



Agenda Item 5: Management of the GREPECAS Mechanism

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

(Presented by the Secretariat)

<p style="text-align: center;">SUMMARY</p> <p>This working paper proposes a format for the Contributory Bodies Work Programmes, in accordance with Draft Conclusion ACG/8/02.</p>
<p style="text-align: center;">References:</p> <p>ACG/8 Report, Lima, Perú, 3 and 4 March 2008.</p>

1. Introduction

1.1 The Terms of Reference of the GREPECAS Administration Coordination Group (ACG) include, inter-alia, to take part in the development of tasks related with the internal Management of the Contributory Bodies, as well as the follow up and control of the deadlines established for the tasks.

2. Discussion

2.1 When dealing with Agenda item 1 - Review of the results of the work of the GREPECAS Contributory Bodies and their respective Terms of Reference, during its seventh meeting, the ACG recognized, among others, that GREPECAS should operate within the scope of the Business Plan and Strategic Objective and that the Work Programme of GREPECAS Contributory Bodies should be detailed in terms of deliverables, consequently, Draft Decision ACG/7/02 - Aspects to be considered in developing the Work Programmes of GREPECAS Contributory Bodies was formulated.

2.2 The Secretariat developed a format for GREPECAS Contributory Bodies Work Programmes, which is included in **Appendix A** to this working paper. In this regard, the Group could consider the following Draft Decision:

**DRAFT
DECISION 15/XX**

**NEW FORMAT FOR GREPECAS CONTRIBUTORY BODIES
WORK PROGRAMMES**

That GREPECAS Contributory Bodies use the format included as Appendix XX¹ to this part of the report, for the work programme.

3. **Action by the Group**

3.1 The Group is invited to consider the Draft Decision of paragraph 2.2.

¹ El Apéndice XX corresponde al Apéndice A de esta nota de estudio

MODEL TABLE PROPOSED FOR GREPECAS CONTRIBUTORY BODIES WORK PROGRAMME

Valid GREPECAS Conclusions/ Decisions/ Strategic Objective	Task Number	Task	Follow-up Action	To be initiated by	Status	Deliverable	Deadline
1	2	3	4	5	6	7	8

EXPLANATION OF THE MODEL TABLE PROPOSED FOR GREPECAS CONTRIBUTORY BODIES WORK PROGRAMME

Number / Column Title	Contents Description
1/ No.	Indicates the relation of the task with ICAO strategic objective/objectives and/or GREPECAS valid conclusions or decisions
2/ Task number	Indicates the number of the task assigned by the Subgroup or Committee of GREPECAS.
3/ Task	Description of the Task to be carried out
4/ Follow-up Action	Indicates the mechanism for follow up of the tasks execution (ICAO Regional Offices Activities, Coordination Meeting, Meetings of the Subgroup Task Forces or informal meetings, etc.)
5/ To be initiated by	Indicates Responsible person or group for the execution of the task
6/ Status	Indicates the advance status of task implementation
7/ Deliverable	Indicates the expected product
8/ Deadline	Indicates the deadline for the delivery of the product describes in column 5