



Agenda Item 1: Review of the results of the work of the GREPECAS Contributory Bodies and their respective Terms of Reference (AGA/AOP/SG)

(Presented by the Secretariat)

Summary

This working paper presents the AGA/AOP/SG Terms of Reference and a follow-up of the Work Programme, prepared in Project Management tools, which was approved by the AGA/AOP/SG/5 and GREPECAS/14 Meetings, carried out from 20 to 24 November 2006 in Montevideo, Uruguay and 16 to 20 April 2007 in San José, Costa Rica, respectively.

1. Introduction

1.1 GREPECAS is a dynamic organization. Several factors contribute for that, such as: ICAO policies and the Civil Aviation challenges/needs of the CAR/SAM Regions. Because of that, all of its Contributory Bodies should follow the same tendency and, periodically, revise its Terms of Reference and Work Programme.

2. Discussion

2.1 In order to follow the GREPECAS requirement, the AGA/AOP/SG adjusted its Terms of Reference and Work Programme during its 5th Meeting, carried out in Montevideo, Uruguay, from 20 to 24 November 2006, which was approved by the GREPECAS/14 Meeting, carried out in San José, Costa Rica, from 16 to 20 April 2007. However, as a result of the accomplishment of some tasks lately, a follow-up of the AGA/AOP/SG Work Programme is also presented to this Meeting.

2.2 The AGA/AOP/SG Terms of Reference and a follow-up of the Work Program (*Project Management*) are presented in **Appendix A and B**, respectively.

3. Suggested Action

3.1 The Meeting is invited to review and take note of the content of this paper.

APPENDIX A

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	1 st Meeting	Continuous
AGA/AOP/3	Review and follow-up the implementation of corrective actions for AGA deficiencies including: <ul style="list-style-type: none"> ▪ 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	1 st Meeting	Continuous
AGA/AOP/6	Review demand/capacity problems at airports and develop options for alleviating airport congestion.	B	1 st Meeting	Continuous

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AGA/AOP/7	Review runway incursion incidents at airports and develop guidance to reduce their occurrence in coordination with ATM and OPS.	A	1 st Meeting	6 th 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	4 th 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	4 th 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	4 th Meeting	Continuous
	Review and ensure the existence of runway end safety areas (RESA) in compliance with ICAO Annex 14 standard, generating the provisions that in case that these do not exist or the dimensions do not comply with, the declared distances should have been reviewed.			
	Review and monitor the pavement surface conditions, carrying out measurements and evaluate the corrective measures required			
	Review the provision of rescue and fire fighting services and the application of emergency plans at international aerodromes and promote the adoption of the services according to the critical aircraft which operates in that specific aerodrome included in the ANP and on-line follow-up of their implementation, updating the complete and partial exercises.			
	Review the deficiencies in relation to visual aids at international aerodromes in the CAR/SAM Regions, accordingly with the requirements of technological development and to adapt them to operational safety levels.			

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, Costa Rica, Cuba, Dominican Republic**, Ecuador*, Guatemala, Haiti, Honduras, Mexico, Paraguay*, Peru, Trinidad and Tobago, United States, Uruguay, Venezuela, ACI, ALACPA, CARSAMPAF, IATA, IFALPA and IFATCA.

5. **Chairpersons**

Chairman	Norberto Cabrera (Cuba)
Vice-Chairman	Alberto Palermo (Argentina)

NOTE: The Chairman and Vice-Chairman were elected for the period 2007-2009 (See Agenda Item 8).

* States that missed two consecutive AGA/AOP/SG meetings.

**State to be incorporated in the AGA/AOP/SG depending upon the confirmation of interest by its Administration and the indication of the representative.

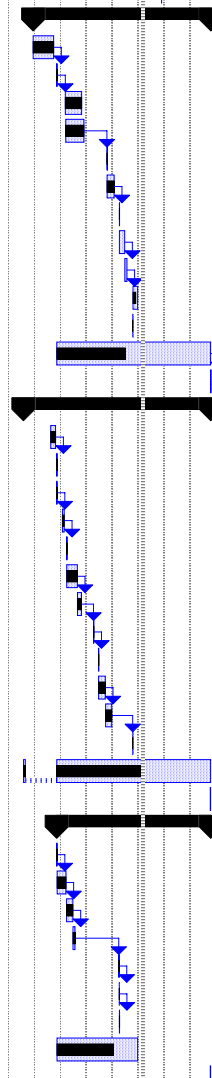
ID	Task Name	Responsibility	Priority	Completion	Duration	Start	Finish										
								00	00	00	00	00	00	00	00	01	01
								02	03	04	05	06	07	08	09	10	
1	AGA/AOP/SG/3 Meeting (DONE)			100%	4 days?	Tue 30/09/03	Fri 03/10/03										
2	AGA/AOP/SG/4 Meeting (DONE)			100%	4 days?	Mon 15/11/04	Thu 18/11/04										
3	AGA/AOP/SG/5 Meeting (DONE)			100%	5 days	Mon 20/11/06	Fri 24/11/06										
4	AGA/AOP/SG/6 Meeting			10%	5 days	Mon 23/06/08	Fri 27/06/08										
5	AGA/AOP/SG/7 Meeting			0%	5 days	Mon 23/11/09	Fri 27/11/09										
6	1 - Review and select en-route alternate aerodromes (DONE)	AGA/AOP/SG	B	100%	466 days?	Wed 01/01/03	Wed 13/10/04										
7	2 - Review and update the Table AOP 1	AGA/AOP/SG	B	85%	2044 days?	Wed 01/01/03	Fri 29/10/10										
8	2a - States/Territories obtain and submit forecasts to AGA/AOP/SG	States		100%	1086 days?	Wed 01/01/03	Wed 28/02/07										
9	2b - States/Territories to review and confirm provision	States		100%	930 days	Fri 29/08/03	Thu 22/03/07										
10	2c - States/Territories to submit amendments to ICAO	States		100%	1102 days	Fri 28/03/03	Fri 15/06/07										
11	2d - ICAO to prepare ANP/FASID Amendment	ICAO		100%	955 days	Thu 01/01/04	Tue 28/08/07										
12	2e - Check results/Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 17/04/06	Thu 20/04/06										
13	2f - Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 22/10/07	Thu 25/10/07										
14	2g - Continuous review and update the Table AOP 1	ICAO/AGA/SG		10%	782 days?	Fri 26/10/07	Mon 25/10/10										
15	2h - Re-schedule tasks	ICAO/AGA/SG		0%	4 days	Tue 26/10/10	Fri 29/10/10										
16	3 - Review and follow-up AGA deficiencies	AGA/AOP/SG	A	87%	2044 days?	Wed 01/01/03	Fri 29/10/10										
17	3a - ALACPA's Academic Secretary and Treasurer election	ALACPA		100%	5 days?	Wed 19/11/03	Tue 25/11/03										
18	3b - States/Territories & Users to submit updates to ICAO	States/Users		100%	1206 days	Wed 01/01/03	Tue 14/08/07										
19	3c - ICAO to maintain database	ICAO		100%	1258 days	Wed 01/01/03	Thu 25/10/07										
20	3d - AGA/AOP/SG to submit Urgent deficiencies to ASB	AGA/AOP/SG		100%	1258 days	Wed 01/01/03	Thu 25/10/07										
21	3e - AGA/AOP/SG to review AGA deficiencies	AGA/AOP/SG		100%	763 days?	Mon 13/09/04	Tue 14/08/07										
22	3f - Check results/Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 17/04/06	Thu 20/04/06										
23	3g - Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 22/10/07	Thu 25/10/07										
24	3h - Continuous review and follow-up AGA deficiencies	ICAO/AGA/SG		10%	782 days?	Fri 26/10/07	Mon 25/10/10										
25	3i -Re-schedule tasks	ICAO/AGA/SG		0%	4 days	Tue 26/10/10	Fri 29/10/10										
26	5 - Review the environmental conditions affecting aerodromes (DONE)	AGA/AOP/SG	C	100%	478 days?	Wed 01/01/03	Fri 29/10/04										
27	6 - Review bird hazards & finalise Regional Bird Hazard Committee Formation (DONE)	AGA/AOP/SG	A	100%	196 days?	Wed 01/01/03	Wed 01/10/03										
28	7 - Review demand/capacity problems and develop options for solutions	AGA/AOP/SG	B	32%	1997 days?	Mon 03/03/03	Mon 25/10/10										
29	6a - Task Force analyse case studies	TF		40%	1130 days	Mon 03/03/03	Fri 29/06/07										
30	6b - Prepare guidance for States/Territories on how to alleviate congestion	TF		40%	1062 days	Thu 31/07/03	Thu 23/08/07										
31	6c - Re-schedule tasks	AGA/AOP/SG		100%	4 days?	Mon 22/10/07	Thu 25/10/07										
32	6d - Continue 6a and 6b	AGA/AOP/SG		10%	782 days	Fri 26/10/07	Mon 25/10/10										
33	6e - Re-schedule tasks	ICAO/AGA/SG		0%	4 days	Mon 27/10/08	Thu 30/10/08										
34	8 - Review runway incursions and develop guidance for their reduction	AGA/AOP/SG	A	64%	1548 days?	Wed 01/01/03	Thu 04/12/08										
35	7a - States/Territories to submit reports to ICAO	States		100%	1195 days?	Wed 01/01/03	Tue 31/07/07										
36	7b - Establish Task Force if req'd to analyse problems and develop solutions	AGA/AOP/SG		100%	5 days?	Mon 29/09/03	Fri 03/10/03										
37	7c - Develop/Submit Task Force's work plan to AGA/AOP/SG	TF		100%	164 days	Mon 15/11/04	Thu 30/06/05										
38	7d - Develop/Submit a standard format for rwy incident report to AGA/AOP/SG	TF		0%	185 days	Mon 15/11/04	Fri 29/07/05										
39	7e - Develop/Submit a model for database of incident reports to AGA/AOP/SG	TF		0%	173 days	Mon 03/01/05	Wed 31/08/05										
40	7f - Identify/Submit measures for reducing rwy incursions to AGA/AOP/SG	TF		50%	216 days	Mon 03/01/05	Mon 31/10/05										
41	7g - Develop/Submit a regio. action plan for prev. of rwy incurs. to AGA/AOP/SG	TF		0%	238 days	Mon 03/01/05	Wed 30/11/05										
42	7h - Check results/Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 17/04/06	Thu 20/04/06										
43	7i - Dev./Submit regio. guidance for States/Territ. for prev. of rwy incurs. to AGA/AOP/SG	TF		50%	327 days	Tue 02/05/06	Tue 31/07/07										

Project: AGA/AOP/SG/8.mpp
Date: Thu 28/02/08

Task Summary Rolled Up Progress Project Summary
 Progress Rolled Up Task Split Group By Summary
 Milestone Rolled Up Milestone External Tasks

ACG/7 - APPENDIX B TO WP/05
AGA/AOP Subgroup Work Programme

ID	Task Name	Responsibility	Priority	Completion	Duration	Start	Finish										
								00	00	00	00	00	00	00	00	01	01
								02	03	04	05	06	07	08	09	10	
44	7j - Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 22/10/07	Thu 25/10/07										
45	7k - Review Regional Guidance/Send to States/Territories	ICAO		50%	47 days	Fri 26/10/07	Mon 31/12/07										
46	7l - The task force should review the first draft of the guidance presented at AGA/AOP/SG/5	TF		50%	166 days?	Fri 26/10/07	Fri 13/06/08										
47	7m - Re-schedule tasks			0%	4 days	Mon 01/12/08	Thu 04/12/08										
48	9 - Min. requirements/update of Emerg. Plans and Emerg. Oper. Centres (EOC)		A	58%	1794 days	Wed 17/12/03	Fri 29/10/10										
49	8a - Initial inquiry to States/Territories/Analysis of the results	ICAO		100%	207 days	Wed 17/12/03	Thu 30/09/04										
50	8b - Establish Task Force to analyse problems and develop solutions	AGA/AOP/SG		100%	4 days	Mon 15/11/04	Thu 18/11/04										
51	8c - Resend inquiry to States/Territories/Analysis of the results	ICAO		100%	166 days	Mon 14/03/05	Mon 31/10/05										
52	8d - Develop/Submit Task Force's work plan to AGA/AOP/SG	TF		100%	183 days	Mon 21/03/05	Wed 30/11/05										
53	8e - Spanish language workshop in OCT 2006	ICAO		100%	5 days	Mon 23/10/06	Fri 27/10/06										
54	8f - Develop Reg. Prelim. Guidelines on the min. requir. for Em. Plans/Em. Op. Cen.	TF		95%	75 days	Mon 23/10/06	Fri 02/02/07										
55	8g- English language workshop in APR 2007	ICAO		5%	5 days	Mon 16/04/07	Fri 20/04/07										
56	8h - Refine Reg. Guid. on min. requir. for Em. Plans/Em. Oper. Centres to AGA/AOP/SG	TF		0%	55 days	Mon 16/04/07	Fri 29/06/07										
57	8i - Submit Reg. Guid. on min. requir. for Em. Plans/Em. Op. Centres to AGA/AOP/SG	TF		0%	23 days	Mon 02/07/07	Wed 01/08/07										
58	9j - Review Regional Guidelines/Send to States/Territories	ICAO		60%	47 days	Fri 26/10/07	Mon 31/12/07										
59	9k - Check results/re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 22/10/07	Thu 25/10/07										
60	9l - Follow-up of Em. Plans and Em. Operations Centre implementation	AGA/AOP/SG		44%	1551 days	Mon 15/11/04	Mon 25/10/10										
61	9m - Check results/Re-schedule tasks	AGA/AOP/SG		0%	4 days	Tue 26/10/10	Fri 29/10/10										
62	10 - Aerodrome Certification & Safety Management Systems (SMS)		A	64%	1888 days?	Fri 01/08/03	Mon 25/10/10										
63	9a - Inquiry to States/Territories/Analysis of preliminary results	ICAO		100%	51 days?	Fri 20/08/04	Fri 29/10/04										
64	9b - Submit results to AGA/AOP/SG for actions	ICAO		100%	4 days?	Mon 15/11/04	Thu 18/11/04										
65	9c - Delineate action plan for aerodrome certification and SMS implementation	AGA/AOP/SG		100%	4 days	Mon 15/11/04	Thu 18/11/04										
66	9d - Distribute "Reference Guide for the Aerodrome Inspector" to States/Territories	ICAO		100%	20 days?	Tue 01/02/05	Mon 28/02/05										
67	9e - Spanish language workshop in APR 2005	ICAO		100%	5 days?	Mon 04/04/05	Fri 08/04/05										
68	9f - Develop Reg. Prelim. Guidelines for SMS implementation	AGA/AOP/SG		100%	108 days	Mon 04/04/05	Wed 31/08/05										
69	9g - Review Reg. Prelim. Guidelines (only in Spanish)/Send to States/Territories	ICAO		100%	42 days?	Thu 01/09/05	Fri 28/10/05										
70	9h - Check results/Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 17/04/06	Thu 20/04/06										
71	9i - English language workshop in MAR 2006 (Workshop was carried out in both languages)	ICAO		100%	5 days	Mon 26/06/06	Fri 30/06/06										
72	9j - Refine Reg. Guidelines on SMS implementation	AGA/AOP/SG		100%	70 days?	Mon 26/06/06	Fri 29/09/06										
73	9k - Submit Reg. Guidelines(English & Spanish)/Send to States/Territories	ICAO		100%	65 days?	Mon 02/10/06	Fri 29/12/06										
74	9l - Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 22/10/07	Thu 25/10/07										
75	9m - Follow-up of Aerodrome Certification/SMS implementation	AGA/AOP/SG		56%	1573 days	Fri 01/08/03	Mon 25/10/10										
76	9n - Re-schedule tasks	AGA/AOP/SG		0%	4 days	Wed 20/10/10	Mon 25/10/10										
77	11 - Aerodrome Maintenance and Related Deficiencies		A	75%	1552 days?	Mon 15/11/04	Mon 25/10/10										
78	10a - Analysis of the situation	AGA/AOP/SG		100%	4 days	Mon 15/11/04	Thu 18/11/04										
79	10b - Review of English version of "ICAO Regional Manual on Airport Maintenance"	ALACPA		100%	90 days	Fri 19/11/04	Thu 24/03/05										
80	10c - Final revision of "ICAO Regional Manual on Airport Maintenance"	ICAO		100%	65 days?	Fri 01/04/05	Thu 30/06/05										
81	10d - Distribution of the "ICAO Reg. Man. on Airport Maintenance" to States/Terr.	ICAO		100%	21 days?	Fri 01/07/05	Fri 29/07/05										
82	10e - Seminar on Pavement Evaluation, Rehabilitation and Overlay Design	ICAO		100%	4 days	Mon 09/04/07	Thu 12/04/07										
83	10f - Short Course on Visual Aids for Navigation Maintenance	ICAO		100%	1.5 days	Fri 13/04/07	Sat 14/04/07										
84	10g - Re-schedule tasks	AGA/AOP/SG		100%	4 days	Mon 16/04/07	Thu 19/04/07										
85	10h - Follow-up of aerodrome maintenance and related deficiencies	AGA/AOP/SG		70%	815 days	Tue 16/11/04	Mon 31/12/07										
86	10i - Re-schedule tasks	AGA/AOP/SG		0%	4 days	Wed 20/10/10	Mon 25/10/10										



Project: AGA/AOP/SG/5.mpp
Date: Thu 28/02/08

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks			