



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

**SEVENTH GREPECAS ADMINISTRATION COORDINATION
GROUP MEETING
(ACG/7)**

FINAL REPORT

(Lima, Peru, 3-4 March 2008)

Prepared by the Secretary of the ACG

ACG/7 REPORT

INTERNATIONAL CIVIL AVIATION ORGANIZATION

**REPORT OF THE SEVENTH MEETING OF THE
GREPECAS ADMINISTRATION COORDINATION GROUP
(ACG/7)**

(Lima, Peru, 3-4 March 2008)

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Report on Agenda Item 1:

Review of the results of the work of the GREPECAS Contributory Bodies and their
Respective Terms of Reference:

- a) ACG
- b) ASB
- c) AVSEC/COMM
- d) AGA/AOP/SG
- e) AERMET/SG
- f) AIM/SG
- g) ATM/CNS/SG
- h) ATM/COMM
- i) CNS/COMM
- j) HRT/SG
- k) IA/TF

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HISTORY OF THE MEETING**ii.1 PLACE AND DURATION OF THE MEETING**

The Seventh Meeting of the GREPECAS Administration Coordination Group (ACG/7) was held in Lima, Peru, at the premises of the ICAO SAM Regional Office, on 3 and 4 March 2008.

ii.2 OPENING CEREMONY AND OTHER MATTERS

Mr. Jose Miguel Ceppi, ICAO SAM Office Regional Director and Secretary of GREPECAS, welcomed the participants of this Meeting, and Mr. Normando Araujo de Medeiros, Chairman of GREPECAS chaired the event.

ii.3 ORGANIZATION, SECRETARIAT AND ATTENDANCE

Mr. Jose Miguel Ceppi, Secretary of the Meeting, was assisted by Ms. Loretta Martin, ICAO NACC Office Regional Director, Mr. Carlos Stehli, Secretary of the ATM/CNS Subgroup, Mr. Hindupur Sudarshan, Technical Officer of the Planning Coordination and Implementation Office, Mrs. Nohora Arias, Secretary of the AERMET Subgroup, Mr. Víctor Hernández, Secretary of the ATM/COMM, Mr. Samuel H. Cardoso, Secretary of the AGA/AOP/SG, Mr. Ricardo Delgado, Secretary of the AVSEC/COMM, Mr. Raúl Martínez, Secretary of the AIM Subgroup and Mr. Onofrio Smarrelli, Secretary of the CNS/COMM. Messrs. Jorge Fernández and Mr. Alberto Orero also participated. The Meeting was also attended by the Chairman, and Vice Chairmen of GREPECAS, the Chairman and Vice-Chairmen of the ATM/CNS Subgroup, the Vice-Chairman of the AGA/AOP/SG, the Chairman of the AIM/SG, AVSEC Committee, and the CNS Committee, and Vice-Chairman of the AVSEC Committee and CNS Committee.

ii.4 WORKING LANGUAGES

The working language of the Meeting was English. The documentation was issued in English and the report of the Meeting was issued in English and Spanish.

ii.5 AGENDA

The Group approved the Agenda of the Meeting as presented.

Agenda Item 1: Review of the results of the work of the GREPECAS Contributory Bodies and their respective Terms of Reference:

- a) ACG
- b) ASB
- c) AVSEC/COMM
- d) AGA/AOP/SG
- e) AERMET/SG
- f) AIM/SG
- g) ATM/CNS/SG
- h) ATM/COMM
- i) CNS/COMM

- j) HRT/SG
- k) IA/TF

Agenda Item 2: Review of the GREPECAS Terms of Reference

Agenda Item 3: Review of the GREPECAS Procedural Handbook

Agenda Item 4: Review of the 2008-2009 meeting programme and contributions from States for their holding

Agenda Item 5: GREPECAS/15 Meeting Agenda

Agenda Item 6: Other Business

ii.6 Conclusions and Decisions

The ACG records its activities in the form of Draft Conclusions, Draft Decisions, and Decisions, as follows:

Draft Conclusions: Conclusions that require approval by GREPECAS prior to their implementation.

Draft Decisions: Decisions that require approval by GREPECAS prior to their implementation.

Decision: Decisions that deal with matters of concern to the ACG.

ii.7 List of Draft Decisions

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iii – List of participants

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

1.1 The Meeting recalled that the ACG has met six times, recognizing as a main problem the failure of different Contributory Bodies of GREPECAS to complete their work programmes. As a measure to mitigate this situation, the ACG established the use of software tools for the administration of projects in order to facilitate the assignment of tasks among the members of each Contributory Body.

1.2 In line with the above, MS Project had been adopted as a standard for administration of GREPECAS Contributory Body work programmes. The Subgroup Secretaries, in coordination with their respective Presidents, should have programmed and monitored all activities of the Contributory Bodies using this software.

1.3 Throughout the years this procedure was applied, it was observed that MS Project resulted in increased workload as opposed to a tool for facilitating Secretary administration.

1.4 In view of the above, the Meeting felt that the use of MS Project is not facilitating the work of GREPECAS Contributory Bodies and agreed that a better result could be achieved using Microsoft Excel to present the work programmes.

1.5 The Meeting also discussed the lack of commitment among the members of the different Contributory Bodies of GREPECAS.

1.6 In that sense, the meeting formulated the following Draft Decision:

DRAFT

DECISION ACG/7/01

**REPLACE MS PROJECT WITH MICROSOFT EXCEL TO
PRESENT THE WORK PROGRAMMES OF GREPECAS
CONTRIBUTORY BODIES**

That:

- a) Microsoft Excel shall be used in order to facilitate the work of the GREPECAS Contributory Bodies in planning their work programmes; and
- b) the Secretariat will develop a simple spreadsheet format for presentation to the GREPECAS/15 meeting for approval.

1.7 The Meeting recognized that since the last triennium, ICAO has established Strategic Objectives in each area of competency with a Business Plan for their implementation. In this context, it has also favoured the functional integration of the Regional Offices with Headquarters. Consequently, all the activities developed by the Regional Offices must be identified with the strategic objectives of the organization.

1.8 The Meeting recognized that GREPECAS should operate within the scope of the Business Plan and the Strategic Objectives, which are approved by the ICAO Council; therefore, the work of GREPECAS should also be analyzed under the Business Plan vision and the Strategic Objectives.

1.9 In addition, the Meeting was of the opinion that the work programme of Contributory Bodies of GREPECAS should be detailed into deliverables in order to allow for better understanding of the goals and results. The deliverables must be clearly defined to breakdown large volumes of work into specified activities. These activities would be used as project schedule foundation.

1.10 On the other hand, the Meeting concurred that the permanent tasks listed by the different work programmes of the Contributory Bodies should be eliminated, for the most part, with the exception of limited, but in general terms, tasks identified as permanent should be managed by the Regional Offices.

1.11 Considering the above, the Meeting formulated the following Draft Decision:

DRAFT

DECISION ACG/7/02

ASPECTS TO BE CONSIDERED IN DEVELOPING THE WORK PROGRAMMES OF GREPECAS CONTRIBUTORY BODIES

That, in developing the work programmes of the GREPECAS Contributory Bodies, the following aspects be considered:

- a) The related strategic objective.
- b) The contribution made to achieve that strategic objective.
- c) Other relevant tasks in the overall programme of GREPECAS Contributory Bodies.
- d) The relationship to the Regional Air Navigation Plan and/or SARPs implementation.

Note: Until the new Regional Air Navigation Plan is developed, GREPECAS Contributory Bodies should refer tasks to Global Plan Initiatives (GPIs).

- e) Detail the work programme into specific deliverables in order to allow for better understanding of the expected results.
- f) Completion date of the task.

1.12 The Meeting reviewed the work programmes, of all GREPECAS Contributory Bodies in detail.

1.13 The Meeting noted that the work programmes of the ACG and that the respective tasks had progressed in accordance with the schedule.

1.14 The Meeting then noted the activities of the AVSEC/COMM and the Passenger/Cabin Baggage Screening Task Force, and analyzed the progress achieved by the AVSEC Committee. It was also noted that the AVSEC Training Task Force and Cargo Security Task Force, due to several factors, were not able to meet. In order to facilitate the functions of those task forces, a reorganization of the AVSEC/COMM will be proposed at the next meeting.

1.15 The Meeting was informed that the ANC is presenting a proposal to the ICAO Council to exclude security issues from the scope of the PIRGs, consequently, the terms of reference of GREPECAS and APIRG will require amendment after approval of the Council scheduled for late March 2008. However, the AVSEC/COMM will continue as usual with its activities until formal notification is received.

1.16 Regarding the AGA/AOP Subgroup, the Meeting agreed that the structure of the work programme was very well presented. In addition, the need to include deadlines for task completion was highlighted.

1.17 While discussing the Air Navigation Plan, the Meeting noted that ICAO HQs have implemented the work programme for transition to e-ANP environment. This work programme consists of three phases, with the completion date expected in 2009.

1.18 The Meeting noted that most tasks of the AERMET Subgroup have been completed and the results will be presented at upcoming AERMETSG/9. It was also noted that the AERMETSG/9 will review and update their terms of reference and work programme for further consideration of GREPECAS/15 meeting.

1.19 On the AIM Subgroup, the Meeting was informed on the work programme and activities carried out by the Quality Management Task Force (QM/TF), Training Task Force (TRAIN/TF), Aeronautical Charts (e-MAP) and Automation Task Force (AUTO/TF). Transition from AIS to AIM was emphasized taking into account the new concept and implied modification to the terms of reference and some tasks of the work programme. Also, comments were received on achieved goals, seminars provided and chief accomplishment of the AIM/SG. The meeting took note that several tasks should be identified to migrate from the AIS to AIM. The meeting was also informed that to address this issue, the Air Navigation Commission had agreed to establish a study group on AIS-AIM matters with a work programme and tasked to developing a roadmap and related tools.

1.20 The Meeting was informed on the status of implementation of tasks assigned to the ATM/CNS/SG, as well as an analysis of the functioning and future perspectives of this complex mechanism, which was created as result of the GREPECAS reorganization.

1.21 The Meeting recalled that the creation of the ATM/CNS/SG resulted as a special mechanism in the ICAO structure of PIRGs, whose functions are not clearly contained and outlined in the GREPECAS Procedure Handbook. The Subgroup consists of the ATM/COMM and CNS/COMM, which in themselves work as subgroups, with the ability to be represented in GREPECAS meetings.

1.22 Regarding the work programme, the Meeting noted that the tasks assigned by GREPECAS to the Subgroup shall be the basis to develop terms of reference (TORs) and tasks for the Committees. A careful review of this issue shows that this is not the case; the tasks assigned to the Subgroup are general in nature and are long term objectives of coordination rather than tasks, which is in contradiction with the GREPECAS Procedural Handbook. The Committees generate their work programmes without analysis by the Subgroup, which lacks clear objectives to guide the work of the Committees.

1.23 When reviewing its work programme, it was noted that the Subgroup has no capacity to develop its tasks due to the following reasons:

- a) has no real membership; therefore, no specific human resources, and
- b) has no time to develop tasks. During the five days of the ATM/CNS/SG Meeting, only the morning of the first day (one hour and half) is dedicated to analysis of papers the Secretary/Chairman may present; these papers are normally informative in nature. The rest of the meeting consists of Committee meetings and the last day is issued to mainly review the Committees' work reports.

1.24 The Meeting analyzed different proposals based on the simplification of the ATM/CNS/SG mechanism and considered the existing implementation mechanism in both the CAR and SAM regions, established under the characteristics of collaboration among the involved States.

1.25 After a thorough discussion and analysis of the advantages and disadvantages of each option, the Meeting agreed that the best option was to disband the ATMS/CNS Subgroup and to elevate both the ATM/COMM and CNS/COMM to the category of Subgroup and establish coordination as foreseen in the GREPECAS Procedural Handbook. The Meeting requested the Secretary of the ATM/CNS/SG to present the decision adopted during the ATM/CNS/SG/6. In this respect, the Meeting formulated the following Draft Decision:

DRAFT

DECISION ACG/7/03

RESTRUCTURING OF THE GREPECAS ATM/CNS MECHANISM

In order to streamline the consideration of the ATM and CNS issues in GREPECAS, that:

- a) the ATM/CNS Subgroup be disbanded and the ATM and CNS Committees both be structured as GREPECAS Subgroups.
- b) the ATM/CNS/SG Secretary should:
 - i) restructure both the ATM and CNS Committees as GREPECAS Subgroups; and
 - ii) present the results of the ATM/CNS/SG/6 Meeting to the GREPECAS/15 Meeting

1.26 In addition, and to grant a close coordination among the different Contributory Bodies of GREPECAS, the meeting agreed on the following Draft Decision:

DRAFT

DECISION ACG/7/04

COORDINATION MECHANISM OF THE CONTRIBUTORY BODIES

That the GREPECAS Secretary prepare and present a mechanism to improve coordination among the different GREPECAS Contributory Bodies to GREPECAS/15.

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) <u>The Board when efforts to eliminate deficiencies prove unsuccessful after exhausting all alternatives, propose the inclusion of an alternate facility/procedure in the ANP; or when the inclusion would not be possible, provide the State(s)/Territory(ies)/users with an analysis concerning risk associated with such deficiency</u>		

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.

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-effective~~ 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 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. <u>Use the results of the Universal Security Audit Programme as important tool.</u>	A	AVSEC/COMM/1	Continuous Permanent
AVSEC/1-1	Conduct periodic surveys to identify difficulties in shortcomings from States in the implementation of AVSEC/Facilitation Standards.	A	AVSEC/COMM/2	Continuous AVSEC/COMM/6
AVSEC/1-1.2	Establishment of Hold Baggage Screening (HBS) Task Force to examine new and emerging threats; new and emerging technology; to provide States with technical information guidance to States in order to implement Annex 17 Standard in conjunction with LACAC. <u>(GREPECAS Conclusion 14/10*)</u>	A	AVSEC/COMM/4	Continuous AVSEC/COMM/6
AVSEC/1-1.4	Finalize HBS Task Force report with recommendation	A	3 December 2005	15 June 2006 Completed
AVSEC/1-1.5	Review HBS report and validate HBS action plan by the Ad Hoc Group and make recommendations. <u>(GREPECAS Conclusion 14/7*)</u>	A	AVSEC/COMM/5	Approved by GREPECAS/14
AVSEC/1-1.6	Conduct a survey of the States in the CAR/SAM Regions to validate five conclusions regarding the implementation of Annex 17 standards.	A	AVSEC/COMM/5	Completed by 1 September 2006
AVSEC/1-2	Establish Cargo Security Programme Model.	A	AVSEC/COMM/5	AVSEC/COMM/6

SEVENTH MEETING OF THE ADMINISTRATION COORDINATION GROUP
Appendix C to Report on Agenda Item 1

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TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AVSEC/ 1-2.1	Establish Cargo Security Task Force to develop a Cargo Security Programme Model.	A	AVSEC/COMM/5	<u>Continuous/ AVSEC/COMM/ 6</u>
AVSEC/ 2	Monitor existing and develop new regional AVSEC training programmes	A	AVSEC/COMM/2	<u>Continuous Permanent</u>
AVSEC/ 2-1	Establish a Training Task Force to coordinate AVSEC training activities and information	A	AVSEC/COMM/4	<u>Continuous/ AVSEC/COMM/ 6</u>
AVSEC/ 2-1.1	To maintain database of qualified AVSEC Instructors available to States/Territories in the CAR/SAM Regions for use in regional training events <u>(GREPECAS Conclusion 14/8)</u>	B	AVSEC/COMM/4	<u>Continuous Permanent</u>
AVSEC/ 2-1.2	Establish Passenger/Cabin Baggage Screening guidance to provide States with current information on screening techniques and advance technology to meet new and emerging threats to civil aviation.	A	AVSEC/COMM/5	AVSEC/COMM/ 6
AVSEC/ 2-1.3	Establish Passenger/Cabin Baggage Screening Task Force to coordinate a Passenger Screening Seminar/Meeting and provide States with guidance material.	A	AVSEC/COMM/5	AVSEC/COMM/ 6
AVSEC/ 2-1.4	That the Passenger/Cabin Baggage Screening Task Force establish a Passenger/Cabin Baggage Seminar/Meeting from 13-17 November 2006 in coordination with the ICAO NACC Office. <u>(GREPECAS Conclusion 14/13*)</u>	A	AVSEC/COMM/5	<u>13-17 November 2006 Completed by 28-30 January 2008</u>
AVSEC/ 6	Review all proposals for Amendments to Annexes 9 and 17.	A	AVSEC/COMM/3	<u>Continuous Completed by Oct. 2006</u>
AVSEC/ 8	Coordinate with the LACAC Group of AVSEC Experts on all AVSEC activities and initiatives in the CAR/SAM Regions.	B	AVSEC/COMM/3	<u>Continuous Permanent</u>
AVSEC/ 9	Establish a Facilitation Task Force to work with the Annex 9 provisions.	B	AVSEC/COMM/5	<u>Continuous Permanent</u>
<u>AVSEC/ 10</u>	<u>ICAO Machine Readable Travel Documents (MRTD) Training Initiative. (GREPECAS Conclusion 14/9)</u>	<u>B</u>	<u>AVSEC/COMM/5</u>	<u>December 2009</u>
<u>AVSEC/ 11</u>	<u>Identification of common criteria in Quality Control Programmes. (GREPECAS Conclusion 14/11)</u>	<u>A</u>	<u>AVSEC/COMM/5</u>	<u>December 2008</u>
<u>AVSEC/ 12</u>	<u>Cargo Security Programme Workshop. (GREPECAS Conclusion 14/12)</u>	<u>A</u>	<u>AVSEC/COMM/5</u>	<u>December 2009</u>
<u>AVSEC/ 13</u>	<u>AVSEC Point of Contact (PoC) Network. (GREPECAS Conclusion 14/14*)</u>	<u>A</u>	<u>AVSEC/COMM/5</u>	<u>AVSEC/COMM/ 6</u>

* Draft Conclusion pre-approved by GREPECAS members.

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

5. **Chairperson**

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

**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	Planning 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	8 th Meeting
AGA/AOP/3	Review and follow-up the implementation of corrective actions for AGA deficiencies that have direct impact on the ANP 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	8 th Meeting
AGA/AOP/6	Review demand/capacity problems at airports and develop options for alleviating airport congestion.	B	1 st Meeting	Goes to ATM/CNS Decision ACG 6/01

SEVENTH MEETING OF THE ADMINISTRATION COORDINATION GROUP

D-2

Appendix D to Report on Agenda Item 1

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	7 th Meeting
AGA/AOP/9	Follow-up of 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	8 th Meeting
AGA/AOP/10	Follow-up of the maintenance at ANP aerodromes (runways), of the action plans and of the resolution of these deficiencies	A	4 th Meeting	8 th Meeting

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.

**WORK PROGRAMME OF THE AERONAUTICAL METEOROLOGY SUBGROUP
(AERMETSG)**

1. Terms of reference

- a) Monitor the implementation of MET facilities and services; of the world area forecast system; of the international airways volcano watch; of the tropical cyclone alert system; and the issuance and dissemination of OPMET data. Identify any deficiency and develop proposals to improve their implementation;
- b) 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;
- c) 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;
- d) 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
	MET Facilities and Services			
1	Carry out a survey on MET facilities and services and present the results in terms of percentage of implementation of facilities and services at the AERMETSG/9.	A	JUL 2007	DEC 2007
	WAFS Implementation			
2	Monitor WAFS implementation, in particular States readiness to convert significant weather forecasts (SYGWX) received, into SIGWX in BUFR code and present the results in percentage terms to the AERMETSG/9.	A	FEB 2001	DEC 2007
3	Carry out a survey on ISCS efficacy in order to send it to the focal points and analyze the results to be presented at the AERMETSG/9.	A	FEB 2007	MAY 2007
	IAVW Implementation			
4	Monitor IAVW implementation, in particular the status of the designation of volcano observatories and present the results in terms of percentage of IAVW implementation and of the designation of volcano observatories at the AERMETSG/9.	A	FEB 2001	DEC 2007
5	Carry out annual SIGMET WV tests, analyze their results and present them at the following AERMETSG Meeting.	B	NOV 2006	Continuous

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E-2

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TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
6	Develop, in coordination with the Secretariat, the draft Guidance Material for the development of airport emergency plans in case of volcanic eruptions in the CAR/SAM Regions.	B	JUL 2005	MAR 2008
7	Monitor the implementation of the tropical cyclones alert system, in particular the introduction of every 6 hours forecasts.	A	JAN 2007	DEC 2007
	OPMET exchange			
8	Monitor the issuance and dissemination of OPMET data, in particular of ISGMET according with CAR/SAM FASID Tables MET 1A and 2B and "global" requirements.	B	MAR 2007	Continuous
9	Monitor OPMET information exchange (METAR/SPECI, TAF and SIGMET in BUFR code).	TBD	TBD	TBD
10	Develop in coordination with the Secretariat the OPMET Guide	B	JUL 2005	MAR 2008
11	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	JAN 2007	DEC 2008
12	Coordinate the OPMET exchange control, analyze the results and present them in the next AERMETSG Meeting.	A	JUL 2006	Continuous
	MET Requirements in the CNS/ATM concept			
13	Based on the edition in preparation of Doc 9750 - <i>Global Air Navigation Plan for CNS/ATM</i> , develop MET chapter of the <i>CAR/SAM Regional Plan for the implementation of CNS/ATM systems</i> , Document I.	B	JUN 2006	DEC 2007
14	Monitor the research and development of MET concept in CNS/ATM field and facilitate the transference of this information and experience among CAR/SAM States.	B	JUL 2005	DEC 2007
15	Identify activities for the implementation of new meteorological services related both to training and application of the new CNS/ATM systems. Provide guidelines.	A	JUL 2005	DEC 2007
16	Carry out a study to determine the need for VOLMET services in the CAR/SAM Regions.	B	JUL 2005	DEC 2007
	MET Training			
17	Propose short, medium and long-term measures to satisfy the requirements for MET personnel in the States of the CAR/SAM Regions.	B	JAN 2005	DEC 2007
	MET Deficiencies			
18	Update the list of MET deficiencies.	A	JUL 2005	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, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, France, Panama, Paraguay, Peru, Spain, United States, Uruguay, Venezuela, COCESNA, IATA, IFALPA and WMO.

5. **Chairmanship**

Chairman: ~~Sr. Gustavo Flores (Argentina)~~ Will be elected in the AERMETSG/9

Vice-Chairman: Will be elected in the AERMETSG/9.

**TERMS OF REFERENCE AND WORK PROGRAMME OF THE
AERONAUTICAL INFORMATION MANAGEMENT SUBGROUP (AIM/SG)**

1. **Terms of Reference**

Foster and ensure the evolution of CAR/SAM Aeronautical Information Services from a manual operational environment to an environment where digital aeronautical information of high quality and integrity is processed and exchanged electronically to support the implementation of CNS/ATM systems, GNSS, operational ATM, and a state-of-the-art FMS.

1.1 Aeronautical Information Management (AIM) apply in a global and interoperable basis the provision of aeronautical information and data covering the needs of the present and future ATM system and for all phases of flight for use by pilots, air traffic controllers and other data users.

2. **Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM/1	Develop strategies and policies to establish the basic requirements and planning criteria for the evolution of AIS services within an effective Aeronautical Information Management (AIM) environment, in keeping with the components of the Global <u>Interoperational</u> Concept.	A	2007	2010
AIM/2	Coordinate the application of quality systems in AIM services, in keeping with the relevant ISO standards; propose action plans for the implementation by CAR/SAM States of these types of systems; and assess the problems facing AIM services for the implementation of the cited systems.	A	2007	2008
AIM/3	Define the requirements to ensure due process when evaluating personnel within the framework of effective aeronautical information management, together with the consistent application of CAR/SAM AIM training programmes, also taking into account the need for basic criteria to ensure the development of an English language training programme related to effective aeronautical information management.	B	2007	2010

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TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM/4	Coordinate the development of basic operational requirements and the required strategies for adoption of aeronautical information conceptual and exchange models (AICM/AIXM) in the CAR/SAM Regions, in order to facilitate the electronic exchange of digital aeronautical information/data between operational systems and their mutual inter-functionalities, both within the CAR/SAM Regions, as well as between these and other ICAO Regions.	B	2008	2010
AIM/5	<i>Implement practical guides to assist the States in the provision of electronic terrain and obstacle data (Doc 9881) for the electronic representation of aeronautical charts, as well as in the drafting of electronic aerodrome obstacle charts, as required.</i>	A	2007	2008
AIM/6	Conduct the required relevant studies for the use of geographical information systems (GIS) in AIM; also, prepare technical guides for the production by CAR/SAM States of VFR aeronautical charts (scales between 1:500,000 and 1:1,000,000) in digital format.	A	2007	2010
AIM/7	Periodically update the CAR/SAM Regional Navigation Plan (Part VIII, AIS) in order to ensure its effective evolution with respect to the Global CNS/ATM Plan and in keeping with the SARPS contained in ICAO Annexes 4 and 15.	B	2007	
AIM/8	Promote and follow-up on the effective implementation of AIM requirements in keeping with established procedures in order to take corresponding corrective action to resolve deficiencies affecting air operations.	A	2007	2008
AIM/9	Coordinate, on an ongoing basis, with all GREPECAS contributory bodies, in order to ensure proper integration of all areas contributing to CNS/ATM implementation. <u>Developing methods for restricting access, merging and de-identification of source, etc. In regard of a networked aeronautical information management system with the scope envisage for AIM it is recognized that some data it contains will be sensitive, as consequence it is necessary to take into account to protect information /data from unauthorized use.</u>	<u>BA</u>	<u>2007</u> <u>2008</u>	<u>2010</u>

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: Mrs. Noemí Carta (Cuba)
Vice-Chairman: Mr. Rafael Torres (Venezuela).

**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	
ATM/CNS/5	Supervise the work programme of the Automation Task Force	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 OF THE ATM COMMITTEE

1. Terms of reference

- a) To assist and guide CAR and SAM States/Territories/International Organisations in the implementation of ATS safety management programmes.
- b) To identify, assess and address specific corrective actions to solve deficiencies in the ATM and SAR fields.
- c) To study, analyse and propose measures that allow the improvement in the areas of Airspace Organisation and Management (AOM), Air Traffic Services (ATS), Air Traffic Flow Management (ATFM), and Search and Rescue (SAR) in the CAR/SAM Regions, with a view to comply with ICAO strategic objectives, based on Global Plan Initiatives (GPI).
- d) To promote and follow-up the implementation of the ATM and SAR requirements and keep updated the CAR/SAM Air Navigation Plan in accordance with the Global ATM operational concept (Doc 9854) and the Global Air Navigation Plan (Doc 9750);
- e) To analyse guidance material and carry out permanent coordination with various GREPECAS Contributory Bodies in order to ensure implementation of collaborative tasks contributing to improve the CAR/SAM ANP.

2. Work programme

Number	Task description	Priority	Date	
			Start	End
ATM-1 – Facilitate guidance material for the implementation of ATS Safety Management Programmes				
ATM-1.1	Analyse and evaluate 300 ft or more large-height deviations (LHD)	A	Permanent	N/A
ATM-2 – Facilitate improvements for the provision of Air Traffic Services				
ATM-2.1	Identify activities for the implementation of new meteorological services related to both training and the implementation of the ATM system. Note: Joint MET/ATM Task Force (AERMETSG Decision 6/24)	B	2005	2009
ATM-3 – Facilitate implementation of Performance-based navigation (PBN) - GPI 5, 7, 8, 10, 11, 12, 20, 21				
ATM-3.1	Prepare a performance objective for RNAV and RNP implementation, taking into account the	A	Short term	
			2006	2010

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Number	Task description	Priority	Date	
			Start	End
	ICAO performance-based navigation (PBN).		Medium term	
			2011	2015
ATM-3.2	Develop a PBN road map for route, TMA and approach	A	2005	2007
ATM-3.3	Optimize the ATS route structure in both terminal and en-route airspace	A	2006	2015
ATM-3.4	Implement RNP approaches at aerodromes where aircraft weighting 5700 kg or more are operated	A	2008	2015
ATM-3.5	Harmonize PBN implementation among CAR and SAM Regions.	A	2005	2015
ATM-4 – Facilitate implementation of Flexible use of airspace - GPI 1				
ATM-4.1	Prepare a performance objective for the implementation of the flexible use of airspace (FUA), based on the Global Air Navigation Plan guidelines.	B	2007	2015
ATM-4.2	Enhance civil/military coordination and co-operation	B	2008	2012
ATM-4.3	Carry out regional analysis of the especial use of airspace llevar a cabo una revisión regional del espacio aéreo de uso especial			
ATM-4.4	assess use of airspace management processes;	B	2008	2015
ATM-4.5	Improve current national airspace management to adjust dynamic changes in tactical stage to traffic flows	B	2008	2015
ATM-4.6	Improve ground support systems and associated procedures for the extension of FUA with dynamic airspace management processes	B	2008	2015
ATM-4.7	implement dynamic ATC sectorization in order to provide demand and capacity balancing measures to respond in real-time to changing situations in traffic flows	B	2008	2015
ATM-5 – Facilitate implementation of Air traffic flow management (ATFM) System - GPI 1, 6, 7, 9, 13, 14, 16				
ATM-5.1	Prepare a performance objective for the implementation of CAR and SAM harmonized inter-regional air traffic flow management (ATFM), based on the Global Air Navigation Plan guidelines.	A	2006	2007
ATM-5.2	Develop ATFM operational concept	A	2005	2006
ATM-5.3	Improve ATS tactical demand and capacity balancing measures	A	2005	2015

Number	Task description	Priority	Date	
			Start	End
ATM-5.4	Improve on a gradual basis aerodrome capacity, ATS capacity, training for pilots and Controllers, ATS letters of agreement	A	2005	2015
ATM-5.5	Develop a regional ATFM procedural manual to manage demand and capacity balancing	A	2008	2012
ATM-5.6	Establish demand and capacity forecasting methods	A	2008	2012
ATM-5.7	Develop regional procedures for efficient and optimum use of runway capacity	A	2008	2012
ATM-5.8	Define common elements of situational awareness between flight management units	A	2008	2015
ATM-5.9	Develop a regional strategy and framework for the implementation of Centralized ATFM units	B	2005	2015
ATM-5.10	Define common electronic information and databases required and alerting systems for interoperable situational awareness between Centralized ATFM units	B	2010	2015
ATM-5.11	Develop operational agreements between Centralized ATFM units for interregional demand/capacity balancing	B	2010	2015

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Number	Task description	Priority	Date	
			Start	End
ATM-6 – Facilitate improvements for the ATM Situational Awareness - GPI 1, 6, 7, 9, 13, 14, 16, 17, 18, 19				
ATM-6.1	Develop a performance objective for the implementation/interfacing of ATM automated systems, based on Global Air Navigation Plan guidelines	A Together with CNSC	2006	2015
ATM-6.2	identify the automation level required according to the ATM service provided in airspace and international aerodromes	A	2006	2010
ATM-6.3	improve ATS interfacility communication	A	2006	2010
ATM-6.4	Improve flight plan data processing system and electronic transmission tools	A	2006	2010
ATM-6.5	implement radar data sharing programs where benefits can be obtained	A	2007	2012
ATM-6.6	implement ATS automated message exchanges, in accordance with CAR/SAM AIDC	A	2007	2012
ATM-6.7	implement ground and air electronic warnings	B	2007	2012
ATM-6.8	implement automated radar handovers	B	2007	2012
ATM-6.9	implement data link surveillance technologies and applications (ADS, CPDLC, AIDC)	B	2007	2012
ATM-6.10	Implement teleconferences between ATM stakeholders	B	2007	2015
ATM-6.11	Implement additional/advanced automation support tools to increase sharing of aeronautical information	B	2008	2015
ATM-7 – Facilitate improvements to the Search and rescue (SAR) system				
ATM-7.1	Develop a quality assurance programme for search and rescue services (SAR), according to the IAM/SAR manual, for the CAR/SAM Regions.	B	August 2003	ATMC/7

3.
 - 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, 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	Guide the development for interconnection/integration of digital COM networks	A	31/05/02	24/12/10
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 a VDL implementation plan and its application	B	02/05/05	08/07/08
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	07/04/03	28/07/08
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	10/07/09

SEVENTH MEETING OF THE ADMINISTRATION COORDINATION GROUP

I-2

Appendix I to Report on Agenda Item 1

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
CNS/2-1.3.4	Develop plans for the evolutionary implementation of the ground infrastructure of ATN and the development of ground-ground applications such as AIDC and AMHS.	A	08/07/03	10/07/09
CNS/2-1.3.5	Develop an ATN initial operation and managerial use of:	A	08/07/03	28/12/10
	a) ground-ground applications; and	A	08/07/03	28/07/08
	b) air-ground applications.	B	02/02/04	28/12/10
CNS/2-1.3.6	Review proposals for data communications infrastructure to support ATFM implementation	B	06/03/06	13/07/09
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	30/06/09
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	16/07/10
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	11/06/10
CNS/3-2.2.1	Update the regional <u>guidelines and strategies</u> for the deployment and implementation of the GNSS augmentation systems.	A	10/11/03	30/06/08
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	06/02/03	04/07/08
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	30/12/08
CNS/3-3.1	Amendment of Regional Guidelines for the transition to the GNSS and the “Regional Strategy for the introduction and application of non visual aids to approach, landing, and departure”	A	02/02/04	31/08/06
CNS/3-3.2	Review /update guidelines /strategies on the migration towards GNSS	A	09/01/06	30/12/08
CNS/3-3.4	Review, fine tune and complete the regional navigation plan suggesting the relevant amendments to FASID Table CNS 3.	B	02/10/05	31/12/10
CNS/3-3.5	Prepare a Regional Plan for the deactivation of NDB		02/10/06	30/05/08
CNS/4	Surveillance Development			
CNS/4-3.2	Studies and recommendations of actions for the SSR in Mode S, ADS-C, ADS-B and other surveillance systems, sub regional/regional implementation	B	09/03/04	04/07/08

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
CNS/4-3.3	Development of a regional plan for ADS-C & ADS-B implementation	B	07/07/08	10/07/09
CNS/4-5	Update and follow up of the regional plan on surveillance systems. Update FASID Table CNS 4A.	B	06/09/06	07/09/10

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.

INSTITUTIONAL ASPECTS TASK FORCE

1. Terms of Reference

- a) Based on the new ATM operational concept approved by the Eleventh Air Navigation Conference as the global framework for the implementation of ATM systems, study the actions taken by the ICAO Council, and by some States, regarding the institutional aspects for the implementation of the aforementioned systems in the CAR/SAM Regions.
- b) Taking into account the performance objectives for the ATM improvements identified in the CAR/SAM Regions in keeping with the Global Plan, suggest measures to assist the States that so require, in the conduction of cost/benefit analyses and economic, financial, legal and administrative studies concerning technical and operational projects for the implementation of CNS/ATM systems.
- c) Analyze, as necessary, 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	Taking into account the new ATM operational concept, as well as the performance objectives for the ATM improvements identified in the CAR/SAM Regions in keeping with the Global plan, develop proposals for the CAR/SAM Regions, based on the global action taken by the ICAO Council and by some States on institutional aspects.	B	As of new edition of CNS/ATM Global Plan	
TF-IA/2	Taking into account the performance objectives for the ATM improvements identified in the CAR/SAM Regions and the Global Plan, develop guidance material to assist CAR/SAM States in the conduction of cost/benefit analyses for the institutional arrangements of the multinational facilities identified.	A		2007

SEVENTH MEETING OF THE ADMINISTRATION COORDINATION GROUP

J-2

Appendix J to Report on Agenda Item 1

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
TF-IA/3	Develop proposals for the coordination of financial, administrative and other relevant arrangements for the implementation of multinational ATM systems.	A	Follow up on the application of the Constituent Agreement for the implementation of an OMR	
TF-IA/4	Determine the elements that require legal arrangements on the institutional aspects identified in the previous item, and provide guidelines to facilitate their implementation.	A		2008
TF-IA/5	Based on the available material, develop a strategy for the implementation of multinational facilities.	A	2006	2008
TF-IA/6	Study the most appropriate way of reflecting multinational facilities in the FASID in order to facilitate the identification, description and processing of future amendments.	B		2008

3. Composition

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

4. Rapporteur

Mr. Eduardo Rodino (Argentina)

TERMS OF REFERENCE OF GREPECAS

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.

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.

3. Composition

Antigua and Barbuda (*representing Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and Grenadines*), Argentina, Barbados, Bolivia, 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.

4. Chairman – Normando Araujo de Medeiros (Brazil)
Vice-Chairman – Oscar Derby (Jamaica)
Second Vice-Chairman – Jacques Borsiquot (Haiti)

Agenda Item 4: Review of the 2008-2009 meeting programme and contributions from States for their holding

4.1 As a result of the limited budget provided for GREPECAS in the last years, the assumption that the budget for 2008 and 2009 will not increase, and based on the results of the analysis of the work programme presented by each Secretary of the GREPECAS Contributory Bodies, the ACG determined the GREPECAS Meeting Schedule for 2008 and 2009.

4.2 **Appendix A** presents the Meeting Schedule for 2008, as approved by GREPECAS/14, and **Appendix B** indicates the GREPECAS Meeting Programme for 2009, taking into account the imposed budgetary constraints and the support offered by GREPECAS meeting host States.

4.3 In view of the above, the Meeting adopted the following Draft Decision:

DRAFT
DECISION ACG/7/07 GREPECAS MECHANISM MEETING SCHEDULE FOR 2009

The ACG agrees with the meeting schedule for 2009, as shown in **Appendix B** to this part of the Report.

Appendix A to Report on Agenda Item 4

GREPECAS ACTIVITIES DURING 2008																																					
DAY	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
JANUARY					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
FEBRUARY					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				
MARCH					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					ACG/7 ASB/8 (LIM)																																
APRIL				31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
					IA/TF/4 (COL)																																
MAY					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
JUNE					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
					AGA/AOP/SG/6 (CRI)																																
					AERMETSG/9 (LIM)																																
					AIM/SG/11 (COL)												AVSEC/COMM/6																				
JULY					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					ATM/CNS/6 (REP DOM)																																
AUGUST					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
SEPTEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
OCTOBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					GREPECAS/15 (BRA)																																
NOVEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
DECEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
DAY	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M

Appendix B to Report on Agenda 4

GREPECAS ACTIVITIES DURING 2009

GREPECAS ACTIVITIES DURING 2009																																				
DAY	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T								
JANUARY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
FEBRUARY					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
MARCH					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
APRIL		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
MAY			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31		
JUNE					1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
JULY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
AUGUST				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26	28	29	30	31		
SEPTEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
OCTOBER		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
NOVEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
DECEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
DAY	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T					

Agenda Item 5: GREPECAS/15 Meeting Agenda

5.1 The Meeting reviewed and approved the Draft Agenda and Explanatory Notes for the GREPECAS/15 Meeting, as well as the Proposed Target Dates Tables, which are presented in **Appendix A** and **B**, respectively, to this part of the Report.



International Civil Aviation Organization

CAR/SAM Regional Planning Implementation Group (GREPECAS)

Fifteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/15)

(Rio de Janeiro, Brazil, 13 –17 October 2008)

GREPECAS/15-WP/01

18/02/08

PROVISIONAL AGENDA

(Presented by the Secretariat)

STRATEGIC OBJECTIVE(s)	AGENDA ITEM #	SUBJECT
A, B, C, D and E	1	Follow-up on the outcome of GREPECAS/14 Meeting 1.1 Review of the ANC/UIC actions on the GREPECAS/14 Report 1.2 Review of the status of implementation of GREPECAS/14 Conclusions and Decisions 1.3 Review of the status of implementation of GREPECAS outstanding Conclusions
A, C, D and E	2	Global and interregional activities 2.1 Interregional and intra-regional CNS/ATM activities and coordination 2.2 Implementation of the SMS Systems in the CAR/SAM States
A, C, D and E	3	Regional air navigation planning and implementation issues 3.1 Report of the Fourth Meeting of the Task Force on Institutional Aspects 3.2 Report of the AVSEC/COMM/6 Meeting 3.3 Report of the AERMET/SG/9 Meeting 3.4 Report of the AGA/AOP/SG/6 Meeting 3.5 Report of the AIM/SG/11 Meeting 3.6 Report of the ATM/CNS/SG/6 Meeting
A and D	4	Regional air navigation deficiencies/problems 4.1 Report of the ASB/8 Meeting 4.2 Specific air navigation planning and implementation deficiencies/problems in the CAR/SAM Regions
D	5	Management of the GREPECAS Mechanism 5.1 Report of the ACG/7 Meeting 5.2 Review of GREPECAS and its Contributory Bodies Terms of Reference and Work Programmes
—	6	Any other business

EXPLANATORY NOTES ON THE AGENDA OF THE GREPECAS/14 MEETING

Item 1 Review of the ANC/Council actions on the GREPECAS/14 Report

Under this Agenda Item, the Group will be informed of the actions taken by the ANC and the ICAO Council on the GREPECAS/14 Meeting Report and may take note and/or propose further measures.

MANAGEMENT OF THE CAR/SAM AIR NAVIGATION SYSTEM

Item 2 Review of other meeting Activities

2.1 Interregional and intra-regional CNS/ATM activities and coordination

2.2 Implementation of the SMS Systems in the CAR/SAM States

The Group will be informed of interregional and intraregional CNS/ATM activities and coordination, taking into consideration the global plan and CNS/ATM action plan. The implementation of the SMS Systems in the CAR/SAM States will be discussed.

Item 3 Review of Reports of GREPECAS Contributory Bodies

3.1 Report of the Fourth Meeting of the Task Force on Institutional Aspects

3.2 Report of the AVSEC/COMM/6 Meeting

3.3 Report of the AERMET/SG/9 Meeting

3.4 Report of the AGA/AOP/SG/6 Meeting

3.5 Report of the AIM/SG/11 Meeting

3.6 Report of the ATM/CNS/SG/6 Meeting

This Agenda Item will enable the Group to review the results from the above-mentioned Meetings, review their report and examine the Terms of Reference and Work Programme of these Contributory Bodies. Based on this, the Group shall propose action as the case may be.

Review of the Task Force on Institutional Aspects Meeting

The Fourth Task Force on Institutional Aspects Meeting Report will be presented for the Meeting's consideration and approval.

Review of the AVSEC/COMM/6 Meeting

The AVSEC/COMM/6 Meeting Report will be presented for the Meeting's consideration and approval.

Review of the AERMET/SG/9 Meeting

The AERMET/SG/9 Report will be presented for the Meeting's consideration and approval.

Review of the AGA/AOP/SG/6 Meeting

The AGA/AOP/SG/6 Report will be presented for the Meeting's consideration and approval.

Review of the AIM/SG/11 Meeting

The AIM/SG/11 Report will be presented for the Meeting's consideration and approval.

Review of the ATM/CNS/SG/6 Meeting

The ATM/CNS/SG/6 Report will be presented for the Meeting's consideration and approval.

**AIR NAVIGATION PLANNING AND IMPLEMENTATION
DEFICIENCIES/PROBLEMS IN THE CAR/SAM REGIONS**

Item 4 Air navigation planning and implementation deficiencies/problems in the CAR/SAM Regions

4.1 Report of the ASB/8 Meeting

4.2 Specific air navigation planning and implementation deficiencies/problems in the CAR/SAM Regions

Under this Agenda Item, the Group will examine the Report of the Eight Meeting of the GREPECAS Aviation Safety Board, and will be informed on the specific air navigation planning and implementation deficiencies in the CAR/SAM Regions, in order to seek potential solutions. The Meeting will review the progress of the GREPECAS Air Navigation Deficiencies Database (GANDD). In addition, the Meeting will identify, assess and report AN deficiencies in the CAR/SAM Regions and may wish to take action as required. Additionally, other air navigation problems may also be considered under this agenda item.

GREPECAS MANAGEMENT

Item 5 Management of GREPECAS Mechanism

5.1 Report of the ACG/7

5.2 Review of GREPECAS and its Contributory Bodies Terms of Reference and Work Programmes

Under this Agenda Item, the Group will examine the Report of the Seventh Meeting of the GREPECAS Administration Coordination Group including plan of future meetings and the GREPECAS and its Contributory Bodies Terms of Reference and Work Programmes.

Item 6 Review of GREPECAS outstanding Conclusions

Under this Agenda Item, the Group may wish to review the outstanding GREPECAS Conclusions and take the necessary action in this regard.

Item 7 Other Business

Under this Agenda Item, the Group will consider any other matters that could not be handled under the preceding agenda items.

GREPECAS/15 PROPOSED TARGET DATES

- AI - Agenda Item
- TD1 - Master of the documents ready to be sent to the counterparts ROs and HQ, for comments.
- TD2 - Return of the master with comments to the RO responsible for the final version of the working paper and ready for translation.
- TD3 - Documentation to be sent for translation
- TD4 - Documentation published in the ICAO GREPECAS Website

	TD1 P	TD1 R	TD2 P	TD2 R	TD3 P	TD3 R	TD4 P	TD4 R	WP NUMBERS
AI-1	25/07		11/08		18/08		28/08		WP/02
AI-2.1	03/07		17/07		24/07		28/08		WP/03
AI-2.2	11/07		25/07		05/08		04/09		WP/04
AI-3.1	18/07		01/08		08/08		28/08		WP/05
AI-3.2	20/07		03/08		11/08		04/09		WP/06
AI-3.3	16/07		30/07		06/08		26/08		WP/07
AI-3.4	21/07		04/08		11/08		29/08		WP/08
AI-3.5	11/08		18/09		23/09		01/10		WP/09
AI-3.6	25/07		08/08		15/08		08/09		WP/10, WP/11, WP/12
AI-4.1 (*)	14/07		26/07		05/08		04/09		WP/13
AI-4.2	14/07		26/07		05/08		04/09		WP/14
AI-5.1	25/07		08/08		15/08		26/08		WP/15
AI-5.2	05/09		19/09		24/09		02/10		WP/16
AI-6	30/07		12/08		19/08		08/08		WP/17
AI-7	15/07		29/07		06/08		29/08		WP/18

(* 1) This working paper will not be published in the GREPECAS website.

NOTE: All regional officers assigned to work on GREPECAS working papers are requested to diligently comply the estimated target dates, in order to avoid translation overload and publish them timely in the Website.

Agenda Item 6: Other Business

6.1 No matters for discussion were considered under this agenda item.