



**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)

<b>SUMMARY</b>
This working paper proposes a format for the Contributory Bodies Work Programmes, in accordance with Draft Conclusion ACG/8/01.
<b>References:</b>
ACG/8 Report, Lima, Perú, 3 and 4 March 2008.

**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 considered, among others, that the use of MS project was not facilitating the work of GREPECAS Contributory Bodies, and agreed that better results could be obtained using Microsoft Excel to present the work programmes.

2.2 In this regard, the meeting formulated Draft Decision ACG/7/01 – Replace Ms Project with Microsoft Excel to present the Work Programmes of GREPECAS Contributory Bodies to the ACG, which in its item b), requests the Secretariat to develop a simple spreadsheet format for presentation to the GREPECAS/15 meeting for approval.

2.3 The Secretariat developed the referred format, which is included in **Appendix A** to this working paper, therefore, the Group could consider the following Draft Decision:

**DRAFT  
DECISION 15/XX**

**NEW FORMAT FOR GREPECAS CONTRIBUTORY BODIES  
WORK PROGRAMMES FOR REVIEW BY THE ACG**

That GREPECAS Contributory Bodies use the format for the work programme included as Appendix XX<sup>1</sup> this part of the report, for review by the ACG.

**3. Action by the Group**

3.1 The Group is invited to consider the Draft Decision of paragraph 2.3.

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<sup>1</sup> El Apéndice XX corresponde al Apéndice A de esta nota de estudio

