



International Civil Aviation Organization

CAR/SAM Regional Planning Implementation Group (GREPECAS)

**Sixth Meeting of the GREPECAS Aerodromes and Ground Aids / Aerodrome Operational Planning Subgroup (AGA/AOP/SG/6)**

San José, Costa Rica, 23 to 27 June 2008

AGA/AOP/SG/5-WP/21

21/04/08

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**Agenda Item 7: Administrative Matters**

**7.1 AGA/AOP/SG Terms of Reference, Work Programme and Composition**

**AGA/AOP/SG TERMS OF REFERENCE, WORK PROGRAMME AND COMPOSITION**

(Presented by the Secretariat)

**SUMMARY**

This working paper presents, for review and revision of the Meeting, the current version of the Terms of Reference, Work Programme and Composition of the Aerodromes and Ground Aids/Aerodrome Operational Planning Subgroup (AGA/AOP/SG).

**References:**

- Final Report of the Fifth Meeting of the GREPECAS Aerodromes and Ground Aids /Aerodrome Operational Planning Subgroup (AGA/AOP/SG/5), Montevideo, Uruguay, 20-24 November 2006;
- Final Report of the Fourteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/14), San Jose, Costa Rica, 16-20 April 2007; and
- Final Report of the Seventh GREPECAS Administration Coordination Group Meeting (ACG/7), Lima, Peru, 3-4 March 2008.

**1. Introduction**

1.1 The Terms of Reference and Work Programme as well as the Task Force activities of the AGA/AOP/SG should be frequently updated in order to contribute to its enhancement and efficiency.

1.2 These subjects were considered in the AGA/AOP/SG/5 Meeting, held in Montevideo, Uruguay, from 20 to 24 November 2006. However, it is necessary that these aspects be carefully analyzed and reviewed in this Meeting, to allow the AGA/AOP Subgroup to produce the expected results for the CAR/SAM Regions, mainly in those issues related to airport/aircraft safety.

**2. Discussion**

2.1 The following aspects concerned to the Terms of Reference and Work Programme, as well as the Task Force activities, should be frequently reviewed and updated:

- a) Content and priority of the tasks;
- b) Bodies responsible to take actions;
- c) Dates of beginning and end of each task;
- d) Inclusion, in the Work Programme, of urgent themes that might have impact on the airports/aircraft safety;
- e) Elimination of Task Forces; and
- f) Possible needs to create new Task Forces to face specific and urgent issues; etc.

2.2 The updated version of the Terms of Reference and Work Programme, Subgroup Composition, Description of the Task Forces, as well as the Work Schedule of the Aerodromes and Ground Aids/Aerodromes Operational Planning Subgroup (AGA/AOP/SG) are presented in **Appendices A, B, C and D** to this working paper, respectively.

2.3 The Work Schedule was presented to the ACG/7 Meeting, which was held in Lima, Peru, from 3 to 4 March 2007, which approved the current version of this document and the Terms of Reference as well as the Work Programme, Subgroup Composition, and the Task Force Description.

### 3. **Suggested action**

3.1 The Meeting is invited to take note and to examine this working paper with emphasis in its **Appendices A, B, C and D**.

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**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
<b>AGA/AOP/2</b>	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 <sup>st</sup> Meeting	8 <sup>th</sup> Meeting
<b>AGA/AOP/3</b>	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"> <li>▪ Objects and depressions in runway strips, principally in the graded areas</li> <li>▪ Runway and taxiway separations</li> <li>▪ Runway and taxiway slopes</li> <li>▪ Obstacles</li> <li>▪ Secondary power supply</li> <li>▪ Visual aids</li> <li>▪ Fencing and perimeter roads</li> <li>▪ Rescue and fire-fighting services</li> <li>▪ Aerodrome emergency plans</li> <li>▪ Runway surface conditions</li> <li>▪ Runway strips and runway end safety areas</li> </ul> Refer urgent (U) priority deficiencies, with proposed corrective actions, to the Aviation Safety Board.	A	1 <sup>st</sup> Meeting	8 <sup>th</sup> Meeting

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AGA/AOP/6	Review demand/capacity problems at airports and develop options for alleviating airport congestion.	B	1 <sup>st</sup> Meeting	Goes to ATM/CNS Decision ACG 6/01
AGA/AOP/7	Review runway incursion incidents at airports and develop guidance to reduce their occurrence in coordination with ATM and OPS.	A	1 <sup>st</sup> Meeting	6 <sup>th</sup> 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 <sup>th</sup> Meeting	7 <sup>th</sup> 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 <sup>th</sup> Meeting	8 <sup>th</sup> 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 <sup>th</sup> Meeting	8 <sup>th</sup> 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.

**APPENDIX B****AERODROME AND GROUND AIDS/AERODROME OPERATIONAL  
PLANNING SUBGROUP (AGA/AOP/SG)****COMPOSITION**

Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras, Mexico, Paraguay, Peru, Trinidad and Tobago, United States, Uruguay, Venezuela, ACI, ALACPA, CARSAMPAF, IATA, IFALPA and IFATCA.

<b>Member State/Organisation</b>	<b>Representative</b>
Argentina	José Alberto Palermo
Barbados	To be defined
Bolivia	To be defined
Brazil	Paulo Jorge de Medeiros Viera
Chile	Sergio Gallo Rosales
Colombia	Aldemar Pinzón
Costa Rica	Luis Gustavo González Trigo
Cuba	Norberto Cabrera Alonso
Dominican Republic	To be defined
Ecuador	To be defined
Guatemala	To be indicated
Haiti	Jacques Boursiquot
Honduras	Geovany Saucedo
Mexico	Gilberto Vázquez Alanís
Paraguay	Francisco Méndez Maldonado
Peru	Luis Melgarejo
Trinidad and Tobago	Ronald Gittens
United States	George Legarreta
Uruguay	Jesús Iglesias or Arturo Forteza
Venezuela	To define or confirm
ACI	Juan Salas
ALACPA	William Fullerton
CARSAMPAF	Roberto Cardoza
IATA	Peter Cerda
IFALPA	Heriberto Salazar
IFATCA	Cedric Murrell

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**APPENDIX C**

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

**TASK FORCES**

**RUNWAY STRIPS AND RUNWAY END SAFETY AREAS (RESA)**

**Tasks:**

- a) Analyze case studies submitted by States of airports with land constraints to provide runway strips and RESAs and provide guidance; and
- b) Analyze annually the runway strip and RESA deficiencies and present the results to the AGA/AOP/SG Meetings.

**Programme:**

Task Force to report results at the AGA/AOP/SG/6 Meeting.

**Composition:**

United States ( <i>Rapporteur</i> )	George Legarreta
Argentina	Jose Alberto Palermo
Colombia	Aldemar Pinzon
Cuba	Norberto Cabrera Alonso
Venezuela	Edgar Garantón
IATA	Peter Cerda
IFALPA	Heriberto Salazar

## AIRPORT DEMAND/CAPACITY

### Task:

Analyze case studies presented by States of airports with congestion problems and provide guidance for demand management and capacity enhancement to alleviate congestion.

### Programme:

Task Force to report results at the AGA/AOP/SG/6 Meeting.

### Composition:

Chile (*Rapporteur*)

Bolivia

ACI

ALACPA

IATA

IFALPA

IFATCA

Sergio Gallo

~~Jaime Calderón~~ To be nominated

To be nominated

~~José Cuadrado~~ William Fullerton

Peter Cerda

Salvador Lizana

Alfonso Cruz

## **RUNWAY INCURSIONS PREVENTION**

### **Task:**

To undertake activities to support States in the prevention of runway incursions through the implementation of runway incursion prevention programmes at aerodromes.

### **Programme:**

- a) Convene a Task Force Meeting in conjunction with the planned CAR/SAM Runway Safety Seminar (September 2004);
- b) Monitor and review global, regional and national developments in relation to runway incursion prevention;
- c) Develop a standard format for and collect runway incursion incident reports from States;
- d) Develop a database of incident reports;
- e) Analyse data to establish causal and contributory factors;
- f) Identify measures for reducing runway incursions;
- g) Develop a regional action plan for the prevention of runway incursions;
- h) Develop regional guidance for States in the implementation of runway incursion programmes at aerodromes; and
- i) Initiate the holding of regional educational events on runway incursion prevention.

### **Composition:**

Colombia ( <i>Rapporteur</i> )	Aldemar Pinzón
Argentina	Juan Carlos González
Brazil	Afonso Heleno de Oliveira Gomes
Chile	Sergio Gallo
Haiti	Jacques Boursiquot
Mexico	Conrado Macias
Paraguay	Emilio Rodriguez
Uruguay	Roque Buroni
IATA	Peter Cerda
IFALPA	Salvador Lizana and Heriberto Salazar
IFATCA	Alfonso Cruz
ACI	<i>To be invited</i>

**EMERGENCY PLANS/EMERGENCY OPERATION CENTRES (EOC)****Tasks:**

- a) To carry out activities to support States in the implementation of emergency plans and emergency operation centres at international aerodromes in order to increase the safety of aerodromes/aircraft; and
- b) To develop, from ICAO Documentation, minimum standards to be reached on a regional level for the preparation, implementation, updating and maintenance of standards related to emergency plans and EOC in order to increase the aerodrome/airport safety.

**Programme:**

- a) Contribute in the preparation of a database on emergency plans and EOC for the NAM/CAR/SAM Regions and to have it on-line;
- b) Develop guidelines, based on ICAO documentation, for the preparation and implementation of emergency plans and EOC, striving for a minimum standardization to improve the safety of aerodromes/aircraft;
- c) Study training alternatives for States/Territories in the preparation and implementation of emergency plans and EOC; and
- d) Adjust this work programme as the Task Force makes progress on its work and as it becomes necessary.

**Composition:**

Argentina ( <i>Rapporteur</i> )	Juan Carlos González*
Bolivia	<del>Jaime Calderón</del> <i>To be nominated</i>
Chile	Roberto Cardoza
Colombia	Aldemar Pinzón
Honduras	Geovany Saucedo
United States	George Legarreta
IATA	Mauricio Morán

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\* **Note:** In replacement of Mr. Wainsworth Small of Jamaica.

## TASK FORCE ON AGA AERONAUTICAL STUDIES

### Tasks:

- a) Provide technical material to AGA/AOP members to identify, in accordance with Annex 14 and Doc 9774 (Aerodromes Certification) and ICAO Document 9137, Part 6, the subjects that might require aeronautical studies in the AGA field, mainly in terms of RESAS, runway strips, obstacles, etc.; and
- b) Provide the AGA/SOP/SG the necessary mechanisms to establish the required interphases between the different areas that must participate in the AGA aeronautical studies, mainly with views to SMS implementation.

### Programme:

- a) Indicate methodology and parameters necessary for the aeronautical studies in the AGA field;
- b) Indicate relationship of motives leading to the aeronautical study;
- c) Indicate steps for an aeronautical study;
- d) Provide an example of an aeronautical study on the AGA area; and
- e) Elaborate a guide on aeronautical studies for application in the AGA field, in accordance with ICAO Annex 14 and Doc 9774, with interfaces with other related areas that affect the aerodromes operations, to evaluate the obstacles around aerodromes, so as to, in a specific situation and always that there is a difference with the Annex, present areas and surfaces that enable instrument operations in accordance with critical aircraft. Annex 14 and Doc 9136, Part 6, are basic material and, if possible, should serve as guides in the study. In addition, RESAs and runway strips should be considered in this Guide.

### Composition:

Mexico ( <i>Rapporteur</i> )	Gilberto Vásquez Alanís
Argentina	José Alberto Palermo
Brazil	Paulo Jorge de Medeiros Viera
Colombia	Aldemar Pinzón
Costa Rica	Sidney Castellón Camacho/Miguel Cerdas
Cuba	Iraida Alfonso Valdez
Dominican Republic	Francia Peña
Haiti	Jacques Boursiquot
Paraguay	Roque Florentín
Trinidad and Tobago	Ronald Gittens
Venezuela	Edgar Garantón, Jaime Marquina, Cornelio Trijillo

AGA/AOP SUBGROUP WORK PROGRAMME / PROGRAMA DE TRABAJO DEL SUBGRUPO AGA/AOP

AGA/AOP/SG/6-WP/21  
APPENDIX D/APENDICE D

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

Page: AGA/AOP/SG/6-WP/21  
Date: Mon 5/12/08

Task Summary Rolled Up Progress Project Summary

Progress Rolled Up Task Split Group By Summary

Milestone Rolled Up Milestone External Tasks



AGA/AOP SUBGROUP WORK PROGRAMME / PROGRAMA DE TRABAJO DEL SUBGRUPO AGA/AOP

AGA/AOP/SG/6-WP/21  
APPENDIX D/APENDICE D

ID	Task Name	Responsibility	Priority	Completion	Duration	Start	Finish	00	00	00	00	00	00	01
								02	03	04	05	06	07	08
85	10h - Follow-up of aerodrome maintenance and related deficiencies	AGA/AOP/SG		70%	815 days	Tue 11/16/04	Mon 12/31/07							
86	10i - Re-schedule tasks	AGA/AOP/SG		0%	4 days	Wed 10/20/10	Mon 10/25/10							

Page: AGA/AOP/SG/6-WP/21  
Date: Mon 5/12/08

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