4 Working Papers prepared by States or International Organizations in Spanish or English may be forwarded to the Secretary for translation. In this case, States or International Organizations concerned should ensure that such documentation reaches the Secretary 45 days in advance of the meeting for which it is intended, to permit timely processing. **Working Papers received after the 45-day period, have to be submitted in both languages. All documentation should be submitted up to 15 days before the meeting for its proper distribution. It should be noted that those papers received after this 15-day period may not be accepted by the Secretariat. All documentation submitted for distribution must be sent electronically.**

1.4.6.5 Pertinent documentation for all GREPECAS and Contributory Bodies Meetings will be distributed electronically and posted on an ICAO Regional Office Web page for downloading; the appropriate password for access to the documentation will be provided by both Regional Offices. The documentation for the Meetings will not be provided at the Meeting venue, except on request.

1.4.7 **Conclusions and Decisions of the Meetings**

1.4.7.1 Action taken by GREPECAS shall be recorded in the form of:

a) Conclusions; and

b) Decisions.

1.4.7.2 **Conclusions** deal with matters which, in accordance with GREPECAS terms of reference, merit directly the attention of States and/or International Organizations, or on which further action is required to be initiated by the Secretary in accordance with established procedures.

1.4.7.2.1 Conclusions are mainly aimed at the furtherance of studies and programmes being undertaken by GREPECAS, its Subgroups and other ICAO Groups or meetings. For the implementation of such conclusions, the Secretary shall:

a) initiate the required action; or

b) through the relevant ICAO Regional Office, invite States and International Organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or

c) refer them to the Council and the Air Navigation Commission for appropriate action.

1.4.7.2.2 The Secretary will ensure that conclusions are transmitted to the States concerned through the relevant ICAO Regional Office and will take whatever action may be required to monitor their implementation.

1.4.7.3 **Decisions** relate solely to matters dealing with the internal working arrangements of GREPECAS and its Contributory Bodies.

1.4.8 **Conduct of business**

1.4.8.1 The meetings of the GREPECAS shall be conducted by the Chairperson or, in his/her absence, by the First or Second Vice-chairperson of GREPECAS, in that order.

1.4.8.2 At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization, and of the documentation available for consideration of the different items on the agenda.

1.4.8.3 Each meeting of the GREPECAS will consider, as required:

a) reports by its Contributory Bodies;

b) reports by regional bodies;

c) specific implementation matters; and

d) review and update of the Work Programme.

1.4.8.4 GREPECAS shall at each of its meetings review the proposals provided by the Contributory Bodies on the update of the outstanding Conclusions in order to keep them current and their number at a minimum consistent with the progress achieved in their implementation

1.4.9 **Reports**

1.4.9.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

a) a brief history of the meeting (location, duration, attendance, agenda, list of documentation and list of Conclusions and Decisions);

b) a summary of the discussions by GREPECAS on the different items of the agenda including, for each of them, the relevant Conclusion(s) and/or Decision(s);

c) the work programme and future action by GREPECAS; and

d) the tentative programme of future meetings of GREPECAS and of its Contributory Bodies.

1.4.9.2 A draft report in English and Spanish will be prepared by the Secretariat and Chairperson and presented by the Chairperson for approval by GREPECAS before the closing of each meeting.

1.4.9.3 The Final Meeting Report shall be circulated by the Secretary to:

a) Members of GREPECAS; and

b) Other States and International Organizations and CAR/SAM bodies and Organizations having attended the relevant meeting.

1.4.9.4 The report shall be made available, through the ICAO Regional Office of accreditation, including the ICAO Website, to all user and provider States of the CAR and SAM Regions as well as to International Organizations and CAR/SAM bodies concerned.

1.5.1 **General**

1.5.1.1 Contributory Bodies of the GREPECAS shall work with a minimum of formality and paperwork.

1.5.2 **Participation**

Note: The following rules of procedure are based on the provisions contained in Part 3.

1.5.2.1 Each Contributory Body of the GREPECAS shall be composed of a limited number of experts to be provided by States, whether Members or not of the GREPECAS, International Organizations and/or bodies and Organizations having experience in the relevant field.

1.5.2.2 When deciding on the creation and establishing the mandate and terms of reference of any of its Contributory Bodies, GREPECAS shall indicate the States, International Organizations and/or bodies and Organizations which are to be invited to provide experts for that body. The composition of Contributory Bodies shall be kept as small as possible in order to ensure the efficiency of their work and the informality of proceedings.

1.5.2.3 States and International Organizations other than those specified by the GREPECAS but which are in a position to make valid contributions to the work of a contributory body are entitled to provide experts for that body if they so wish. To this effect, they should notify the ICAO Regional Director of the office of accreditation of their intention to participate and of the name and title of the expert(s) designated.

1.5.2.4 States and International Organizations and/or bodies and Organizations should ensure that the experts they provide as members in Contributory Bodies of the GREPECAS have the required qualifications and experience, as well as a sound knowledge with regards to ICAO SARPS and the Air Navigation Plan in the field of concern to fully contribute to the work of the body concerned.

1.5.3 **Convening of meetings**

1.5.3.1 Based on the advice of the Members of the Contributory Bodies and of the Secretary, the Chairperson may propose the date and duration of meetings of each Contributory Body for coordination with the ACG.

1.5.3.2 As a rule, Contributory Bodies should propose, at each meeting, on the location, date and duration of the next meeting and on a tentative schedule of future meetings in order to assist the GREPECAS in establishing its meeting programme.

1.5.3.3 For each meeting of a contributory body of the GREPECAS, a convening letter shall be addressed by the respective Secretary to the Members of that body. This convening letter should include the agenda, together with explanatory notes as required, to assist participants in preparing for the meeting.

1.5.4 **Establishment of the Agenda**

1.5.4.1 The Secretary of a contributory body of the GREPECAS, after co-ordination with the ICAO Regional Offices, and in consultation with the Chairperson shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

1.5.4.2 The draft agenda shall be circulated with the convening letter for comments and submitted to the meeting to which it refers, for approval.

1.5.5 **Languages and Supporting Documentation**

1.5.5.1 The languages of, and supporting documentation for, meetings of Contributory Bodies of the GREPECAS shall be English and Spanish, whenever this is necessary.

1.5.5.2 Subject to 1.5.5.1 above, the reports of meetings of these bodies shall be English and/or Spanish, as the case may be.

1.5.5.3 Working Papers prepared by States or International Organizations in Spanish or English may be forwarded to the Secretary for translation. In this case, States or International Organizations concerned should ensure that such documentation reaches the Secretary 45 days in advance of the meeting for which it is intended, to permit timely processing. **Working Papers received after the 45-day period have to be submitted in both languages. All documentation should be submitted up to 15 days before the meeting for its proper distribution. It should be noted that those papers received after this 15-day period may not be accepted by the Secretariat. All documentation submitted for distribution must be sent electronically.**

1.5.5.4 Documentation for meetings of the Contributory Bodies of GREPECAS will be prepared in the same manner as the specified in paragraph 1.4.6 of Section 1, Part 4.

1.5.6 **Officers and Secretariat of Contributory Bodies of the GREPECAS**

1.5.6.1 Each Contributory body of the GREPECAS shall at its first meeting elect, from the experts provided by States as Members of the contributory body, a Chairperson and a Vice-Chairperson.

1.5.6.2 In order to ensure the necessary continuity in the work and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairperson of a contributory body should serve for a three year term.

Note: The Chairman should attend all Meetings of the corresponding Contributory Body and all GREPECAS Meetings.

1.5.6.3 Members of a contributory body may at any time request that the election of the Chairperson and/or Vice-Chairperson be included in its meeting agenda. Elected officers may be re-elected.

1.5.7 **Conduct of business**

1.5.7.1 Meetings of a contributory body shall be conducted by its Chairperson or, in his/her absence, by the Vice-Chairperson.

1.5.7.2 Action proposed by a contributory body that requires the prior agreement of the GREPECAS before it can be implemented or otherwise, shall be recorded in its report in the form of Draft Conclusions, Draft Decisions or Decisions*. All such proposed actions shall be considered by the GREPECAS at its next meeting subsequent to the issue of the contributory body report or presented to the ACG for approval, as determined appropriate.

1.5.7.3 In cases considered in Part 1, paragraph 1.1.6.1, e) of this Handbook, the Contributory Bodies will propose its action to the contributory body responsible for the coordination, in order that upon finalizing the coordination and consolidation of the relevant issues, submits draft decisions and conclusions for consideration of GREPECAS or the ACG as determined.

** Note:*

Draft Conclusions:	*Conclusions that require approval by GREPECAS prior to their implementation.*
Draft Decisions:	*Decisions that require approval and adoption by GREPECAS prior to their implementation*
Decisions:	*Decisions that deal with matters of concern to the Contributory Body.*

1.5.8 **Reports of meetings**

1.5.8.1 The Secretary and Chairperson will prepare a Draft Report on the business conducted by the Meeting in order to keep the GREPECAS and States/International Organizations informed of its activities.

1.5.8.2 Draft Reports on meetings of Contributory Bodies shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a summary format setting aside information on non-essential proceedings and on matters of solely internal interest to the Contributory Bodies themselves. They should normally cover:

a) a brief history of the meeting (location, duration, attendance, agenda, list of documentation and list of Conclusions and Decisions);

b) in the sequence of the agenda, summary of findings on different tasks or specific elements thereof including, as appropriate, draft conclusions, draft decisions and/or decisions; and

c) review of the terms of reference, work programme and proposed future meetings.

1.5.8.3 Final Reports on meetings of Contributory Bodies shall be distributed by the Secretary to Members of the Contributory Body concerned, as soon as possible after the meeting to which the Report refers. Those Final Reports shall at the same time be circulated by the ICAO Regional Directors of accreditation to all provider and user States of the CAR and SAM Regions, International and National Organizations and bodies concerned.

1.5.8.4 Final Reports on meetings of Contributory Bodies shall be submitted to the GREPECAS for review and action. At each of its meetings, the GREPECAS shall review the reports of all meetings of its Contributory Bodies having taken place since its last meeting as well as other available reports on early meetings of Contributory Bodies still requiring action by GREPECAS, and/or action taken by the ACG.

1.5.8.5 The Contributory Bodies' reports shall be made available, through the ICAO Regional Office of accreditation, including the ICAO Website, to all user and provider States of the CAR and SAM Regions as well as to International Organizations and CAR/SAM bodies concerned.

1.5.8.6 A summary of the actions taken by GREPECAS should be circulated to the corresponding members of the Contributory Body concerned.

1.5.9 **Rules of procedure for Task Forces/Working Groups/Ad hoc Groups**

1.5.9.1 Task Forces/Working Groups/Ad hoc Groups should work with a minimum of formality and paperwork.

1.5.9.2 **Creation of Task Forces/Working Groups/Ad hoc Groups**

1.5.9.2.1 GREPECAS, Groups, Subgroups and Committees may create Task Forces/Working Groups/Ad hoc Groups for specific tasks necessary for their work, in accordance with paragraph 1.3.5.2.

1.5.9.3 **Membership and officers**

1.5.9.3.1 Task Forces/Working Groups/Ad hoc Groups should have a Rapporteur and experts in the relevant field, provided by States//International Organizations.

1.5.9.3.2 Task Forces/Working Groups/Ad hoc Groups will have their own Work Programme, Terms of Reference and Composition.

1.5.9.4 **Convening of Meetings**

1.5.9.4.1 The Rapporteur is responsible for the Convening of Meetings of any Task Force/Working Group/Ad hoc Group; the invitation letter shall be addressed by the respective Rapporteur to the Members of that body through the Secretariat. This convening letter should include the agenda, together with explanatory notes as required, to assist participants in preparing for the meeting.

1.5.9.5 **Languages and Supporting Documentation**

1.5.9.5.1 The languages, supporting documentation and reports could be in English or Spanish. The working language is decided by the Task Force/Working Group/Ad hoc Group itself.

1.5.9.6 **Reports**

1.5.9.6.1 The Rapporteur will prepare a Draft Report which will be reviewed and approved by the members of the Task Force/Working Group/Ad hoc Group. The Final Report shall be distributed by the Rapporteur to members of the Task Force and at the same time will be submitted to the relevant Secretary of the GREPECAS, Group, Subgroup or Committee for review and action.

1.5.9.6.2 The Rapporteur will prepare this Report as a Working Paper in order to present it at the next GREPECAS, Group, Subgroup or Committee Meeting.

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

PROCEDURAL HANDBOOK

SECTION 2

COMPOSITION OF GREPECAS

COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

COMPOSITION OF THE CONTRIBUTORY BODIES

COMPOSITION OF THE CONTRIBUTORY BODIES AND INFORMATION ON MEMBERS

CHAIRMAN	**Normando Araújo De Medeiros**	*Brazil*
FIRST VICE-CHAIRMAN	**Oscar Derby**	*Jamaica*
SECOND VICE-CHAIRMAN	**Jacques Boursiquot**	*Haiti*
SECRETARY	**Jose Miguel Ceppi**	*ICAO RD, Lima*

MEMBERS OF GREPECAS	
STATE REPRESENTATIVE POSITION OR TITLE	**CONTACT INFORMATION**
ANTIGUA AND BARBUDA *(*Representing Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines)*	
Herald Wilson Director	Eastern Caribbean Civil Aviation Authority (ECCAA) Corner of Factory Road and Nugent Av. P.O. Box 1130 St. John's, Antigua, W.I. Tel. (268) 462 3401 Fax (268) 462 0082 E-mail: oecs.dca@candw.ag
ARGENTINA	
H.C. Trisano	Comando de Regiones Aéreas Edificio Cóndor Av. Pedro Zanni 250 Oficina 180 - Sector Verde C.P. 1104 Buenos Aires, Argentina Tel. (5411) 4317 6307 Fax (5411) 4317 6307 E-mail: ditraer@faa.mil.ar
BARBADOS	
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BOLIVIA ~~*(in rotation with Paraguay)*~~	
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CHILE	
Iván Galán Martínez Subdirector de Planes	Apartado 3, Correo 9, Providencia Santiago de Chile Tel. (562) 439 2509 Fax (562) 439 2454 E-mail: sbd.planes@dgac.cl
COLOMBIA	
Alberto Muñoz Gómez Secretario Aeronáutico de Operaciones-Ingeniería-Informática	UAEAC Aerocivil Colombia Aeropuerto Internacional El Dorado, Oficina 305 Bogota, Colombia Tel. (571) 413 8563/8040/11 Fax (571) 4138666 E-mail: amunoz@aerocivil.gov.co
COSTA RICA	
Ricardo Arias Borbón Encargado Navegación Aérea	Dirección General de Aviación Civil Autopista General Cañas Contiguo Migración Alajuela, Costa Rica Tel./Fax (506) 231-4924 Cel (506) 382 3005 E-mail: dgacsg@racsa.co.cr
CUBA	
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ECUADOR	
Rafael Dávila Fierro Director General de Aeronáutica Civil	Edificio Los Andes Buenos Aires 149 y Av. 10 de Agosto Apartado 17-01-2077 Quito, Ecuador Tel: (5932) 2223179 Fax: (5932) 2563995 E-mail director@dgac.gov.ec; dgac@ecnet.ec
FRANCE	
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HAITI	
Jacques Boursiquot ICAO Coordinator	Office National de l'Aviation Civile (OFNAC) Boîte Postale 1346 Port au Prince, Haïti HT6110 Tel (509) 250 0052 / 0647 Fax (509) 250 0998 / 0175 E-mail jboursiquot@ofnac.org
JAMAICA	
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PARAGUAY	
Hernán Colman Gerente de Navegación Aérea	Dirección Nacional de Aeronáutica Civil Avd. Mcal. López c/Vice Pdte. Sánchez y 22 de Septiembre 2º. Piso Asunción, Paraguay Tel. (595) 21 205365 Fax: (595) 21 205365 E-mail: gna@dinac.gov.py
PERU	
Raymundo Hurtado Paredes Inspector de la Dirección General de Aeronáutica Civil	Dirección de Navegación Aérea Ministerio de Transportes y Comunicaciones Av. 28 de Julio 800 Lima 01, Perú Tel. (511) 425 1780 E-mail: rhurtado@mtc.gob.pe
TRINIDAD AND TOBAGO	
Daniel Bhagwansingh a.g. Executive Manager ANS	Civil Aviation Division Ministry of Works and Transport P.O. Box 552 Port-of-Spain, Trinidad and Tobago Tel. (1868) Fax (1868) E-mail: dbhagwansingh@caa.gov.tt

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VENEZUELA	
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INTERNATIONAL ORGANIZATIONS (OBSERVERS)	
INTERNATIONAL ORGANIZATION REPRESENTATIVE POSITION OR TITLE	**CONTACT INFORMATION**
ACI	
Eduardo A. Flores Secretario Regional ACI/LAC	Airport Council International - Latin America and The Caribbean Aeropuerto Internacional Merida 2do. Piso Oficina ACI-LAC, Mérida, Yucatán, México, C.P. 97291 Tel: +52 999 946 1258 Fax: +52 999 946 1264 E-mail: efloresdc@aci-lac.aero; gilda.morlet@aci-lac.aero
COCESNA	
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IBAC	
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IFALPA	
Salvador Gayón Aguilar Regional Vice-President CAR/WEST	Palomas 110 Col. Reforma Social Del. Miguel Hidalgo C.P. 11650, México, D.F., México Tel. (5255) 5091 5959 ext. 1214 Fax (5255) 5020 9160 E-mail sgayon@prodigy.net.mx
IFATCA	
Juan Antonio Pérez Mafla Executive Vice-President	IFATCA Americas Region Apartado 6-7658 Panamá, República de Panamá Tel. (507) 647 4938 Fax: (507) 232 6622 E-mail: evpama@ifatca.org
LACAC	
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GREPECAS AND CONTRIBUTORY BODIES' COMPOSITION AND MEMBERSHIP	
GREPECAS **SECRETARY: JOSE MIGUEL CEPPI, SAM OFFICE**	
Antigua and Barbuda (*representing Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and Grenadines*), Argentina, Barbados, Bolivia (in rotation with Paraguay every two years), Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, France, Haiti*, Jamaica*, Mexico, Panama, Paraguay*, Peru, Trinidad and Tobago, United Kingdom, United States, Uruguay and Venezuela. *pending approval by the Council	
NORMANDO ARAUJO DE MEDEIROS ***Brazil*** Chairman	Ministerio de Defensa - CERNAI Av. Marechal Camara 233 – 12 andar Castelo, Rio de Janeiro, Brasil CEP 20020-080 Tel. (5521) 213 99681/99674 Fax (5521) 213 99678 E-mail: normando@cernai.gov.br
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JACQUES BORSIQUOT ***Haiti*** Second Vice-Chairman	ICAO Coordinator Office National de l'Aviation Civile (OFNAC) Boite Postale 1346 Port au Prince, Haiti Tel. (509) 250 0052 / 0647 Fax (509) 250 0998 / 0175 E-mail: jboursiquot@ofnac.org
ADMINISTRATION COORDINATION GROUP (ACG) **SECRETARY: RAYMOND YBARRA, NACC OFFICE**	
The Administration Coordination Group is composed by the Chairperson and Vice-Chairperson and Secretary of GREPECAS, the Regional Directors, a RAO representative and the Secretaries of the Contributory Bodies. In the event of considering it necessary, the Chairpersons and Vice-Chairpersons of the Contributory Bodies will be invited to participate.	
AVIATION SAFETY BOARD (ASB) **SECRETARY: RAYMOND YBARRA, NACC OFFICE**	
The Aviation Safety Board is composed by the Chairperson and Secretary of GREPECAS, the Directors of the ICAO Regional Offices, a representative from the Regional Affairs Office at ICAO Headquarters, the Chairpersons and/or Vice-Chairpersons of the Contributory Bodies and a representative from the following observer organizations: ACI, IATA, IBAC, IFALPA and IFATCA. The secretaries of the Contributory Bodies may participate in an advisory capacity as required.	

GREPECAS AND CONTRIBUTORY BODIES' COMPOSITION AND MEMBERSHIP	
AVIATION SECURITY COMMITTEE (AVSEC/COMM) **SECRETARY: DAVID FLORES, NACC OFFICE**	
Argentina, Chile, Costa Rica, Cuba, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, ACI, IATA, IFALPA and LACAC.	
OSCAR DERBY ***Jamaica*** Chairman	Deputy Director General Regulatory Affaire 4 Winchester Road Kingston 10, Jamaica Tel. (876) 926 9771 Fax (876) 960 1637 E-mail ddgra@jcaa.gov.jm
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AERONAUTICAL METEOROLOGY SUBGROUP (AERMETSG) **SECRETARY: NOHORA ARIAS, SAM OFFICE**	
Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, France, Panama, Paraguay, Peru, Spain, United States, Uruguay, Venezuela, COCESNA, IATA, IFALPA and WMO.	
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AERODROMES AND GROUND AIDS/AERODROME OPERATIONAL PLANNING SUBGROUP (AGA/AOP/SG) SECRETARY: SAMUEL CARDOSO, SAM OFFICE	
Argentina, Barbados, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Panama, Paraguay, Peru, Trinidad and Tobago, United States, Uruguay, Venezuela, ACI, ALACPA, CARSAMPA, IATA, IFALPA and IFATCA.	
GILBERTO VÁZQUEZ ALANÍS ***Mexico*** Chairman	Aeropuertos y Servicios Auxiliares Av. 602 No. 161 Col. San Juan de Aragón, Del. Venustiano Carranza C.P.15620, México D.F. Tel + 52 55 5133 1000 ext 2618 Tel. alt: + 52 55 5786 9708 E-mail: gvazqueza@asa.gob.mx
AERONAUTICAL INFORMATION SERVICES AND AERONAUTICAL CHARTS SUBGROUP (AIS/MAP/SG) SECRETARY: BERNAL MESÉN, NACC OFFICE	
Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, France, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, COCESNA, IATA, and PAIGH.	
SERGIO GARCÍA JORQUERA ***Chile*** Chairman	Servicio de Información Aeronáutica Dirección General de Aeronáutica Civil (DGAC) Ave. San Pablo 8381 Pudahuel, Santiago, Chile Tel (562) 290 4677 Fax (562) 290 4719 E-mail smgarciaj@starmedia.com
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AIR TRAFFIC MANAGEMENT/COMMUNICATIONS, NAVIGATION AND SURVEILLANCE SUBGROUP (ATM/CNS/SG) SECRETARY: JOSÉ ANTONIO DÍAZ DE LA SERNA, NACC OFFICE	
The ATM/CNS Subgroup is composed by the joint membership of the members of the ATM and CNS Committees.	
CLAUDIO ARELLANO ***Mexico*** Chairman	Director de Sistemas Digitales Aeronáuticos SENEAM Av. 602 No. 161 15620 México, D.F. Tel. (5255) 5687 7941 Fax (5255) 5523 6275 E-mail pcarranp@sct.gob.mx
JULIO CESAR DE SOUZA PEREIRA ***Brazil*** Vice-Chairman	Oficial ATM DECEA Tel. +55 21 2101 6278 Fax +55 21 2101 6088 E-mail atm3-9@decea.gov.br
ATM COMMITTEE **SECRETARY: JORGE FERNÁNDEZ, SAM OFFICE**	
Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Cuba, Dominican Republic, Ecuador, France, Guatemala, Haiti, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay, Venezuela, ARINC, COCESNA, IATA, IFALPA, IFATCA and SITA.	
ROBERTO ARCA ***Uruguay*** Chairman	Jefe Técnico de Tránsito Aéreo Aeropuerto Internacional de Carrasco Canelones 100 - Uruguay Tel. 5982 604 0249 Fax 5982 604 0251 E-mail rlarca@adinet.com.uy
FIDEL ARA ***Cuba*** Vice-Chairman	Jefe Grupo ATM, IACC Calle 23 No. 64 Vedado, Habana Cuba Tel. (537) 551121 Fax (537) 551183 E-mail dan@iacc.avianet.cu

CNS COMMITTEE **SECRETARY: ALDO MARTÍNEZ, NACC OFFICE**	
Antigua, Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Cuba, Dominican Republic, Ecuador, France, Haiti, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay, Venezuela, ARINC, COCESNA, IATA, IFALPA and SITA.	
RICARDO BORDALÍ ***Chile*** Chairman	Planificación de Naviegación Aérea Dirección General de Aeronáutica Civil Clasificador 3 – Correo 9, Providencia Santiago, Chile Tel. (562) 439 2541 Fax (562) 439 22454 E-mail rbordali@dgac.cl
VERONICA RAMDATH ***Trinidad and Tobago*** Vice-chairwoman	Manager Telecommunications and Electronics Civil Aviation Authority P.O. Box 2163, National Mail Centre Golden Grove Road Piarco, Trinidad & Tobago Tel +1 868 669 4706 Fax +1 868 669 5239 E-mail vramdath@caa.gov.tt
HUMAN RESOURCES AND TRAINING SUBGROUP (HRT/SG) **SECRETARY: RAYMOND YBARRA, NACC OFFICE**	
Argentina, Brazil, Chile, Colombia, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay, Venezuela and COCESNA.	
TASK FORCE ON INSTITUTIONAL ASPECTS **RAPPORTEUR: PERU**	
Argentina, Brazil, Chile, Colombia, Cuba, Peru, United States, Venezuela and COCESNA.	

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

PROCEDURAL HANDBOOK

SECTION 3

CAR/SAM PROVIDER AND USER STATES

3.1 Purpose and status

3.1.1 In accordance with the GREPECAS working arrangements, all States concerned with the work of GREPECAS shall be kept fully informed (please see Note below) of its activities. To this effect, ICAO Regional Directors concerned, on the basis of information provided by the Secretary of the GREPECAS, shall:

a) keep States informed of the convening of GREPECAS meetings and the subjects planned to be discussed (cf. Section 1; Part 4, paragraph 1.4.2); and

b) send summary reports on meetings of GREPECAS, and, as appropriate, summary reports on meetings of its Contributory Bodies (cf. Section 1, Part 4, paragraph 1.4.9).

3.1.2 All CAR/SAM provider and user States, either Contracting or non- Contracting States of the Convention on International Civil Aviation, shall be regarded as concerned with the work of the GREPECAS and therefore entitled to receive information on its activities as necessary.

Note: Communication with States will be in accordance with existing ICAO policies and procedures.

CAR/SAM PROVIDER STATES

Antigua and Barbuda
Argentina
Bahamas
Barbados
Belize
Bolivia
Brazil
Chile
Colombia
Costa Rica
Cuba
Dominica*
Dominican Republic
Ecuador
El Salvador
France
Grenada
Guatemala
Guyana
Haiti
Honduras
Jamaica
Mexico
Netherlands
Nicaragua
Panama
Paraguay
Peru
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Suriname
Trinidad and Tobago
United Kingdom
United States
Uruguay
Venezuela

** Non Contracting State*

NON CAR/SAM USER STATES

Australia
Belgium
Canada
Czech Republic
Denmark
Germany
Iraq
Italy
Japan
Malaysia
Morocco
Norway
Portugal
Senegal
Slovakia
South Africa
Spain
Sweden
Switzerland
Republic of Korea
Russian Federation

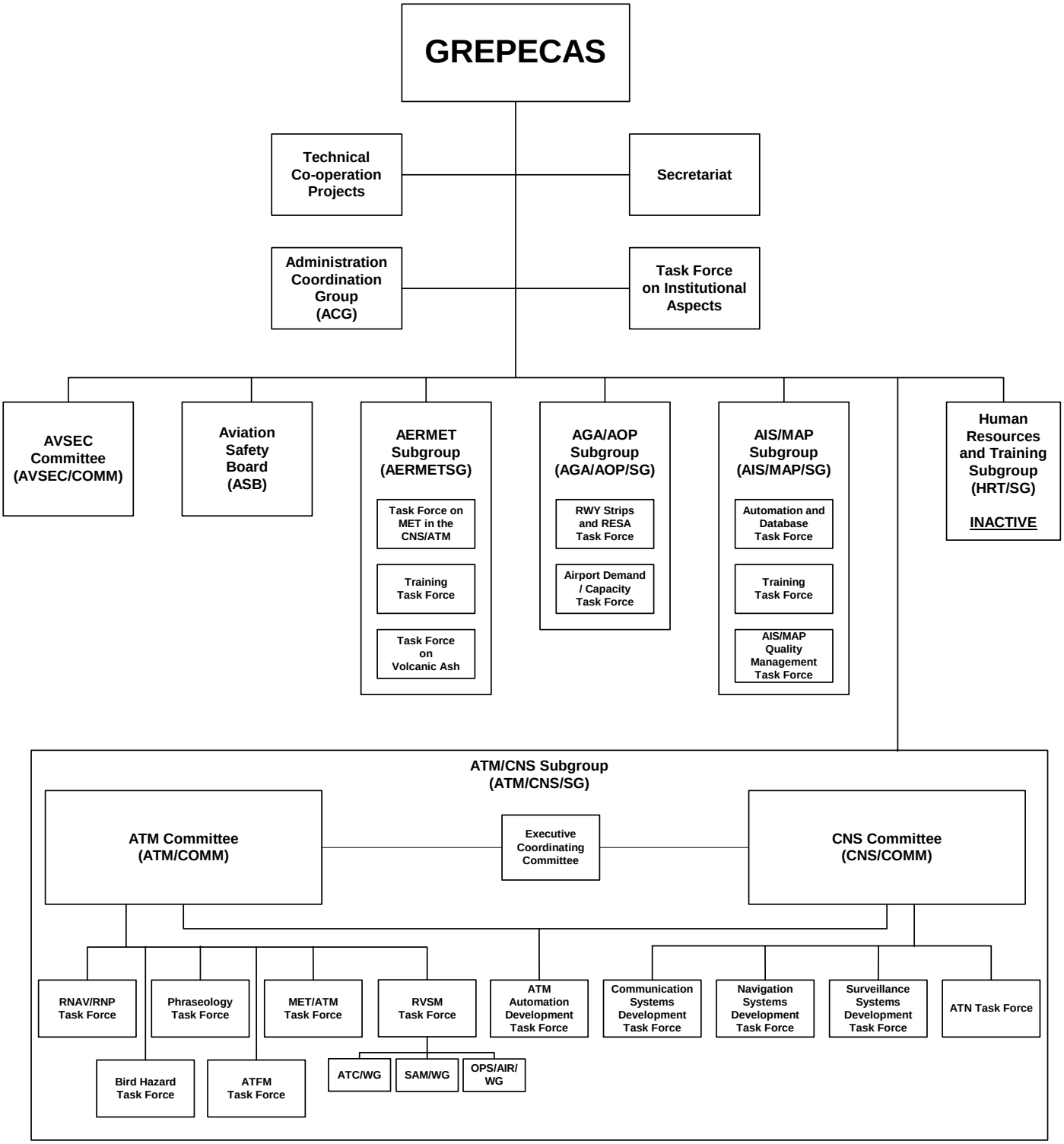
CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

PROCEDURAL HANDBOOK

SECTION 4

CONTRIBUTORY BODIES OF THE GREPECAS:
TERMS OF REFERENCE, COMPOSITION AND WORK PROGRAMME

GREPECAS Structure



ADMINISTRATION COORDINATION GROUP (ACG)

1. **Terms of reference**

a) To coordinate and harmonize administrative matters of GREPECAS and its contributory bodies, and to take part in the tasks relating to its internal organization, the holding of events, and the administrative supervision of the subgroups and task forces.

b) To expedite follow-up work of the GREPECAS and its contributory bodies between plenary meetings, taking into account the work undertaken by other contributory bodies active in the air navigation field in the CAR/SAM Regions.

c) To take follow-up action and monitoring of target dates assigned to tasks under a project management process.

2. **Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
ACG/1	Review and propose amendments to the GREPECAS Procedural Handbook as required.	A		Continuous
ACG/2	Monitor the planning and progress of GREPECAS contributory body work programmes and meeting schedules and offer any advice thereon, as appropriate.	A		Continuous
ACG/3	Seek the prompt approval preferably by electronic means of draft GREPECAS Conclusions developed by GREPECAS Contributory Bodies on the basis of specific requests from such bodies or when the ACG deems that efficiencies could be derived.	A		Continuous
ACG/4	Prepare reports of ACG activities to each GREPECAS meeting, as appropriate.	A		Continuous
ACG/5	Review the GREPECAS working methods and propose specific actions to improve its performance.	A		Continuous
ACG/6	Prepare the draft Agenda for GREPECAS meetings and plan and coordinate Secretariat support work and documentation for such meetings.	A		Continuous

3. **Composition**

The Administration Coordination Group is composed by the Chairperson and Vice-Chairperson and Secretary of GREPECAS, the Regional Directors, a RAO representative and the Secretaries of the Contributory Bodies. In the event of considering it necessary, the Chairpersons and Vice-Chairpersons of the Contributory Bodies will be invited to participate.

AVIATION SAFETY BOARD

1. **Terms of reference**

a) The Board will evaluate, validate, monitor and follow-up urgent air navigation deficiencies in the CAR/SAM regions and develop appropriate action to be taken.

b) The Board will act as an advocate and instrument in resolving urgent (U) deficiencies.

2. **Work Programme**

Tasks	Priority	Completion
1) The Board will consider urgent deficiencies and develop solutions it would propose through the appropriate ICAO regional office. To achieve resolution, either an individual state/states/executing body, the Air Navigation Commission, or referral to the appropriate subgroup for further evaluation may need to be involved.	A	
2) The Board will offer, through the ICAO Regional Offices, to assist an individual state/states/executing body in identifying resources and acting as a resource in order to resolve the shortcoming/deficiency through the advocacy with relevant high-level officials and/or donor organizations.	A	

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should be begun as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should be begun as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

The Aviation Safety Board is composed by the Chairperson and Secretary of GREPECAS, the Directors of the ICAO Regional Offices, a representative from the Regional Affairs Office at ICAO Headquarters, the Chairpersons and/or Vice-Chairpersons of the Subgroups and a representative from the following observer organizations: ACI, IATA, IBAC, IFALPA and IFATCA. The secretaries of the contributory bodies may participate in an advisory capacity as required.

TERMS OF REFERENCE AND WORK PROGRAMME
AVIATION SECURITY COMMITTEE (AVSEC/COMM)

1. Terms of Reference

a) To foster regional cooperation among States, international organizations and industry in order to facilitate the successful implementation of ICAO Standards and Recommended Practices (SARPs) related to aviation security (AVSEC);

b) to encourage the participation of States in the ICAO AVSEC Mechanism and Implementation Programmes to include their provision of voluntary funding and personnel when requested by ICAO;

c) to actively support the approved ICAO AVSEC Plan of Action and other regional AVSEC initiatives; and

d) to promulgate AVSEC awareness within the region through sponsorship of and participation in related training activities and seminars.

2. Work Programme

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AVSEC/1	Identify and analyse shortcomings and deficiencies in the implementation of ICAO AVSEC provisions which are common in many States/Territories of the CAR/SAM Regions and develop regional initiatives and measures which will encourage and facilitate their resolution.	A	AVSEC/COMM/2	Continuous
AVSEC/2	Monitor existing and develop new regional AVSEC training programmes	A	AVSEC/COMM/2	Continuous
AVSEC/3	Identify potential financial sources to fund regional AVSEC training programmes	C	AVSEC/COMM/2	Continuous
AVSEC/4	Compile a directory of qualified AVSEC instructors available in States/Territories in the CAR/SAM Regions for use in regional training events	A	AVSEC/COMM/2	Continuous
AVSEC/6	Review all proposal for Amendment to Annex 17	A	AVSEC/COMM/3	Continuous
AVSEC/7	Coordinate with the LACAC AVSEC Group on the regional equipment needs.	B	AVSEC/COMM/2	Continuous
AVSEC/8	Coordinate with the LACAC AVSEC Group on the development of a regional mechanism for sharing sensitive information on threats to civil aviation	B	AVSEC/COMM/3	Continuous

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Chile, Costa Rica, Cuba, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, ACI, IATA, IFALPA and LACAC.

5. **Chairperson**

Chairman – Oscar Derby (Jamaica)
Vice-Chairman – Eduardo Cerda Gómez (Chile)

AERONAUTICAL METEOROLOGY SUBGROUP (AERMET/SG)

1. **Terms of reference**

a) Review and update the CAR/SAM Air Navigation Plan in accordance with the operational requirements of the CAR/SAM Regions and ensure its seamless and consistent implementation addressed to the new CNS/ATM systems concerning MET;

b) Monitor the implementation of the world area forecast system (WAFS) in the CAR/SAM Regions, identify any deficiency and develop proposals to improve its implementation;

c) Provide guidance to the CAR/SAM representative to the IAVWOPSG on the operational needs for CAR/SAM. Monitor the implementation of and of the international airways volcano watch (IAVW) in the CAR/SAM Regions, identify any deficiency and develop proposals to improve its implementation;

d) Review in a continuous basis the list of MET deficiencies, identify new deficiencies that prevent the implementation or provision of MET service in the CAR/SAM Regions and propose actions for their correction.

e) Monitor the research and development of CNS/ATM systems, the tests and demonstrations in the CNS/MET field and facilitate the transference of these information and experience among the CAR/SAM States and recommend specific actions aimed at the implementation of MET services to satisfy CNS/ATM requirements.

2. **Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
	Subject: WAFS Implementation in the CAR/S/SAM Regions			
7-9	Follow up on the accomplishment, by CAR/SAM States, of the Plan to receive WAFS products in GRIB and BUFR codes.	A	2006	2006
7-10	According to the *Modus operandi* between WAFSOPSG HQs and the PIRGS, inform the Group on any difficulty in WAFS implementation in the CAR/SAM Regions and the new requirements, if any.	B	2005	2007
7-11	Propose measures for WAFS implementation in the CAR/SAM Regions, both of the forecasts developed by the WAFS (i.e. SHE) as of the ones to be developed by the States (SWM and SWL).	A	2005	2007
7-12	In coordination with the Secretariat, develop a questionnaire format for the States of the CAR/SAM Regions on ISCS efficiency.	A	2005	2006

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
	Subject: IAVW Implementation in the CAR/SAM Regions			
7-13	Propose measures for the implementation of ICAO procedures regarding international airways volcano watch (IAVW) in the CAR/SAM Regions.	**A**	2005	2007
7-14	Propose dates to develop tests and a coordinated scenario with the Buenos Aires and Washington VAACs, with the MWO and NOF of the States of the CAR/SAM Regions for the dissemination of volcanic ash advisories, SIGMET and ASHTAM/NOTAM related to volcanic ash; Prepare a list with WMO headers of SIGMET of CAR/SAM States/Territories Inform the results to the ICAO SAM Office.	**A**	2005	2005
7-15	Develop, in coordination with the Secretariat, the draft Guidance for the development of airports emergency plans in case of volcanic eruptions in the CAR/SAM Regions.	**B**	2005	2007
7-16	According with the *Modus operandi* between HQs IAVWOPSG and the PIRGS, inform the Group on any difficulty in the implementation of the IAVW in the CAR/SAM Regions and, should it be the case, of new requirements in these regions.	A	2005	2007
	Subject: Regional and inter-regional exchange and availability of OPMET information in the CAR/SAM Regions			
7-17	Review and update OPMET requirements in the CAR/SAM Regions.		2005	2006
7-18	Coordinate with CAR/SAM States the inclusion of the changes on the TAF validity period, in accordance with the CAR/SAM ANP Basic, Part VI – MET, Paragraph 8.	**A**	2005	2006
7-19	Improve the availability of OPMET information in the States/Territories of the CAR Region..	**A**	2005	2007
7-20	Prepare, in coordination with the Secretariat, the draft OPMET Guidance including all the guidelines for regional and inter-regional OPMET exchange in only one document, including the procedures to access the Brasilia and Washington OPMET Data Banks and all AFTN addresses..	**B**	2005	2007
7-21	Based on *guidelines for the use of public Internet for aeronautical applications* on the MET field, carry out a study in order to determine the need for bilateral, multilateral or regional agreements to be included in the CAR/SAM ANP.	**B**	2005	2007
7-22	Evaluate if the proposed transition plan of aeronautical meteorological messages in BUFR code is feasible in real time terms in the CAR/SAM Regions.	**A**	2005	2007
7-23	Analyze the impact in the change of code at semiautomatic meteorological stations in operation in the CAR/SAM States and in the dissemination of ISCS OPMET information.	**A**	2005	2007

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
7-24	Develop guidance material and procedures for migration in the CAR/SAM Regions.	**A**	2005	2007
7-25	Develop a plan for the implementation of migration of OPMET messages in BUFR code, with possibilities of different scenarios for the transition, including a cost-benefit study and its implications.	**A**	2005	2007
7-26	Coordinate the control of the OPMET data exchange, analyze the results, inform the ICAO SAM Regional Office and propose measures to improve them			
	Subject: Report of completion or differences in respect to Annex 3			
7-27	Review the report of completion or differences in respect to Annex 3, including Amendment 73 to Annex 3 and develop proposals to improve the completion level in CAR/SAM States/Territories.	**A**	2005	2007
7-28	Based on the list of differences of ICAO Annex 3 (Amendment 73) prepare a list of differences including their importance and the time foreseen for their deletion.	**B**	2005	2007
	Subject: MET Requirements in the CNS/ATM concept			
7-29	Based on the edition in preparation of Doc 9750 - *Global Air Navigation Plan for CNS/ATM Systems* (to be completed for the end of 2005), update MET chapter of the *CAR/SAM Regional Plan for the implementation of CNS/ATM systems*, Document I.	**B**	2005	2007
7-30	Develop MET component of the CNS/MET Plan for the CAR/SAM Regions.	**B**	2005	2007
7-31	Monitor the research, development, tests and demonstrations of the MET concept in CNS/ATM field and facilitate the transference of this information and experience among CAR/SAM States.	**B**	2005	2009
7-32	Identify activities for the implementation of new meteorological services related both to training and application of the new CNS/ATM systems. Provide guidelines.	**A**	2005	2007
	Carry out a study to determine the need for VOLMET services in the CAR/SAM Regions.	**A**	2005	2007
7-33	**Subject: Quality management of the meteorological services for international air navigation.**			
7-34	Promote the development and implementation of quality assurance systems of MET services in the States/Territories of the CAR/SAM Regions.	**A**	2005	2007
7-35	Review the status of implementation of quality assurance systems of MET services in the CAR/SAM Regions.	**A**	2005	2007
7-36	Support the organization of seminars/workshops to promote the exchange of information among the States in issues related to quality assurance systems of MET services.	**A**	2005	2007
	Subject: MET Training			

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
7-37	Propose short, medium and long-term measures to satisfy the requirements for MET personnel in the States of the CAR/SAM Regions.		2005	2007
	SUBJECT: MET DEFICIENCIES			
7-38	Identify, evaluate and recommend solutions, with the appropriate priority, of MET deficiencies and refer urgent (U) priority deficiencies, with proposed corrective action, to the GREPECAS Air Safety Board	**A**	2005	Permanent
	Subject: Implementation of the ANP/FASID, Part VI in the CAR/SAM Regions			
7-39	Based on WAFSOPSG and IAVWOPSG guidelines and in the new requirements of OPMET exchange (CAR/SAM FASID Tables MMET 2A and MET 2B) develop proposals for amendment of the CAR/SAM ANP, Part VI – MET.	**A**	2005	Permanent
7-40	Review and propose actions to comply with the procedures of Part VI - Meteorology of the CAR/SAM ANP (Vol I Basic ANP; Vol II-FASID).	**A**	2005	Permanent
	Subject: Follow up on the status of implementation of MET Recommendations, Conclusions and Decisions of ICAO meetings			
7-41	Review the status of implementation of MET recommendations and conclusions of the RAN CAR/SAM/3.	**B**	2005	2007
7-42	Review the status of implementation of GREPECAS conclusions in the MET field.	**B**	2005	Permanent
7-43	Develop, in coordination with the Secretariat, a detailed schedule of each of the tasks and the responsible for their implementation.	**A**	2005	Permanent

3. **Priority**

A High priority tasks, on which work should be speeded up.

B Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.

C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to priority **A** and **B** tasks.

4. **Composition**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, France, Panama, Paraguay, Peru, Spain, United States, Uruguay, Venezuela, COCESNA, IATA, IFALPA and WMO.

AERODROMES AND GROUND AIDS/AERODROME OPERATIONAL PLANNING SUBGROUP (AGA/AOP/SG)

1. **Terms of reference**

a) To promote and follow-up the implementation of the AOP requirements of the CAR/SAM ANP and to place special emphasis on identifying, evaluating and proposing, according to established procedures, the corresponding timely corrective actions to the deficiencies affecting aircraft and airport operations.

b) Develop the planning for the AOP Part of the CAR/SAM ANP.

c) To carry out permanent co-ordination with GREPECAS Contributory Bodies in order to ensure appropriate integration of all tasks contributing to the implementation of the CAR/SAM ANP.

d) To review the requirements of the AOP Part of the CAR/SAM Regional Air Navigation Plan with a view to developing any changes required to comply with new technological developments including environmental impact aspects.

2. Work Programme

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AGA/AOP/2	Review and update the Table AOP 1 of the AOP Part of the ANP/FASID CAR/SAM at regular intervals based on the greater demands on airports in relation to air traffic growth and the accommodation of aircraft with more onerous physical requirements	B	1st Meeting	Continuous

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AGA/AOP/3	Review and follow-up the implementation of corrective actions for AGA deficiencies including: · ▪ Objects and depressions in runway strips, principally in the graded areas ▪ Runway and taxiway separations ▪ Runway and taxiway slopes ▪ Obstacles ▪ Secondary power supply ▪ Visual aids ▪ Fencing and perimeter roads ▪ Rescue and fire-fighting services ▪ Aerodrome emergency plans ▪ Runway surface conditions ▪ Runway strips and runway end safety areas Refer urgent (U) priority deficiencies, with proposed corrective actions, to the Aviation Safety Board.	A	1st Meeting	Continuous
AGA/AOP/6	Review demand/capacity problems at airports and develop options for alleviating airport congestion.	B	1st Meeting	Continuous
AGA/AOP/7	Review runway incursion incidents at airports and develop guidance to reduce their occurrence in coordination with ATM and OPS.	A	1st Meeting	6th Meeting
AGA/AOP/8	Development of samples that include the necessary minimum requirements for Emergency Plans and Emergency Operation Centres (EOC) of the aerodromes included in the ANP and online follow-up of their implementations, updating of complete and partial exercises in order to increase the safety of airports/aircraft	A	4th Meeting	Continuous
AGA/AOP/9	On-line follow-up to the implementation of the aerodrome certification process (basic documentation and certification of every aerodrome included in the ANP) with the corresponding implementation of Safety Management Systems, as a method to identify and resolve the deficiencies that compromise the implementation of these processes	A	4th Meeting	Continuous
AGA/AOP/10	On-line follow up of the maintenance at ANP aerodromes (runways), of the action plans and of the resolution of these deficiencies	A	4th Meeting	Continuous

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Barbados, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Panama, Paraguay, Peru, Trinidad and Tobago, United States, Uruguay, Venezuela, ACI, ALACPA, CARSAMPA, IATA, IFALPA and IFATCA.

5. **Chairpersons**

Chairman	Gilberto Vázquez Alanís (Mexico)
Vice-Chairman	

AERONAUTICAL INFORMATION SERVICES AND AERONAUTICAL CHARTS SUBGROUP (AIS/MAP/SG)

1. Terms of Reference

The mission of the GREPECAS AIS/MAP Subgroup is to inform the GREPECAS of the strategy, study and development of all the aeronautical information-related activities. Additionally, it will supervise and watch all the processes of development and implementation of the planned aeronautical information projects:

a) To plan the development of requirements and strategies to adopt in the CAR/SAM Regions the standardized conceptual aeronautical information models accepted by ICAO for the electronic exchange of aeronautical information/data of the operational systems and their mutual inter-functionalities.

b) To plan the updating of the AIS/MAP staff training programmes in accordance with the SARPs, ICAO guidelines and the new requirements introduced in Annexes 4 and 15, aimed at providing AIS Services in a digital data electronic interchange environment, ensuring their integrity and quality.

c) To develop strategies for establishing requirements for an AIM in the CAR/SAM Regions in line with the elements of the global operational concept.

d) To plan the application of quality systems in the CAR/SAM AIS in accordance with ISO 9000 standards, contributing to the implementation of the AIS/MAP Quality Management System required in Annex 15 and in the Recommendations of the CAR/SAM/3 RAN Meeting, emphasizing the assessment and suggesting implementation plans of the system in question, in accordance with the relevant ICAO guidelines.

e) To study aspects related with the maintenance of the CAR/SAM Air Navigation Plan (Part VIII, AIS) to ensure its effective implementation and the evolution of global AIS/MAP requirements.

f) To foster and follow up the implementation of the AIS/MAP services required in the CAR/SAM Air Navigation Plan, with special emphasis on the identification, evaluation and proposal, according to established procedures, of the corresponding corrective actions to solve the deficiencies affecting air operations.

g) To carry out a permanent coordination with GREPECAS Contributory bodies, in order to ensure a suitable integration of all the tasks that contribute to CNS/ATM implementation.

h) To develop the project document to manage the creation or extension of a Regional CAR/SAM Technical Cooperation Project to support the development of the AIM as a key element for ATM.

2. **Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIS/MAP/1	CAR/SAM AIS database (CASADAB) system development with AIM approach and based on the conceptual model. (Note: Stand by for HQ's SARPS and guidance material)	A	2nd half 2003	STAND BY
AIS/MAP/2	Define general technical criteria for the automated processing of the Integrated Aeronautical Information Package by AIS services. (Note: Stand by for HQ's SARPS and guidance material)	B	2nd half 2003	STAND BY
AIS/MAP/3	Develop specialized AIS/MAP training programmes based on the new role of AIS/MAP personnel within CNS/ATM environment (GREP/12, TRAIN TF/8 - (Note: Stand by for HQs guidance material)) .	B	2003	STAND BY
AIS/MAP/4	Responsibilities and functions of the AIS/MAP specialist, based on the new role of AIS/MAP personnel within CNS/ATM enviroment (Note: Stand by for HQs guidance material)	A	2003	STAND BY
AIS/MAP/5	Review and update part VIII-AIS/MAP of the CAR/SAM ANP Vol. I ANP Basic and Vol. II FASID	A	2003	Dec. 2006
AIS/MAP/6	Develop an ICAO/IPGH TC draft project for the production and implementation of the 1:000,000 and 1:500,000 VFR aeronautical charts. Reactivation of the PAIGH Aeronautical Charts Committee.	A	Feb. 2005	Feb. 2007
AIS/MAP/7	Performance actions for the coordination determination and implementation of the WGS-84 coordinates of the points of the boundaries of FIRs.	A	Jul. 2005	Dec. 2006

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIS/MAP/8	Prepare a programme for the applications of the elements of human factors into the AIS services	A	Feb. 2005	Dec. 2006
AIS/MAP/9	Study AIS, MET and FLP products in support of the integrated provision of a pre-flight and in-flight information service.	B	2003	Dec. 2007
AIS/MAP/10	Carry out planning activities for AIS/MAP Implementation 10a. Implementations of NOTAM Data Banks utilizing common query protocols 10b. Planning of the Implementation of the Electronic AIP 10c. Planning of the Implementation of the quality management system in the AIS services 10d. Assist States on the development of action plans for the solution of AIS/MAP deficiencies 10e. Planning of the Implementation of the WGS-84 aeronautical charts, using GIS technology and Terrain digital modelling system (TDMS)	A	Jul. 2005	Dec. 2007

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, France, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, COCESNA, IATA, and PAIGH.

5. **Chairperson**

Chairman: Mr.Sergio García Jorquera (Chile)
Vice-Chairman: Mrs. Mirta Crespo (Cuba)

AIR TRAFFIC MANAGEMENT/COMMUNICATIONS, NAVIGATION AND SURVEILLANCE SUBGROUP (ATM/CNS/SG)

1. **Terms of reference**

a) To promote and follow-up the implementation of the CNS/ATM systems required in the CAR/SAM ANP and to place special emphasis on identifying, evaluating and proposing, according to the established procedures, the corresponding corrective actions to the /deficiencies affecting air operations.

b) To carry out permanent coordination with various GREPECAS Contributory Bodies in order to ensure appropriate integration of all tasks contributing to the implementation of the CAR/SAM ANP.

c) To develop and harmonize, in the CAR/SAM Regions, action plans to facilitate implementation of CNS/ATM systems, in order to reach a consistent and coordinated implementation, especially in multinational projects of regional/inter-regional nature, taking into account homogeneous areas and main air traffic flows contained in the CAR/SAM FASID.

d) Taking into consideration the material prepared by the different ICAO groups of experts in the CNS/ATM field, develop guidance material to keep and upgrade the technical and operational quality for the provision of CNS/ATM services.

2. **Work programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
ATM/CNS/1	Follow up, coordinate and manage the work of the CNS and ATM Committees.	A	Permanent	
ATM/CNS/2	To establish inter- and intra-regional coordination on CNS/ATM systems applications.	A	Permanent	
ATM/CNS/3	To inform on the development of the new air navigation systems, SARPs development, as well as the work of the ICAO CNS/ATM Groups of Experts.	A	Permanent	
ATM/CNS/4	Refer urgent (U) priority deficiencies, with proposed corrective action, to the Aviation Safety Board.	A	Permanent	

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

The ATM/CNS Subgroup is composed by the joint membership of the members of the ATM and CNS Committees.

5. **Chairperson**

Chairman	Mr. Claudio Arellano (Mexico)
Vice-Chairman	Mr. Julio Cesar de Souza Pereira (Brazil)

TERMS OF REFERENCE AND WORK PROGRAMME FOR THE ATM COMMITTEE

1. Terms of Reference

a) Assist and guide States/Territories/International Organizations of the CAR/SAM Regions in the implementation of programmes related with ATS safety management.

b) To study, analyze and propose measures that allow the improvement in the areas of airspace organization and management (AOM), air traffic services (ATS), air traffic flow management (ATFM), and search and rescue (SAR) in the CAR/SAM Regions.

c) To keep informed of and to analyze the guidance material developed on the ATM systems by other ICAO experts groups for its possible adoption in the CAR/SAM Regions.

2. Work Programme

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
General (GRAL)				
ATM-GRAL/100	Based on the methodology standardized by ICAO Council, identify, assess and report, assigning priorities, the deficiencies in air navigation.	N/A	Permanent	N/A
ATM-GRAL/101	To monitor the corresponding ATM parts of the CAR/SAM Regional CNS/ATM Implementation Plan and to keep it up-to-date as a working document.	N/A	Permanent	N/A
ATM-GRAL/102	Establish operational requirements for development of ATM automation.	A Together with CNS Committee	September 2002	ATMC/6
ATM-GRAL/103	Identify activities for the implementation of new meteorological services related to both training and the implementation of the new CNS/ATM Systems. Note: Joint MET/ATM Task Force (Decision 6/24 AERMETSG)	B	2005	2009
Airspace Organization and Management (AOM)				
ATM-AOM/202	Develop a Plan for implementing, within the CAR/SAM Regions, aircraft performance based navigation, using ICAO RNAV and RNP concepts.	A	March 2004	Phase II ATMC/7
ATM-AOM/205	Elaboration of an airspace strategic plan for the CAR/SAM Regions.	C	March 2004	ATMC/6

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
ATM-AOM/206	**Analyze and evaluate 300 ft or greater large height deviations.**	N/A	Permanent	N/A
Air Traffic Flow Management (ATFM))				
ATM-ATFM/400	To plan an Air Traffic Flow Management (ATFM) system with a view to its future implementation in the CAR/SAM Regions.	A	March 2004	ATMC/6
Search and Rescue (SAR)				
ATM-SAR/502	To develop, according to the IAM/SAR manual, a quality assurance programme for the Search and Rescue (SAR) services for future implementation in the CAR/SAM Regions.	B	August 2003	ATMC/6

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Cuba**, Dominican Republic, Ecuador, France, Guatemala, Haiti, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay*, Venezuela, ARINC, COCESNA, IATA, IFALPA, IFATCA and SITA.

5. *Chairman: Roberto Arca (Uruguay)
**Vice-Chairman: Fidel Ara (Cuba)

TERMS OF REFERENCE AND WORK PROGRAMME FOR THE CNS COMMITTEE

1. **Terms of Reference**

Review, fine-tune and complete the planning of the CNS systems, recommending its incorporation in the CAR/SAM FASID ANP, based on the application of planning principles developed by the CAR/SAM/3 RAN Meeting, in the global Plan of air navigation for the CNS/ATM systems, on the results of the inter-regional planning and co-ordination and on ICAO SARPs and technical guidelines, related with the coordinated implementation and harmonization of CNS/ATM systems. Also, to study, review and propose measures for the implementation of the CNS systems recommended in the ANP CAR/SAM FASID.

2. **Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
CNS/1	**General Matters**			
CNS/1-1	Review, identify, evaluate and recommend solutions with the necessary priority assignment on the deficiencies of the CNS systems.	A	Permanent	
CNS/1-4	Examine of the CNS systems in other regions, with the aim of contributing to a coordinated and harmonious interregional development, in accordance with the specified guidelines in the CNS/ATM Global Plan.	B	Permanent	
CNS/1-5	Suggest measures for the protection of the radio frequency spectrum management.	A	Permanent	
CNS/1-10	Review the status of implementation of CNS-related GREPECAS Conclusions and Decisions, recommending the relevant actions.	A	Permanent	
CNS/2	**Communications Developments**			
CNS/2-1.1	Continue the guidance on the development of the aeronautical digital communication networks and develop regional guidelines for the inter operability between the communication networks of the CAR and SAM Regions and neighbouring areas.	A	31/05/02	29/09/06
CNS/2-1.2.2	Develop regional strategies on the implementation of VDL and HFDL data links.	B	27/06/04	29/09/06
CNS/2-1.2.3	Develop the regional plan for the implementation of VDL and air-ground applications.	B	02/05/05	19/10/07
CNS/2-1.3.1	Develop a strategy for the transition to inter/network ATN services.	A	08/04/03	28/11/05
CNS/2-1.3.2	Review, fine-tune and complete the initial transition plan for the evolutionary development of the ATN and of its applications.	A	07/047/03	29/09/06

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
CNS/2-1.3.3	Guide the development of the ATN addressing plan in accordance with the ICAO principles and technical provisions.	B	02/02/04	28/11/06
CNS/2-1.3.4	Develop plans for the evolutionary implementation of the ground infraestructure of ATN and the development of ground-ground applications such as AIDC and AMHS.	A	08/07/03	29/09/06
CNS/2-1.3.5	Develop recommendations on the initial operational and managerial use of ATN with regard to the implementation of:	A	08/07/03	29/09/06
	a) ground-ground applications; and	A	08/07/03	28/11/06
	b) air-ground applications.	B	02/02/04	30/11/056
CNS/2-1.3.6	Review proposals for data communications infrastructure to support ATFM implementation	B	06/03/06	31/10/07
CNS/2-1.5	Develop a CAR/SAM plan to provide the communications system required for the migration toward the exchange of aeronautical MET messages (METAR/SPECI and TAF) in BUFR code form.	A	18/04/05	22/09/06
CNS/2-2.1	Development of the VHF and HF voice and data communication. Review, refine and complete the VHF and HF Regional Plan (FASID Table CNS 2A).	A	07/01/01	25/10/06
CNS/3	**Navigation Developments**			
CNS/3-2.1	Review the results of SBAS augmentation trials carried out in the CAR/SAM Regions.	A	02/07/01	30/01/07
CNS/3-2.2	Update the regional strategy for the deployment and implementation of the GNSS augmentation systems.	A	10/11/03	30/06/07
CNS/3.2.3.1	Considerations on the feasibility of regional application, technical aspects, operational benefits, related costs, implementation, implications for the on-board equipment and other relevant aspects.	A	02/06/03	22/06/07
CNS/3.2.3.2	To lead studies on regional implementation alternatives of a SBAS/GBAS system, taking into account the evolution of GNSS.	A	14/03/05	22/09/06
CNS/3-3.1	Update the regional strategy for the migration towards GNSS.	A	03/02/04	29/09/06
CNS/3-3.2	Develop a navaids transition plan and introduce pertinent target dates for the GNSS augmentation systems.	A	07/02/05	29/09/06
CNS/3-3.3	Review, fine-tune and complete the regional navigation plan suggesting the relevant amendments to FASID Table CNS 3.	B	02/10/05	09/05/07
CNS/4	**Surveillance Development**			
CNS/4-1	Develop target dates and strategies for the deployment of the ADS and ADS-B systems.	A	01/07/05	30/11/06

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
CNS/4-2	Studies and recommendation of actions for the sub-regional and regional implementation of the ADS and ADS-B systems.	B	09/03/04	29/09/06
CNS/4-3	Develop target dates and strategies for the deployment of the ACAS systems.	B	01/07/05	29/09/06
CNS/4-4	Studies and recommendations of actions for the SSR in Mode S, sub regional/regional implementation.	B	01/07/05	30/06/06
CNS/4-5	Update and follow-up of the regional plan on surveillance systems. Update FASID Table CNS 4A.	B	01/02/04	30/03/07
CNS/5	**ATM Automation Developments**			
CNS/5-1	Develop functional levels and a regional strategy for the implementation of ATM automation.	A	01/04/02	22/09/06
CNS/5-3	Develop guidance material and regional guidelines for data exchange among ATM units taking into consideration the communications platform.	A	17/10/05	26/05/06

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should commence as soon as possible, but without detriment to Priority **A** tasks.
C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Antigua, Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Cuba, Dominican Republic, Ecuador, France, Haiti, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay, Venezuela, ARINC, COCESNA, IATA, IFALPA and SITA.

The Chairperson and Vice-chairperson designated by the CNS Committee elected in the Fourth Meeting are: Ricardo Bordalí (Chile) and Mrs. Veronica Ramdath (Trinidad and Tobago) respectively.

HUMAN RESOURCES AND TRAINING SUBGROUP (HRT/SG)

1. **Terms of reference**

a) To promote and follow-up the implementation of the CAR/SAM Regional Air Navigation Plan and to place special emphasis on identifying, evaluating and proposing, according to established procedures, the corresponding corrective actions to the deficiencies affecting the safety of air operations attributable to human resource development.

b) To carry out permanent coordination with GREPECAS contributory bodies in order to ensure appropriate integration of all tasks contributing to implementation of the CAR/SAM Regional Air Navigation Plan.

c) Determine regional requirements for training and the capacity of the Regions to meet the demand for skilled human resources necessary to implement the facilities and services specified in the ANP.

d) Study and develop comprehensive regional plans to address professional/technical training of aeronautical personnel, incorporating human factors principles.

e) Harmonize and consolidate quality assurance programmes for training in the air navigation field.

2. **Work Programme**

Tasks		Priority	Completion
1)	Identify training needs and types of training to implement the facilities and services specified in the ANP.		
2)	Gather information and evaluate training required within the Regions.		
3)	Determine regional training capabilities required.		
4)	Develop a planning process for rectifying shortcomings in training capacity within the Regions.		
5)	Formulate a plan for the establishment of regional training capabilities.		
6)	Establish a timetable for training programmes in accordance with the ANP.		
7)	Update information about existing training capabilities within the Regions.		
8)	Gather and evaluate existing human factors and development guidance material.		
9)	Refer urgent (U) priority deficiencies, with proposed corrective action, to the Aviation Safety Board.		

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should be begun as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should be begun as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Brazil, Chile, Colombia, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay, Venezuela and COCESNA.

5. **Chairperson**

The Chairperson will be designated by the Subgroup at its first meeting.

TASK FORCE ON INSTITUTIONAL ASPECTS

1. **Terms of Reference**

a) Considering the new ATM operational concept approved by the Eleventh Air Navigation Conference as a global framework for the implementation of ATM systems, study the actions adopted by the ICAO Council, as well as by some States, on institutional aspects for the implementation of these systems in the CAR/SAM Regions.

b) Suggest methods to assist the States of the CAR and SAM Regions that so require, in the development of cost/benefit analysis, as well as in the economic, financial, legal and administrative studies relevant to their technical and operational projects for the implementation of CNS/ATM systems.

c) Analyze those aspects of the CAR/SAM Regional Air Navigation Plan that would require multinational arrangements.

2. **Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
TF-IA/1	Considering the new ATM operational concept, develop orientation and application proposals for the CAR/SAM Regions of the actions of global nature on the institutional aspects adopted by the ICAO Council, as well as by some States.	B	As of new edition of CNS/ATM Global Plan	
TF-IA/2	Identify, based on the CAR/SAM Air Navigation Plan, scenarios with the corresponding elements that require institutional arrangements of multinational nature for their implementation.	A		Completed
TF-IA/3	Develop orientations with regional guidelines to assist CAR/SAM States in the development of cost/benefit studies for institutional arrangements of the identified multinational facilities/services.	A		2007
TF-IA/4	Develop consensus proposals for financial and administrative arrangements and other relevant arrangements for the provision of services for the implementation of multinational ATM systems.	A	It is necessary to progress with TF-IA/3	
TF-IA/5	Determine the elements that require legal arrangements on the institutional aspects identified in d) above and provide guidelines facilitating its implementation.	A		2007
TF-IA/6	On the basis of available material, develop a multinational facilities/services implementation strategy	A	2006	2007

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
TF-IA/7	Study the most appropriate way for the presentation of multinational facilities/services in the FASID in order to facilitate their identification, description and processing of future amendments.	B		2007

3. Composition

Argentina, Brazil, Chile, Colombia, Cuba, Peru, United States, Venezuela and COCESNA.

4. Rapporteur

Argentina

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

PROCEDURAL HANDBOOK

SECTION 5

OTHER CAR AND/OR SAM REGIONAL BODIES AND INTERNATIONAL ORGANIZATIONS DEALING WITH CIVIL AVIATION MATTERS IN THE CAR/SAM REGIONS

INTERNATIONAL ORGANIZATIONS

Regional Economic Commissions

Economic Commission for Latin America and the Caribbean (ECLAC)
Latin American Civil Aviation Commission (LACAC)

Inter-Governmental Organizations

Caribbean Community (CARICOM)
Central American Corporation for Air Navigation Services (COCESNA)
European Organization for the Safety of Air Navigation (EUROCONTROL)
Organization of Eastern Caribbean States (OECS)

International Organizations

Airport Council International (ACI)
International Air Transport Association (IATA)
International Council of Aircraft Owner and Pilot Associations (IAOPA)
International Business Aviation Council (IBAC)
International Federation of Air Line Pilots' Associations (IFALPA)
International Federation of Air Traffic Controllers' Associations (IFATCA)

Specialized Agencies

Pan-American Institute of Geography and History (PAIGH)
World Meteorological Organization (WMO)

Other

Société Internationale de Télécommunications Aéronautiques (SITA)
Aeronautical Radio, Inc. (ARINC)
World Bank
Inter American Development Bank (IADB)
Organization of American States (OAS)

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

PROCEDURAL HANDBOOK

SECTION 6

DEFINITIONS, ACRONYMS AND TERMINOLOGY FOR THE MEETINGS OF THE GREPECAS AND ITS CONTRIBUTORY BODIES

DEFINITIONS

The following terms are used throughout this Procedural Handbook:

GREPECAS Member State

State or Group of States, represented by a State, from the CAR/SAM Regions designated as member of the GREPECAS.

Representative of a GREPECAS Member State

Representative designated by a State or Group of States from the CAR/SAM Regions in order to participate in GREPECAS Meetings with full rights.

GREPECAS Rotational Group

Group formed by two or more States and represented by one of these States as a member of GREPECAS.

GREPECAS Contributory Bodies

Contributory Bodies are created by GREPECAS in order to assist the GREPECAS in its Work Programme, these bodies can be: Subgroups, Groups, Committees, Task Forces, Boards, etc.

GREPECAS Secretary

One of the Regional Directors from the NACC or SAM ICAO Offices, who is designated by the Secretary General of ICAO and who will perform the functions of the GREPECAS Secretary.

Chairperson

A member of GREPECAS or Contributory Body who has the responsibility to preside over the Meetings and other functions related to the position.

Vice Chairperson

A member of GREPECAS or Contributory Body who has the responsibility to preside over the Meetings in the event that the Chairperson cannot do so.

Rapporteur

Member of a Task Force, Working Group and Ad hoc Group who has the responsibility to coordinate and preside over the Meetings of GREPECAS and to represent it in the Meetings of the GREPECAS or of the Contributory Bodies.

Substitute Rapporteur

Member of a Task Force who has the responsibility to stand in for the Rapporteur in the event that he or she cannot do so.

Observer

A person representing a State or an International Organization who attends Meetings without full rights.

Advisor

Representative of an authorized member in order to act on his/her behalf as collaborator of the Member designated by the State.

Full rights

To have voting rights.

ACRONYMS

ACG	Administration Coordination Group
ACI	Airports Council International
AERMETSG	Aeronautical Meteorology Subgroup
AGA/AOP/SG	Aerodromes and Ground Aids/Aerodrome Operational Planning Subgroup
AIS/MAP/SG	Aeronautical Information Services and Aeronautical Charts Subgroup
ANC	Air Navigation Commission
ARINC	Aeronautical Radio Inc.
ASB	Aviation Safety Board
ATM/CNS/SG	Air Traffic Management/Communications, Navigation and Surveillance Subgroup
ATM/COMM	Air Traffic Management Committee
AVSEC/COMM	Aviation Security Committee
BORPC	Basic Operational Requirements and Planning Criteria
CAR	Caribbean
CAR/SAM	Caribbean/South American
CAR/SAM ANP	CAR/SAM Air Navigation Plan
CAR/SAM RAN Meeting	CAR/SAM Regional Air Navigation Meeting
CARICOM	Caribbean Community
CNS/ATM	Communications, Navigation, and Surveillance/Air Traffic Management
CNS/COMM	Communications, Navigation and Surveillance Committee
COCESNA	Central American Corporation for Air Navigation Services

DP	Discussion Paper
ECLAC	Economic Commission for Latin America and the Caribbean
EU	European Union
FASID	Facilities and Services Implementation Document
GREPECAS	CAR/SAM Regional Planning and Implementation Group
HRT/SG	Human Resources and Training Subgroup
IAOPA	International Council of Aircraft Owner and Pilot Associations
IATA	International Air Transport Association
IBAC	International Business Aviation Council
ICAO	International Civil Aviation Organization
IFALPA	International Federation of Airline Pilots' Association
IFATCA	International Federation of Air Traffic Controller Associations
IP	Information Paper
NACC	North American, Central American and Caribbean
LACAC	Latin American Civil Aviation Commission
OB	Order of Business
OECS	Organization of Eastern Caribbean States
PAIGH	Pan American Institute of Geography and History
PANS	Procedures for Air Navigation Services
PET	Planning and Evaluation Tools
PIRG	Planning and Implementation Regional Group
RAO	Regional Affairs Office
SAM	South American
SARPS	Standards and Recommended Practices

SITA	Société Internationale de Télécommunications Aéronautiques
SUPPs	Regional Supplementary Procedures
WMO	World Meteorological Organization
WP	Working Paper

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
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:
Valid
Completed
Superseded

APPENDIX B

GREPECAS/13 CONCLUSION AND DECISION

CONCLUSION 13/95 **REQUEST FOR SUPPORT FROM THE CIVIL AVIATION ADMINISTATIONS AND ICAO FOR THE GREPECAS MECHANISM**

That, in order to be able to continue with the GREPECAS work, addressed towards planning and implementation of air navigation services, safety oversight and aviation safety:

a) States, Territories and International Organizations are encouraged to provide resource support as suggested in measures No. 1 and No. 3 described in Appendix A to this part of the Report; and

b) ICAO is urged to continue and increase the financial support to GREPECAS.

DECISION 13/96 **REVIEW AND OPTIMIZATION OF THE GREPECAS MECHANISM**

That, keeping in mind the information, analysis and proposals presented, particularly regarding the critical situation of the GREPECAS budget and the status, need for and importance to continue with the implementation of the tasks assigned to the AIS/MAP and AERMET Subgroups, and other air navigation services, which affect to a great extent civil aviation safety oversight:

a) AIS/MAP and AERMET Sub-groups remain within the GREPECAS mechanism, based on ICAO and States/Territories/International Organizations contribution;

b) Optimize the application of actions that are presented in Appendix A to this part of the Report, with the aim to save resources and optimize efficiency of the GREPECAS mechanism; and

c) Foster effective regional cooperation mechanism, including plans and budgets addressed to achieve the resources required.

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APPENDIX C

AERONAUTICAL METEOROLOGY SUBGROUP (AERMET/SG)

1. **Terms of reference**

a) Review and update the CAR/SAM Air Navigation Plan in accordance with the operational requirements of the CAR/SAM Regions and ensure its seamless and consistent implementation addressed to the new CNS/ATM systems concerning MET;

b) Monitor the implementation of the world area forecast system (WAFS) in the CAR/SAM Regions, identify any deficiency and develop proposals to improve its implementation;

c) Provide guidance to the CAR/SAM representative to the IAVWOPSG on the operational needs for CAR/SAM. Monitor the implementation of and of the international airways volcano watch (IAVW) in the CAR/SAM Regions, identify any deficiency and develop proposals to improve its implementation;

d) Review in a continuous basis the list of MET deficiencies, identify new deficiencies that prevent the implementation or provision of MET service in the CAR/SAM Regions and propose actions for their correction.

e) Monitor the research and development of CNS/ATM systems, the tests and demonstrations in the CNS/MET field and facilitate the transference of these information and experience among the CAR/SAM States and recommend specific actions aimed at the implementation of MET services to satisfy CNS/ATM requirements.

2. **Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
7	**Subject: WAFS Implementation in the CAR/S/SAM Regions**			
7-1	Follow-up on the implementation of the WAFS and take actions based on the WAFSOPSG' Conclusions.	A	19/02/01	21/04/08
7-2	Develop a survey on ISCS efficacy in order to be sent to the Focal Points.	A	4/07/05	31/03/06
7-3	Analyze the survey and present the results at the following AERMETSG Meeting.	B	20/03/01	29/08/08
8	**Subject: IAVW Implementation in the CAR/SAM Regions**			
8-1	Follow-up on the implementation of the IAVW and take actions based on IAVWOPSG Conclusions.	A	19/02/01	25/08/08
8-2	Develop, in coordination with the Secretariat, procedures to carry out periodic SIGMET tests on volcanic ash, VAAs and on ASHTAM or NOTAM related to volcanic ash.	A	4/07/05	31/03/06
8-3	Analyze the results of the periodic tests and present the results at the following AERMETSG Meeting.	B	4/07/05	31/07/08

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
8-4	Develop, in coordination with the Secretariat, a draft Guidance Manual for the development of airports emergency plans in case of volcanic eruptions in the CAR/SAM Regions.	B	4/07/05	31/08/07
9	**Subject: Regional and inter-regional exchange and availability of OPMET information in the CAR/SAM Regions**			
9-1	Follow-up on the implementation of OPMET Exchange.	A	19/02/01	14/04/08
9-2	Develop, in coordination with the Secretariat, a draft OPMET Guidance Manual.	B	4/07/05	31/08/07
9-3	Based on ICAO guidelines for the use of public Internet for MET aeronautical applications, carry out a study in order to determine the need for bilateral, multilateral or regional agreements to be included in the CAR/SAM ANP.	B	4/07/05	31/08/07
9-4	Analyze the impact in the change of code at semiautomatic meteorological stations in operation in the CAR/SAM States and in the dissemination of ISCS OPMET information.	A	4/07/05	31/07/07
9-5	Develop guidance material and procedures for migration to BUFR code in the CAR/SAM Regions.	A	4/07/05	31/08/07
9-6	Develop a plan for the implementation of migration of OPMET messages in BUFR code, with possibilities of different scenarios for the transition, including a cost-benefit study and its implications.	A	31/08/06	1/09/08
9-7	Coordinate the control of the OPMET data exchange, analyze the results, and present the results at the following AERMETSG Meeting.	A	4/07/05	31/12/07
10	**Subject: Report of completion or differences in respect to Annex 3**			
10-1	Review differences in respect to Annex 3, and present the results at the following AERMETSG Meeting.	B	5/06/06	31/07/08
11	**Subject: MET Requirements in the CNS/ATM concept**			
11-1	Based on the last edition of Doc 9750 - *Global Air Navigation Plan for CNS/ATM Systems*, develop MET chapter of the *CAR/SAM Regional Plan for the implementation of CNS/ATM systems*, Document I.	B	5/06/06	31/08/07
11-2	Develop MET component of the CNS/MET Plan for the CAR/SAM Regions.	B	1/01/05	31/12/07
11-3	Monitor the research and development of the MET concept in CNS/ATM field and facilitate the transference of this information and experience among CAR/SAM States.	B	4/07/05	29/06/07
11-4	Identify activities for the implementation of new meteorological services related both to training and application of the new CNS/ATM systems. Provide guidelines.	A	4/07/05	31/08/06

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
11-5	Carry out a study to determine the need for VOLMET services in the CAR/SAM Regions.	B	4/07/05	31/08/06
12	**Subject: MET Training**			
12-1	Propose short, medium and long-term measures to satisfy the requirements for MET personnel in the States of the CAR/SAM Regions.	B	1/01/05	31/08/06
13	**Subject: MET Deficiencies**			
13-1	Update the list of MET deficiencies.	A	4/07/05	31/07/08

3. **Priority**

A High priority tasks, on which work should be speeded up.
B Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
C Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to priority **A** and **B** tasks.

4. **Composition**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, France, Panama, Paraguay, Peru, Spain, United States, Uruguay, Venezuela, COCESNA, IATA, IFALPA and WMO.

5. **Chairperson**

Chairman: Mr. Fernando Ramírez Valdés (Chile)
Vice-Chairman: Mr. Guillermo Armengol (Cuba)

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APPENDIX D

TASK FORCE ON VOLCANIC ASH

1. Terms of Reference

a) Monitor the implementation of ICAO procedures regarding and to international airways volcano watch (IAVW) in the CAR/SAM Regions;

b) Evaluate the operational efficiency of the Meteorological Watch Offices in meeting Annex 3 requirements for volcanic ash;

c) Coordinate with other relevant bodies, the development of training means in support of requirements of Annex 3 for volcanic ash;

d) Prepare support documentation for the development of airports emergency plans in case of volcanic eruptions in the CAR/SAM Regions.

2. Work Programme

No.	Task	Date	
		Start	End
7-13	Propose measures for the implementation of ICAO procedures regarding international airways volcano watch (IAVW) in the CAR/SAM Regions.	2005	2007
7-14	Propose dates to develop tests and a coordinated scenario with the Buenos Aires and Washington VAACs and with the MWO of the States of the CAR/SAM Regions for the dissemination of volcanic ash advisories and SIGMET related to volcanic ash (WV); Prepare a list with WMO headers of SIGMET of CAR/SAM States/Territories Inform the results to the ICAO SAM Office.	2005	2005
7-15	Develop, in coordination with the Secretariat, the draft Guidance for the development of airports emergency plans in case of volcanic eruptions in the CAR/SAM Regions.	2005	2007
7-43	Develop, in coordination with the Secretariat, a detailed schedule of each of the tasks and the responsible for their implementation.	2005	2005

3. Composition

Argentina: Gustavo Flores ***(Rapporteur)***
Chile: Reynaldo Gutiérrez
Cuba: Guillermo Armengol
Estados Unidos: Steven Albersheim

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APPENDIX E

MET/ATM/OP TASK FORCE ON MET IN THE CNS/ATM CONCEPT

1. **Terms of Reference**

   a) Evaluate the current status of implementation and capabilities developed in the improvement of meteorological systems in the CAR/SAM Regions;

   b) Evaluate the future operational needs relevant for the MET systems of the CAR/SAM Regions;

   c) Prepare appropriate reports or plans for improvement of MET services for approval by GREPECAS.

2. **Work Programme:**

No.	Task	Date	
		Start	End
7-9	Follow up on the accomplishment, by CAR/SAM States, of the Plan to speed up the transition to the WAFS final phase.	2006	2006
7-11	Propose measures for WAFS implementation in the CAR/SAM Regions, both of the forecasts developed by the WAFS (i.e. SHE) as of the ones to be developed by the States (WM and SWL).	2005	2007
7-26	Coordinate the control of the OPMET data exchange, analyse the results, inform the ICAO SAM Regional Office and propose measures to improve them	2005	2007
7-27	Review the report of completion or differences in respect to Annex 3, including Amendment 73 to Annex 3 and develop proposals to improve the completion level in CAR/SAM States/Territories.	2005	2007
7-28	Based on the list of differences of ICAO Annex 3 (Amendment 73) prepare a list of differences including their importance and the time foreseen for their deletion.	2005	2007
7-29	Based on the edition in preparation of Doc 9750 - *Global Air Navigation Plan for CNS/ATM Systems* (to be completed for the end of 2005), update MET chapter of the *CAR/SAM Regional Plan for the implementation of CNS/ATM systems*, Document I.	2005	2007
7-30	Develop MET component of the CNS/MET Plan for the CAR/SAM Regions.	2005	2009
~~8~~7-31	Monitor the research, development, tests and demonstrations of the MET concept in CNS/ATM field and facilitate the transference of this information and experience among CAR/SAM States.	2005	2007
7-32	Identify activities for the implementation of new meteorological services related both to training and application of the new CNS/ATM systems. Provide guidelines.	2005	2007
7-33	Carry out a study to determine the need for VOLMET services in the CAR/SAM Regions.	2005	2007

No.	Task	Date	
		Start	End
7-34	Promote the development and implementation of quality assurance systems of MET services in the States/Territories of the CAR/SAM Regions.	2005	2007
7-35	Review the status of implementation of quality assurance systems of MET services in the CAR/SAM Regions.	2005	2007
7-43	Develop, in coordination with the Secretariat, a detailed schedule of each of the tasks and the responsible for their implementation.	2005	2005

3. Composition

Brazil: Martim Roberto Matschinske (MET)
Costa Rica: Ricardo Arias Borbón (ATM)
IATA:
IFALPA:
Peru: Baldomero Celis
United States: Steven Albersheim (MET) ***(Rapporteur)***

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APPENDIX F

COM/MET TASK FORCE

1. Terms of Reference

In accordance with the guidelines of the AERMET Subgroup and of the CNS Committee, to monitor and propose actions to improve the implementation of the exchange of OPMET and transfer of alphanumeric codes to the BUFR code.

2. Work Programme

No.	Task	Date	
		Start	End
7-17	Review and update OPMET requirements in the CAR/SAM Regions.	2005	2006
7-18	Contribute to coordinate the inclusion of the changes on the TAF validity period, in accordance with the CAR/SAM ANP Basic, Part VI – MET, Paragraph 8.	2005	2006
7-19	Propose measures to improve the availability of OPMET information in the States/Territories of the CAR Region..	2005	2007
7-20	Prepare, in coordination with the Secretariat, the draft OPMET Guidance including all the guidelines for regional and inter-regional OPMET exchange in only one document, including the procedures to access the Brasilia and Washington OPMET Data Banks and all AFTN addresses..	2005	2007
7-21	Based on the *ICAO guidelines for the use of public Internet for aeronautical applications* in the MET field, study and analyse in order to determine the need for bilateral, multilateral or regional agreements to be included in the CAR/SAM ANP.	2005	2007
7-22	Determine if the proposed transition plan of aeronautical meteorological messages in BUFR code is feasible in real time terms in the CAR/SAM Regions.	2005	2007
7-23	Analyze the impact in the change of code at semiautomatic meteorological stations in operation in the CAR/SAM States and in the dissemination of ISCS OPMET information.	2005	2007
7-24	Develop guidance material and procedures for migration in the CAR/SAM Regions.	2005	2007
7-25	Develop a plan for the implementation of migration of OPMET messages in BUFR code, with possibilities of different scenarios for the transition, including a cost-benefit study and its implications.	2005	2007
7-26	Coordinate the control of the OPMET data exchange, analyse the results, inform the ICAO SAM Regional Office and propose measures to improve them.		
7-37	Propose short, medium and long-term measures to satisfy the requirements for MET personnel in the States of the CAR/SAM Regions	2005	2007
7-43	Develop, in coordination with the Secretariat, a detailed schedule of each of the tasks and the responsible for their implementation.	2005	2005

3. Composition

Argentina: Gustavo Flores
Brazil: Carlos Robero Henriques
Cuba: Guillermo Armengol Matas ***(Rapporteur)***
Panama: Erick Montero Silvera
United States: Steven Albersheim
Venezuela: Nestor Sanabria Segovia
Venezuela: Héctor Araujo Lozada (CNS)
WMO: Hugo Hidalgo

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