



Agenda Item 1: Review of the results of the work of the GREPECAS Contributory Bodies
a) ACG

(Presented by the Secretariat)

Summary

This working paper presents to the Meeting an analysis to finish with the use of MS Project Management and adopt new procedures for the control in the execution of the Contributory Bodies work programme

1. Introduction

1.1 The ACG was established by GREPECAS in 2000 with the main objective to coordinate the administrative matters and to review the progress of the Group as a whole. Among their principal functions we can emphasize the following:

- a) Follow-up of the progress achieved in the Contributory Bodies programme (Subgroups, Committees and Task Forces).
- b) Expedite the work of GREPECAS through the approval of specific actions originated by any of its Contributory Bodies.
- c) Review the GREPECAS working method and propose actions to improve its performance.
- d) Approve the Meetings Programme of GREPECAS and its Contributory Bodies.

1.2 The ACG has met in six opportunities, recognizing as one of the main problems the lack of commitment among the members of the different Contributory Bodies of GREPECAS and their working programmes. As a measure to correct this situation, the ACG established the use of software tools for the administration of projects, in order to facilitate the assignments of tasks among the members of each Contributory Body.

1.3 In this sense, in line with the above, MS Project Management was established as standard to administrate the GREPECAS Contributory Bodies work programme. The Secretaries, in coordination

with their respective Presidents, should programme all the activities of the Contributory Body with the assistance of this software. The Gantt chart is ACG work programme is presented as **Appendix A**.

2. Discussion

2.1 As mentioned before, all the tasks assigned to a Contributory Body, should have a responsible member for its execution within a specific term, the manner that the member of the Contributory Body clearly identifies the responsibility assumed with GREPECAS, and by the other hand, that the civil aviation authorities of the States take note of the international responsibilities assumed by their officers, in order to provide support to execute the task under its responsibility.

2.2 Throughout the years during which this procedure was applied, it could be observed that in most cases -with some exceptions- the situation remains the same. The contribution of the members of the Contributory Bodies is very poor, up to the extreme that most of them only comply with their responsibility of participating in the convened meetings.

2.3 Taking into consideration the above mentioned situation, MS Project Management results in a hard workload, more than representing a tool for supporting the Secretary's administration. The elaboration of the Gantt chart is made every ACG meeting only in order to comply with the above mentioned agreement and is not used during the year for the administration of the assigned task programme execution. The ACG Work Programme is presented as Appendix A to this working paper.

2.4 Since the last triennium, ICAO has established the Strategical Objectives in each one of the competent areas and a Business Plan to implement them. In this context, it has also been favour the functional integration of the Regional Offices with Headquarters. In accordance with this, all the activities developed by the Regional Offices must be identified with some of the strategical objectives of the organization.

2.5 GREPECAS cannot be beyond the scope of the Business Plan and the Strategical Objectives, which are approved by the ICAO Council, therefore, the work of GREPECAS should be analyzed under the Business Plan vision and the Strategical Objectives.

2.6 In this sense, for each one of the tasks conforming the work programme of the Contributory Bodies, it should identify the following:

- a) The related strategic objective.
- b) The contribution made to reach that strategic objective.
- c) Other task in the overall programme of GREPECAS Contributory Body that are in relation with.
- d) The relation with the Regional Air Navigation Plan and/or SARPs implementation.
- e) Completion date of the task.

3. Conclusion

3.1 The use of MS Project Management is not facilitating the work of GREPECAS Contributory Bodies in planning and execution the work programme.

3. **Action by the Meeting**

3.1 The Meeting is invited to:

- a) Take note of the information contained in this working paper;
- b) Finish with the use of MS Project Management and adopt new procedures for the control in the execution of the Contributory Bodies work programme, as indicated in paragraph 2.6 to this working paper.
- c) Adopt the restructure of the GREPECAS and GREPECAS Contributory Bodies Work Programme as indicated in paragraph 2.6.

- END -

APPENDIX A
AERONAUTICAL COORDINATION GROUP
Work Programme

ACG/7 - WP/02

ID	Task Name	Responsibility	Priority	Start	Finish	2007												2008											
						Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
1	Review and propose amendments to the GREPECAS Procedural Handbook	ACG	A	Mon 23/04/07	Tue 04/03/08	[Solid black bar from Jun 2007 to Feb 2008]																							
2	Amendments are being noted and after GREPECAS/14, an amendment is presented to ACG/7	ACG		Mon 23/04/07	Tue 04/03/08	[Blue hatched bar from Jun 2007 to Feb 2008]																							
3	Monitor the planning and progress of GREPECAS Contributory Body Work Programmes and meeting schedules and offer any advice thereon	ACG	A	Mon 23/04/07	Tue 04/03/08	[Solid black bar from Jun 2007 to Feb 2008]																							
4	Work Programmes will be reviewed during ACG/7 Meeting	ACG		Mon 23/04/07	Tue 04/03/08	[Blue hatched bar from Jun 2007 to Feb 2008]																							
5	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 efficiencies could be derived	ACG	A	Thu 11/09/08	Tue 30/09/08													[Small blue hatched box in Sep 2008]											
6	Prepare reports of ACG activities to each GREPECAS meeting	ACG	A	Tue 04/03/08	Fri 29/08/08													[Solid black bar from Mar 2008 to Sep 2008]											
7	WP on ACG/7 Meeting Report will be presented to GREPECAS/15	ACG		Tue 04/03/08	Fri 29/08/08													[Blue hatched bar from Mar 2008 to Sep 2008]											
8	Review the GREPECAS working methods and propose specific actions to improve its performance	ACG	A	Mon 23/04/07	Tue 04/03/08	[Solid black bar from Jun 2007 to Feb 2008]																							
9	After reviewing the progress of the GREPECAS Contributory Bodies, action should be taken in accordance	ACG	A	Mon 23/04/07	Tue 04/03/08	[Blue hatched bar from Jun 2007 to Feb 2008]																							
10	Prepare draft Agenda for GREPECAS meetings and plan and coordinate Secretariat support work and documentation for such meetings	ACG	A	Mon 23/04/07	Fri 04/04/08	[Solid black bar from Jun 2007 to Feb 2008]																							
11	Draft Agenda for GREPECA/15 Meeting is presented to the ACG/6 Meeting for its approval	ACG		Mon 23/04/07	Fri 04/04/08	[Blue hatched bar from Jun 2007 to Feb 2008]																							

APPENDIX B

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.