



Agenda Item 5: Management of the GREPECAS Mechanism
5.1 Report of the ACG/7 Meeting

(Presented by the Secretariat)

SUMMARY

This working paper presents the results obtained in the Seventh ACG Meeting in which 7 Draft Decisions were adopted, the most notable being the restructuring of the GREPECAS ATM/CNS Subgroup.

1. Introduction

1.1 The Seventh GREPECAS Administration Coordination Group Meeting (ACG/7) was held in Lima, Peru, at the ICAO SAM Regional Office on 3 - 4 March 2008. Mr. Normando Araujo de Medeiros, Chairman of GREPECAS, chaired the Meeting. 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. 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 Chairmen of the AIM/SG, AVSEC Committee, and CNS Committee, and Vice-Chairmen of the AVSEC Committee and CNS Committee, and the RO/ATM and RO/ATM/SAR/AIM of the SAM Office.

2. Discussion

Review of the results of the work of the GREPECAS Contributory Bodies

2.1 When reviewing the work performed by the GREPECAS Contributory Bodies, the Meeting agreed that the use of MS Project was not facilitating the work of the GREPECAS Contributory Bodies and that a better result could be achieved using Microsoft Excel to present the work programmes. 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.

2.2 The Meeting recognized that GREPECAS should operate within the scope of the Business Plan and the Strategic Objectives approved by the ICAO Council and that the work programmes of the Contributory Bodies of GREPECAS should also be detailed in terms of their products in order to permit a better comprehension of goals and results.

2.3 On the other hand, the Meeting concurred that the permanent tasks contained in the work programmes of the different Contributory Bodies should be eliminated for the most part with few exceptions, namely, those tasks identified as permanent should be managed by the Regional Offices. 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; and
- f) completion date of the task.

2.4 The Meeting was informed that the Air Navigation Commission (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.

2.5 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.

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

2.7 Regarding the AIM Subgroup, the Meeting was informed on the work programme and activities carried out by the Quality Management Task Force. 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. The Meeting took note that several tasks should be identified to migrate from AIS to AIM. It was observed that in order to deal with this matter, the ANC had agreed to establish a study group on AIS-AIM matters with a work programme tasked with developing a roadmap and related tools.

2.8 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 Procedural Handbook. The Subgroup consists of the ATM/COMM and CNS/COMM, which in themselves work as subgroups with the ability to be represented at GREPECAS meetings.

2.9 The Meeting analyzed different proposals based on simplifying the ATM/CNS/SG. 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.

***Note:** This Draft Decision was forwarded to the GREPECAS Members for its approval by the fast track express procedure; however, it was not approved by all members.

2.10 In addition, and to allow 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.

2.11 The Meeting noted that based on GREPECAS directives, the ATM/COMM has started a review of its work programme and terms of reference, integrating all current tasks into ATM performance objectives. The Meeting was of the opinion that the terms of reference, as well as some tasks of the work programme, should be reviewed and amended to be more specific.

2.12 With respect to the review of the CNS/COMM, the Meeting was informed that the work programme was updated in accordance with the terms of reference and work programme approved by the GREPECAS/14 Meeting.

2.13 The Meeting took note of a summary of tasks outlined for action by the Human Resources and Training Subgroup (HRT/SG) and the reasons why it has been impossible to conduct activities. In that sense, and in spite of recognizing the importance of this Subgroup, the Meeting agreed that the situation remains unchanged, making it impossible to support the activities of the mentioned group. As a result, it was agreed to disband the HRT/SG and the following Draft Decision was formulated:

**DRAFT
DECISION ACG/7/05 DISBANDING OF THE HUMAN RESOURCES AND TRAINING
SUBGROUP (HRT/SG)**

That the HRT/SG be disbanded due to inability to support the activities of the HRT/SG in view of the lack of specialized HR personnel in the Lima and Mexico Offices and considering that the tasks related to training issues are addressed through different GREPECAS Contributory Bodies.

2.14 The Meeting noted the status of implementation of the GREPECAS Institutional Aspects Task Force (IA/TF). The Meeting recognized that the efforts of the Task Force were oriented towards the development of administrative/legal instruments that may facilitate implementation of multinational facilities/services under the Global ATM Plan. The Meeting recognized that the Task Force had reached its objectives and that most tasks had already been finalized. A working paper shall be submitted to GREPECAS/15 for consideration in order to decide whether or not another meeting is required or whether the work of the Task Force may be considered completed.

2.15 Modifications to the terms of reference and work programmes resulting from the discussions, if any, are shown as follows:

Appendix A	Administration Coordination Group (ACG)
Appendix B	Aviation Safety Board (ASB)
Appendix C	AVSEC Committee
Appendix D	AGA/AOP Subgroup
Appendix E	AERMET Subgroup
Appendix F	AIM Subgroup
Appendix G	ATM/CNS Subgroup
Appendix H	ATM Committee
Appendix I	CNS Committee
Appendix J	Institutional Aspects Task Force

**Note:* All the terms of reference will be included in WP/18 – Review of the GREPECAS and its Contributory Bodies, Terms of Reference and Work Programmes.

Review of the Terms of Reference of GREPECAS

2.16 The Meeting reviewed the terms of reference of GREPECAS and considered them in agreement with the work that the Group must develop. Nevertheless, in accordance with the ICAO Council, the ANC is analyzing the terms of reference of Regional Planning and Implementation Groups.

2.17 While preparing this working paper, the ICAO Council had already decided the terms of reference of the PIRGS, C-WP/13135, which presents the new and amended terms of reference of GREPECAS.

Revision of the GREPECAS Procedural Handbook

2.18 The Meeting reviewed the GREPECAS Procedural Handbook and decided to circulate and upload it on the GREPECAS website. As a result, the Meeting adopted the following Draft Decision:

DRAFT

DECISION ACG/7/06

REVISED GREPECAS PROCEDURAL HANDBOOK

That Amendment 3 to the GREPECAS Procedural Handbook (Fifth Edition), as amended by the ACG/7 Meeting, be circulated and uploaded on the GREPECAS website.

2.19 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. **Appendix A** presents the Meeting Schedule for 2008, as approved by GREPECAS/14. **Appendix B** indicates the GREPECAS Meeting Programme for 2009. Consequently, 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.

2.20 The Meeting reviewed and approved the Draft Agenda and Explanatory Notes for the GREPECAS/15 Meeting.

3. Conclusion

3.1 The Seventh GREPECAS ACG Meeting adopted seven Draft Decisions related to the GREPECAS administrative mechanism such as a change to the software tool used to present the work programmes of GREPECAS Contributory Bodies and the aspects to be considered for development of same, update of the GREPECAS Procedural Handbook, and approval of the Meeting Programme for 2009. In addition, the ACG analyzed important restructuring aspects and proposes the disbanding of the Human Resources and Training Subgroup, as well as significant changes to the ATM/CNS Subgroup.

4. Action of the GREPECAS

4.1 The Meeting is invited to take note of the information provided and adopt the necessary actions with respect to the seven Draft Decisions.

Appendix A to WP/17

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					
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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						
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										
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IA/TF/4 (COL) - TBD

Appendix B to WP/17

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							
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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			
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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
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END