



---

**Agenda Item 10: Future work programme of the AERMET Subgroup**

(Presented by the Secretariat)

**SUMMARY**

This working paper presents some considerations concerning the work programme and the future activities of the AERMET Subgroup.

**References:**

- Report of the Fifteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/15, Rio de Janeiro, Brazil, 13 to 17 October 2008); and
- Report of the Seventh Meeting of the GREPECAS Administration Coordination Group (ACG/7, Lima, Peru 3 - 4 March 2008).
- GREPECAS Procedural Handbook

**1. Introduction**

1.1 The Meeting may recall that the coordination among GREPECAS contributory bodies would be ruled by the Procedural Handbook of this Group, taking into account the terms of reference and the specific task of each body. During the meetings of the GREPECAS Coordination Group, since its establishment, the GREPECAS Procedural Handbook has been revised, taking into consideration the mechanisms of its structure. **Appendix A** to this working paper presents the Fifth Edition of the GREPECAS Procedural Handbook, as amended by the ACG/7 Meeting, Lima, Peru, 3 - 4 March 2008, and GREPECAS/15, Rio de Janeiro, Brazil, 13 to 17 October 2008.

1.2 The terms of reference of the ACG include, among others, to coordinate and harmonize administrative matters of GREPECAS and its contributory bodies, as well as to make follow-up and monitoring of target dates assigned to tasks.

**2. Discussion**

2.1 In accordance with paragraph 1.2.3.7 b) of GREPECAS Procedural Handbook, which says “in the interval between meetings, the Secretariat should intensively use available electronic means, with a view to expediting the approval and implementation process of the draft Decisions and

Conclusions provided by the Contributory Bodies which, at the Secretariat's discretion, need immediate attention" and considering the need to prepare the work programmes of the Contributory Bodies, Draft Decision ACG 7/02 was approved by the States through the ACG "Fast-track".

2.2 The Meeting could take note of the tasks being advanced by the ICAO meteorology area according with the strategic objectives, which are listed below:

a) **Safety (A):**

- International airways volcanic watch
- Tropical cyclone warning system
- Quality management system (QMS)
- Uplink and downlink of MET information
- Turbulence reporting and warnings
  - SIGMET
  - Wind shear

b) **Efficiency (D):**

- World Area Forecast System (WAFS)
- Satellite distribution system for the information relating to air navigation
- Observing and forecasting of MET conditions at aerodromes and terminal area
- Migration of OPMET messages to digital codes
- MET Information to support ATM

2.3 Additionally, **Appendix B** presents Global Plan Initiatives (of meteorological systems GPI-19) with its related operational concept components:

- **AOM:** Airspace organization management
- **DCB:** Demand and capacity balancing
- **AO:** Aerodrome operations de aeródromo
- **AUO:** Airspace user operations

### **AERMET Subgroup Task Forces**

2.4 GREPECAS/15 Meeting approved Decision 15/53 - New format for GREPECAS Contributory Bodies Work Programme, under its paragraph a). In this regard, **Appendix C** to this working paper presents the AERMET Subgroup terms of reference and work programme approved by GREPECAS/15, and **Appendices D, E and F** present information on the existing task forces and their respective composition, in the new format approved by GREPECAS.

2.5 With regard to the subgroup terms of reference, the Meeting could take note that they are in accordance with those of GREPECAS.

2.6 In respect of the AERMETS/10 and task forces work programme, they are expected to be updated by the Meeting.

### **Composition of the AERMET Subgroup**

2.7 The updated composition of the AERMET Subgroup is included as **Appendix G**; it is expected that each member verifies the corresponding contact information.

### **Date and site for the next Meeting of the AERMET Subgroup**

2.8 The subgroup could take note that ICAO Council, on 18 March 2008, ICAO Council considered a report submitted by the Air Navigation Commission on this subject and adopted, among other decisions, that ICAO contracting States that are service providers in an air navigation region and part of that region's ANP, should be included in the membership of that region's PIRG. Also, international organizations recognized by the Council may be invited to attend as observers to the PIRG meetings.

2.9 The Meeting may recall that GREPECAS established the date of the next subgroup's meeting, however, in order to coordinate its members' participation, the subgroup could propose a date.

2.10 In addition, the Meeting is recalled that in accordance with GREPECAS procedures, GREPECAS and its Contributory Bodies meetings should take place in both regions, by turns. In this regard, the next meeting of the subgroup should be carried out in a CAR Region State, thus, if there is any State that could offer to host the AERMETSG/11 Meeting, could propose it during this Meeting or provide written information to GREPECAS Secretary at the earliest convenience.

### **3. Action proposed**

3.1 The subgroup is invited to:

- a) consider the information presented in this working paper and recommend the updating of the work programme of the AERMET Subgroup, including priorities, target dates and the responsible for the tasks;
- b) review the status and composition of the AERMET Subgroup Task Forces and take the corresponding actions; and
- c) recommend date and venue for the next AERMET Subgroup meeting.

-----

**APPENDIX A**

**GREPECAS PROCEDURAL HANDBOOK**



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

**PROCEDURAL HANDBOOK**

*Fifth Edition – Preliminary Version*



TABLE OF CONTENTS

CONTENTS	PAGE
Record of Amendments .....	General – i
Table of Contents .....	General – ii
Foreword .....	General – v
<b>SECTION 1</b>	<b>GREPECAS TERMS OF REFERENCE, WORKING ARRANGEMENTS AND RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS</b>
<b>Introduction</b> .....	Section 1 – i
<b>Part 1 – GREPECAS terms of reference, composition and its position in ICAO</b> .....	Section 1/Part 1 – 1
1.1.1 GREPECAS provisions.....	Section 1/Part 1–1
1.1.2 Terms of reference of the GREPECAS.....	Section 1/Part 1 – 1
1.1.3 Size of GREPECAS and designation of its members .....	Section 1/Part 1 – 2
1.1.4 Participation .....	Section 1/Part 1 – 2
1.1.5 Participation by international organizations.....	Section 1/Part 1 – 4
1.1.6 Coordination with Technical Co-operation projects .....	Section 1/Part 1 – 4
1.1.7 Creation and dissolution of contributory bodies .....	Section 1/Part 1 – 4
1.1.8 Position in ICAO.....	Section 1/Part 1 – 5
<b>Part 2 – Working arrangements of the GREPECAS</b> .....	Section 1/Part 2 – 1
1.2.1 Relations with States .....	Section 1/Part 2 – 1
1.2.2 Relations with other bodies and organizations.....	Section 1/Part 2 – 1
1.2.3 Administration of the GREPECAS .....	Section 1/Part 2 – 1
1.2.4 Meetings of GREPECAS .....	Section 1/Part 2 – 3
1.2.5 Continuity of participation .....	Section 1/Part 2 – 3
1.2.6 Co-ordination and reporting lines .....	Section 1/Part 2 – 3
Appendix A to Part 2 – Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Shortcomings and Deficiencies .....	Section 1/Part 2 / Appendix A - 1
<b>Part 3 – Working arrangements of the contributory bodies</b> .....	Section 1/Part 3 – 1
1.3.1 Relations with States .....	Section 1/Part 3 – 1
1.3.2 Relations with other bodies and organizations.....	Section 1/Part 3 – 1
1.3.3 Administration of the contributory bodies of GREPECAS .....	Section 1/Part 3 – 1
1.3.4 Meetings of the contributory bodies .....	Section 1/Part 3 – 2
1.3.5 Establishment.....	Section 1/Part 3 – 3
1.3.6 Coordination.....	Section 1/Part 3 – 3
1.3.7 Reporting lines .....	Section 1/Part 3 – 4

<b>CONTENTS</b>	<b>PAGE</b>
<b>Part 4 – Rules of procedure for the conduct of meetings of the GREPECAS ..</b>	<b>Section 1/Part 4 – 1</b>
1.4.1 General .....	Section 1/Part 4 – 1
1.4.2 Convening of meetings .....	Section 1/Part 4 – 1
1.4.3 Establishment of the Agenda .....	Section 1/Part 4 – 2
1.4.4 Languages .....	Section 1/Part 4 – 2
1.4.5 Officers and Secretariat of the GREPECAS .....	Section 1/Part 4 – 2
1.4.6 Supporting documentation .....	Section 1/Part 4 – 3
1.4.7 Conclusions and decisions of meetings.....	Section 1/Part 4 – 5
1.4.8 Conduct of business .....	Section 1/Part 4 – 6
1.4.9 Reports .....	Section 1/Part 4 – 6
<b>Part 5 – Rules of procedure for the conduct of meetings of contributory bodies .....</b>	<b>Section 1/Part 5 – 1</b>
1.5.1 General .....	Section 1/Part 5 – 1
1.5.2 Participation .....	Section 1/Part 5 – 1
1.5.3 Convening of meetings .....	Section 1/Part 5 – 1
1.5.4 Establishment of the Agenda .....	Section 1/Part 5 – 2
1.5.5 Languages and supporting documentation .....	Section 1/Part 5 – 2
1.5.6 Officers and Secretariat of contributory bodies of the GREPECAS .....	Section 1/Part 5 – 2
1.5.7 Conduct of business .....	Section 1/Part 5 – 3
1.5.8 Report of meetings .....	Section 1/Part 5 – 3
<b>SECTION 2</b>	<b>COMPOSITION OF GREPECAS</b>
	<b>COMPOSITION OF THE GREPECAS INFORMATION ON MEMBERS AND OBSERVERS</b>
Members of GREPECAS .....	Section 2 – 1
International organizations (Observers).....	Section 2 – 6
GREPECAS and contributory bodies’ composition and membership.....	Section 2 – 8
<b>SECTION 3</b>	<b>CAR/SAM PROVIDER AND USER STATES</b>
Purpose and status.....	Section 3 – 1
CAR/SAM provider States .....	Section 3 – 2
Non CAR/SAM user States .....	Section 3 – 3
<b>SECTION 4</b>	<b>CONTRIBUTORY BODIES OF THE GREPECAS: TERMS OF REFERENCE, COMPOSITION AND WORK PROGRAMME</b>
GREPECAS structure .....	Section 4 – 1
Administration Coordination Group (ACG) .....	Section 4 – 2
Aviation Safety Board (ASB) .....	Section 4 – 3
Aeronautical Meteorology Subgroup (AERMETSG).....	Section 4 – 5
Aerodromes and Ground Aids/Aerodrome Operational Planning Subgroup (AGA/AOP/SG) .....	Section 4 – 7

GREPECAS PROCEDURAL HANDBOOK – GENERAL  
TABLE OF CONTENTS

General - iv

---

<b>CONTENTS</b>	<b>PAGE</b>
Aeronautical Information Services and Aeronautical Charts Subgroup (AIS/MAP/SG) .....	Section 4 – 10
Air Traffic Management/Communications, Navigation and Surveillance Subgroup (ATM/CNS/SG) .....	Section 4 – 13
ATM Committee .....	Section 4 – 15
CNS Committee .....	Section 4 – 18
Human Resources and Training Subgroup .....	Section 4 – 23
Task Force on Institutional Aspects .....	Section 4 – 25
 <b>SECTION 5</b>	
<b>OTHER CAR AND/OR SAM REGIONAL BODIES AND INTERNATIONAL ORGANIZATIONS DEALING WITH CIVIL AVIATION MATTERS IN THE CAR/SAM REGIONS</b>	
 International organizations.....	 Section 5 – 1
 <b>SECTION 6</b>	
<b>DEFINITIONS, ACRONYMS AND TERMINOLOGY FOR THE MEETINGS OF THE GREPECAS AND ITS CONTRIBUTORY BODIES</b>	
 Definitions .....	 Section 6 – 1
Acronyms.....	Section 6 – 3
Terminology.....	Section 6 – 6
Classification of the status of GREPECAS conclusions and decisions .....	Section 6 – 7

---

0.1 **Introduction**

0.1.1 The GREPECAS Procedural Handbook is intended to provide, for ease of reference of all interested parties, a consolidation of material, particularly of a procedural nature, relevant to the work of the GREPECAS and its contributory bodies. It contains the Terms of Reference of the GREPECAS approved by the Council of ICAO, together with the work programme and internal instructions developed by GREPECAS for the practical application of its Terms of Reference.

0.1.2 The Handbook consists of a series of loose-leaf pages organized in Section and Part headings describing the Terms of Reference, Composition, Position in ICAO, Working Arrangements, Rules of Procedure and Practices governing the Conduct of Business.

0.1.3 The framework of Section and Part headings, as well as the page numbering have been developed so as to provide flexibility, facilitating the review or the addition of new material. Each Section is self-contained and includes an Introduction giving its purpose and status.

0.1.4 Pages bear the date of issuance as applicable. Replacement pages are issued as necessary and any portions of the pages that have been revised are identified by a vertical line in the margin. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

0.1.5 Changes to text are identified by a vertical line in the margin in the following manner:

Italics	for new or revised text;
Italics	for editorial modification which does not alter the substance or meaning of the text; and
Strikethrough	for deleted text.

The absence of change bars, when data or page numbers have changed, will signify re-issue of the section concerned or re-arrangement of text (e.g. following an insertion or deletion with no other changes).

0.1.6 The Procedural Handbook is distributed to members and observers of GREPECAS, the ICAO Secretariat, and to other States and international organizations participating in meetings, contributing to, or having interest in the work of the GREPECAS and/or its contributory bodies.

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

**PROCEDURAL HANDBOOK**

**SECTION 1**

**GREPECAS TERMS OF REFERENCE, WORKING ARRANGEMENTS AND  
RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS**

## 1.0.1 Background

1.0.1.1 The CAR/SAM Regional Planning and Implementation Group (GREPECAS) was set up by the Council of ICAO, in 1990, as recommended by the Second CAR/SAM Regional Air Navigation Meeting, 1989. (Action by Council on Recommendation 14/6 of the CAR/SAM/2 RAN Meeting is set out in Supplement No. 1 to Doc 9543, CAR/SAM/2).

1.0.1.2 The ICAO Council agreed, during its 183 Session, that all States to which the Regional Office is accredited and are provider of services in that air navigation region will be members of that Regional Office's PIRG.

1.0.1.3 Based on Recommendation 14/6 of the CAR/SAM/2 RAN Meeting which was approved by the Council of ICAO and additional changes made by GREPECAS this Section sets out the GREPECAS Terms of Reference, its composition and its position in ICAO, the guidelines which should govern its working arrangements (including relations with States, international organizations and ICAO specialized regional bodies), and the Rules of Procedure for the conduct of its meetings and those of its contributory bodies.

1.0.1.4 Set out below in chronological order are the dates and sites of meetings of the GREPECAS:

First Meeting	Caracas, Venezuela: 22-29 April 1991
Second Meeting	Fort Lauderdale, Florida, USA: 20-24 July 1992
Third Meeting	Buenos Aires, Argentina: 6-10 September 1993
Fourth Meeting	Panama, Panama: 20-26 September 1994
Fifth Meeting	Lima, Peru: 24-30 October 1995
Sixth Meeting	Mexico City, Mexico: 1-7 October 1996
Seventh Meeting	Lima, Peru: 7-13 October 1997
Eighth Meeting	Santo Domingo, Dominican Republic: 9-17 November 1998
Ninth Meeting	Rio de Janeiro, Brazil: 7-12 August 2000
Tenth Meeting	Las Palmas, Canary Islands, Spain: 23-27 October 2001
Eleventh Meeting	Manaus, Brazil: 3-7 December 2002
Twelfth Meeting	Havana, Cuba: 7-11 June 2004
Thirteenth Meeting	Santiago, Chile: 14-18 November 2005
Fourteenth Meeting	San Jose, Costa Rica: 16-20 April 2007
Fifteenth Meeting	Rio de Janeiro, Brazil: 13-17 October 2008

## 1.0.2 Structure of Section 1

1.0.2.1 This Section of the Procedural Handbook consists of five Parts:

- Part 1 -** GREPECAS Terms of Reference, composition and its position in ICAO;
- Part 2 -** Working arrangements of the GREPECAS;
- Part 3 -** Working arrangements of the contributory bodies;

- Part 4** Rules of procedure for the conduct of meetings of the GREPECAS; and
- Part 5 -** Rules of procedure for the conduct of meetings of the contributory bodies.

**1.1.1 GREPECAS provisions**

1.1.1.1 The provisions described hereunder shall be applicable to the CAR/SAM Regional Planning and Implementation Group (GREPECAS).

**1.1.2 Terms of Reference of GREPECAS\***

1.1.2.1 The revised Terms of Reference for the Caribbean/South American Regional Planning and Implementation Group (GREPECAS) as proposed by GREPECAS/11 and approved by the Council in its 169<sup>th</sup> Session on 26 May 2003, are hereby reproduced:

1.1.2.1.1 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.

1.1.2.1.2 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) 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;

---

\* *Terms of Reference of GREPECAS shall be subject to ICAO Council approval.*

GREPECAS PROCEDURAL HANDBOOK – SECTION 1  
**PART 1 – GREPECAS TERMS OF REFERENCE,  
COMPOSITION AND ITS POSITION IN ICAO**

Section 1/Part 1 - 2

---

- f) 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.

**1.1.3 GREPECAS and designation of its members**

1.1.3.1 GREPECAS should be composed of experts nominated by States in the CAR/SAM Regions.

1.1.3.2 States should ensure that their designated representatives on GREPECAS have qualifications and sound experience in the provision of the full range of international air navigation systems and serve for a sufficient period of time in order to maintain continuity in the activities of GREPECAS. The designated representative can be assisted, when required, by technical advisers during meetings of GREPECAS.

**1.1.4 Participation**

**General**

1.1.4.1 Subject to the applicable provisions in this section, any Contracting State of ICAO is entitled to participate in meetings of the GREPECAS, if it so wishes. To this effect, the State concerned should notify the Secretary of GREPECAS of its intention of being represented, no later than 30 days prior to the meeting in which it has decided to participate. Such notification should include an indication of the subjects in which that State is interested and the name and title of its representative(s).

### **Non-member States**

1.1.4.2 Any State having aircraft on its register or an operator whose principal place of business or permanent residence is located in such State, which operates into the CAR and SAM Regions shall have the right to participate in the meetings of GREPECAS, taking into account the applicable provisions in paragraph 1.1.3.3.

1.1.4.3 States not covered by the provisions in paragraph 1.1.4.2 above may participate as observers in meetings of GREPECAS, taking into account the applicable provisions in 1.1.3.2 above.

1.1.4.4 The ICAO Regional Directors of the NACC and SAM Offices should endeavour to ensure representation by States, international organizations, CAR/SAM bodies and organizations invited by GREPECAS to participate in its meetings.

### **1.1.5 Participation by international organizations**

1.1.5.1 GREPECAS shall normally invite representatives of international organizations recognized by the Council as representing important civil aviation interests to participate in its work in an observer status. These include, ACI, COCESNA, EUROCONTROL, IAOPA, IATA, IBAC, IFALPA, IFATCA and LACAC. Other international organizations and/or CAR/SAM bodies and organizations may also participate when specifically invited by GREPECAS.

### **1.1.6 Co-ordination with technical co-operation projects**

1.1.6.1 The GREPECAS Mechanism, in order to carry out specific tasks, could be supported by Technical Co-operation Projects. In this regard, the Coordination Committees of the Technical Co-operation Projects could suggest based on its proper criteria or by considering a request from GREPECAS, the development of specific tasks/activities as part of their objectives. Once the work performed by the TC Projects on the corresponding GREPECAS issues is finalized, the results of the Project work will be presented to the appropriate GREPECAS/ contributory body in the form of a working paper for its review and adoption as necessary.

### **1.1.7 Creation and dissolution of contributory bodies**

1.1.7.1 In order to assist in its planning and implementation work, GREPECAS may create contributory bodies\*, charged with preparatory work on specifically defined issues requiring expert advice for their resolution. Representation in such contributory bodies should be by specialists in the subjects concerned and familiar with the area under consideration. The establishment and the work of such contributory bodies shall be governed by the following considerations:

- a) a contributory body shall only be formed when it has been clearly established that it is likely to be able to make a substantial contribution to the resolution of the issue in question;
- b) it shall be given clear and concise terms of reference describing not only its tasks but also an expected target dates for their completion;

---

\* \* Contributory bodies can be: Groups, Subgroups, Committees, Task Forces, Boards, etc.

GREPECAS PROCEDURAL HANDBOOK – SECTION 1  
**PART 1 – GREPECAS TERMS OF REFERENCE,  
COMPOSITION AND ITS POSITION IN ICAO**

Section 1/Part 1 - 4

---

- c) its composition shall be such that, while being kept as small as possible, States (whether or not they are members of the CAR/SAM Regional Planning and Implementation Group itself) and international organizations likely to be able to make valid contributions are given the opportunity to participate in it;
- d) its work progress shall be subject to review by GREPECAS, especially in order to avoid duplication of effort in fields already covered by other activities;
- e) in order to expedite the internal work of GREPECAS, GREPECAS may decide to coordinate and consolidate some activities carried out by any of the contributory bodies; and
- f) a contributory body shall be dissolved as soon as it has either completed its assigned tasks or it has become apparent that work on the subject in question cannot be usefully continued.

**1.1.8 Position in ICAO**

1.1.8.1 GREPECAS shall be the guiding and co-ordinating body for all activities conducted within ICAO concerning the Air Navigation System for the CAR and SAM Regions but shall not assume authority vested in other ICAO bodies, except where such bodies have specifically delegated their authority to GREPECAS. The activities of GREPECAS shall be subject to review by the Council.

1.1.8.2 The work of other bodies established and meetings (excluding limited, special or full-scale RAN meetings) held within the framework of ICAO, concerned with the CAR/SAM air navigation system, should be co-ordinated as appropriate with the GREPECAS so as to ensure full harmonization with all regional activities regarding the development and operation of the CAR/SAM air navigation system.

1.2.1 **Relations with States**

1.2.1.1 States located geographically in the CAR and SAM Regions, States having dependent territories in these Regions, and States having aircraft on their register which operate in these Regions, shall be kept fully informed of the activities of the GREPECAS. To achieve this objective, States should receive, on a regular basis, as appropriate:

- a) Draft agenda for meetings of GREPECAS;
- b) The reports on meetings of GREPECAS; and
- c) The summaries or reports on meetings of its contributory bodies.

1.2.1.2 States should ensure necessary co-ordination and follow-up of GREPECAS activities within their Administrations.

1.2.1.3 GREPECAS may obtain information from CAR and SAM provider States on specific questions and offer them advice in the form of specific proposals for action.

1.2.2 **Relations with other bodies and organizations**

1.2.2.1 GREPECAS shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the CAR/SAM air navigation system.

1.2.2.2 When necessary, the GREPECAS shall provide information and advice to such bodies and organizations, if this is required, in order to:

- a) avoid duplication of studies and/or effort; and
- b) engage their assistance in matters which, while having a bearing on the air navigation system, are outside the framework of ICAO and/or the Terms of Reference of GREPECAS.

1.2.3 **Administration of GREPECAS**

1.2.3.1 The GREPECAS shall be administered as follows:

- a) by a Chairperson elected from the Representatives designated by member States of GREPECAS. A First and Second Vice-Chairperson shall also be elected from the Representatives. The Chairperson shall:
  - i) attend, to the extent possible, all Meetings of the GREPECAS under his/her chairmanship;
  - ii) participate, with the Secretariat, in the development of GREPECAS Meeting Reports; and
  - iii) present the Meeting Reports of the GREPECAS under his/her chairmanship; and

- b) by a Secretary designated by the Secretary General of ICAO. In the execution of his/her duties the Secretary will be supported by the NACC and SAM Regional Offices.

1.2.3.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of GREPECAS. GREPECAS shall at all times work with a minimum of formality and paperwork.

1.2.3.3 The Administration Coordination Group (ACG) will co-ordinate and harmonize administrative matters of GREPECAS and its contributory bodies; tasks related with the internal organization; and holding of meetings. It will also follow-up work between Plenary Meetings, taking into account the work undertaken by the contributory bodies; and it will follow-up and monitor the target dates assigned to tasks under a project management process. The ACG is composed by the Chairperson and Vice-Chairpersons of the GREPECAS, the Secretary of the GREPECAS, the Regional Directors of the NACC and SAM Regional Offices, a RAO representative and the Secretaries of the contributory bodies, and if considered necessary, the Chairpersons and Vice-Chairpersons of the contributory bodies.

1.2.3.4 With respect to the use of project management tools, their use would permit GREPECAS and its contributory bodies to have greater control of the execution of all the tasks included in the respective work programmes.

1.2.3.5 Contributory bodies shall start their work structuring a task schedule with established target dates which shall be sent to the Secretary of GREPECAS for approval by its members, in observance of paragraph 1.2.3.7 b) and this Procedural Handbook.

1.2.3.6 Between meetings of GREPECAS or its contributory bodies, some subjects may be dealt with by correspondence among appointed Representatives of its member States through the Secretary of the GREPECAS or of the contributory body concerned in co-ordination with the Administration Coordination Group (ACG), as necessary. However, if States are to be consulted, this should be done through the corresponding ICAO Regional Office.

1.2.3.7 With respect to the means of communications, GREPECAS should as a minimum use the following:

- a) the Secretariat's Web page, for distribution of the supporting documentation of all GREPECAS and its contributory bodies' meetings, as well as the reports of the aforementioned meetings; and
- b) in the interval between meetings, the approval of Draft Decisions and Conclusions will be carried out through electronic mail consultation to the members of GREPECAS, who shall reply in a pre-determined period of time on the acceptance or rejection to the Draft Decision or Conclusion in question. The lack of response in the period given will be interpreted as an approval. This manner of Draft Decision and Conclusion approval shall be called "Fast-track Procedure".

1.2.3.8 The actions approved between meetings through the “Fast-track Procedure” will be included in the report of the following GREPECAS meeting and will be marked with a footnote that includes the original numbering and the date on which they were pre-approved by GREPECAS members through the “Fast-track Procedure”.

#### 1.2.4 Meetings of GREPECAS

1.2.4.1 Based on the advice of the members of GREPECAS and of the Secretary, the Chairperson shall decide the date and duration of meetings of GREPECAS in consultation with the ACG.

1.2.4.2 Meetings shall normally be convened alternatively at locations in the CAR and SAM Regions.

1.2.4.3 Representatives of participating States/ international organizations may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed.

1.2.4.4 The NACC and SAM Regional Offices and the Regional Affairs Office (RAO) in Montreal shall normally provide the requisite Secretariat services to GREPECAS.

#### 1.2.5 Continuity of participation

1.2.5.1 With a view to ensuring efficiency of GREPECAS business, States and international organizations designating experts to GREPECAS and its contributory bodies should strive to ensure continuity and regularity of their participation at meetings of such bodies.

#### 1.2.6 Co-ordination and reporting lines

1.2.6.1 GREPECAS reports to the ICAO Council through its Secretary and the ICAO Secretariat as follows:

- a) proposals for amendment of the Air Navigation Plan (facilities, services and Basic Operational Requirements and Planning Criteria) and proposals for amendment of the Regional Supplementary Procedures (SUPPs) originated by the GREPECAS will be processed in accordance with the approved amendment procedures;
- b) suggestions by the GREPECAS calling for amendment or modification of the provisions in the ICAO world-wide provisions (Annexes and PANS) will be submitted to the Air Navigation Commission for consideration and action as appropriate;
- c) items concerning serious deficiencies in implementation of the CAR and SAM Regional Plans will be brought to the attention of the States concerned, and, after all possible efforts for implementation have been exhausted, to the attention of the ANC;

**Note:** *On 30 November 2001, the ICAO Council approved the uniform methodology reproduced in **Appendix A** to Part 2 of this Procedural Handbook, for information and further action.*

- d) specific policy issues emanating from the work of the GREPECAS and matters of impact on other regions will be submitted to the Council; and
- e) matters concerning GREPECAS terms of reference, its composition, position in ICAO and working arrangements, will be submitted to the Council.

1.2.6.2 Routine relations between GREPECAS or its contributory bodies and other ICAO groups and meetings concerning the CAR and SAM Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Office of accreditation as required.

1.2.6.3 Relations with representatives of States members of GREPECAS and representatives of international organizations regularly attending the meetings of the GREPECAS shall be conducted through the Secretary of GREPECAS. Other ICAO Regional Offices shall be kept informed of such correspondence whenever it may have an impact on their work.

1.2.6.4 Relations with States and international organizations whether or not represented in GREPECAS, as well as relations with CAR or SAM bodies and Organizations will normally be conducted through the ICAO Regional Director of the Office of accreditation.

1.2.6.5 For coordination with Technical Co-operation Projects, please refer to paragraph 1.1.6, Section 1, Part 1.

**UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT  
AND REPORTING OF AIR NAVIGATION DEFICIENCIES**

(Approved by the Council on 30 November 2001)

**1. INTRODUCTION**

1.1 Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

- a) collection of information;
- b) safety assessment of reported problems;
- c) identification of suitable corrective actions (technical / operational / financial / organizational), both short-term and long-term; and
- d) method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2 This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3 For the purpose of this methodology, the definition of deficiency is as follows:

*A deficiency* is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

**2. COLLECTION OF INFORMATION**

**2.1 Regional office sources**

2.1.1 As a routine function, the regional offices should maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the regional offices take the following steps:

- a) compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;
- b) review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;

- c) make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for their existence and their impact, if any, on safety, regularity and efficiency of international civil aviation;
- d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;
- e) review inputs, provided to the regional office by the users of air navigation services on the basis of Assembly Resolution A33-14, Appendix M;
- f) assess and prioritize the result of a) to e) according to paragraph 4;
- g) report the outcome to the State(s) concerned for resolution; and
- h) report the result of g) above to the related PIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

## 2.2 States' sources

2.2.1 To collect information from all sources, States should, in addition to complying with the Assembly Resolution A31-10, establish reporting systems in accordance with the requirements in Annex 13, paragraph 7.3. These reporting systems should be non-punitive in order to capture the maximum number of deficiencies.

## 2.3 Users' sources

2.3.1 Appropriate international organizations, including the International Air Transport Association (IATA) and the International Federation of Air Line Pilots' Associations (IFALPA), are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context it should be noted that Assembly Resolution A33-14, Appendix M and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

## 3. REPORTING OF INFORMATION ON DEFICIENCIES

3.1 In order to enable the ICAO PIRGs to make detailed assessments of deficiencies, States and appropriate international organizations including IATA and IFALPA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2 The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3 The agenda of each PIRG meeting should include an item on air navigation deficiencies, including information reported by States, IATA and IFALPA in addition to those identified by the regional office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. The PIRGs, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4 In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. These fields are as follows and are set out in the reporting form attached hereto.

a) Identification of the requirements

As per ICAO procedures, Regional Air Navigation Plans detail inter alia air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with the name of the meeting and the related recommendation number should be included. In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) Identification of the deficiency

This item identifies the deficiency and would be composed of the following elements:

- i) a brief description of the deficiency;
- ii) date deficiency was first reported; and
- iii) appropriate important references (meetings, reports, missions, etc).

c) Identification of the corrective actions

In the identification of the corrective actions, this item would be composed of:

- i) a brief description of the corrective actions to be undertaken;
- ii) identification of the executing body;
- iii) expected completion date of the corrective action<sup>\*</sup>; and
- iv) when appropriate or available, an indication of the cost involved.

---

<sup>\*</sup> It should be noted that a longer implementation period could be assigned in those cases in which the expansion or development of a facility was aimed at serving less frequent operations or entailed excessive expenditures.

**4. ASSESSMENT AND PRIORITIZATION**

4.1 A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

“U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

“A” priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

“B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

**5. MODEL REPORTING TABLE FOR USE IN THE REPORTS OF PIRGS**

5.1 Taking the foregoing into account, the model table at the Appendix is for use by PIRGs for the identification, assessment, prioritization etc. of deficiencies. It might be preferred that a different table would be produced for each of the different topics i.e. AGA, ATM, SAR, CNS, AIS/MAP, MET. However, all tables should be uniform.

**6. ACTION BY THE REGIONAL OFFICES**

6.1 Before each PIRG meeting, the regional office concerned will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the regional offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next PIRG meeting, and that the Air Navigation Commission will report to the Council.

**REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE .... FIELD IN THE ..... REGION**

Identification		Deficiencies			Corrective action			
Requirements	States/facilities	Description	Date first reported	Remarks	Description	Executing body	Date of completion	Priority for action*
Requirement of Part..., paragraph (table).. of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12 Dec. 2..X	Coordination meeting between Terra X and Terra Y on 16 July 2..X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	20 Aug. 2..X	A

\* Priority for action to remedy a deficiency is based on the following safety assessments:

“U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

“A” priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

“B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

**1.3.1 Relations with States**

1.3.1.1 States located geographically in the CAR and SAM Regions as well as States having dependent territories in these Regions, shall be kept fully informed of activities of the contributory bodies of the GREPECAS. To achieve this objective, States should receive, on a regular basis:

- a) Draft agenda for meetings of the contributory bodies; and
- b) The reports on meetings of the contributory bodies.

1.3.1.2 States should ensure necessary co-ordination and follow-up of the contributory bodies' activities within their Administrations.

1.3.1.3 Contributory bodies may obtain information from CAR and SAM provider States on specific questions and offer them advice in the form of specific proposals for action.

**1.3.2 Relations with other bodies and organizations**

1.3.2.1 Contributory bodies shall keep informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the CAR/SAM air navigation system.

1.3.2.2 When necessary, the contributory bodies of the GREPECAS shall provide information and advice to such bodies and organizations, if this is required, in order to:

- a) avoid duplication of studies and/or effort; and
- b) engage their assistance in matters which, while having a bearing on the air navigation system, are outside the framework of ICAO and/or the Terms of Reference of the contributory bodies.

**1.3.3 Administration of the contributory bodies of the GREPECAS**

1.3.3.1 The contributory bodies of the GREPECAS shall be administered as follows:

- a) by a Chairperson elected from the Representatives designated by member States of GREPECAS. A Vice-Chairperson shall also be elected from these Representatives. The Chairperson shall:
  - i) attend, to the extent possible, all Meetings of contributory bodies under his/her chairmanship;
  - ii) participate, with the Secretariat, in the development of Meeting Reports of the contributory bodies; and
  - iii) present the Meeting Reports of the contributory bodies under his/her chairmanship, to the appropriate Meeting for its consideration, and eventual presentation to GREPECAS; and

- b) by a Secretary designated by the Secretary of the GREPECAS. In the execution of his/her duties the Secretary will be supported by the NACC and SAM Regional Offices.

1.3.3.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the contributory body. Contributory bodies shall at all times work with a minimum of formality and paperwork.

1.3.3.3 The Administration Coordination Group (ACG) will co-ordinate and harmonize administrative matters of the contributory bodies of the GREPECAS; tasks related with the internal organization; and holding of events. It will also follow-up work undertaken by the contributory bodies; and it will monitor the target dates assigned to tasks under a project management process.

1.3.3.4 Between meetings of GREPECAS or its contributory bodies, some subjects may be dealt with by correspondence among appointed Representatives of its member States through the contributory body concerned in co-ordination with the Administration Coordination Group (ACG), as necessary. However, if States are to be consulted this should be done through the corresponding ICAO Regional Office.

1.3.3.5 With respect to the use of means of communications, contributory bodies of the GREPECAS should as a minimum use the following:

- a) the Secretariat's Web page, for distribution of the supporting documentation of all GREPECAS and its contributory bodies' meetings, as well as the reports of the aforementioned meetings; and
- b) in the interval between meetings, the approval of Draft Decisions and Conclusions will be carried out through electronic mail consultation to the members of GREPECAS, who shall reply in a pre-determined period of time on the acceptance or rejection to the Draft Decision or Conclusion in question. The lack of response in the period given will be interpreted as an approval. This manner of Draft Decision and Conclusion approval shall be called "Fast-track Procedure".

#### 1.3.4 **Meetings of the contributory bodies**

1.3.4.1 Based on the advice of the members of the contributory bodies and of the Secretary, the Chairperson may propose the date and duration of meetings of each contributory body for coordination with the ACG.

1.3.4.2 Meetings shall normally be convened alternatively at locations in the CAR and SAM Regions.

1.3.4.3 Representatives of participating States/ international organizations may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed.

1.3.5           **Establishment**

1.3.5.1       **Contributory bodies**

1.3.5.1.1      In order to assist it in its work, GREPECAS may create contributory bodies, charged with preparatory work on specific issues requiring expert advice for their resolution.

1.3.5.1.2      The establishment and the work of such contributory bodies shall be governed by the procedures in Section 1, Part 1, paragraph 1.1.7.1.

1.3.5.1.3      Participation in contributory bodies shall be by specialists in the subjects under consideration. Such specialists should be provided by States, international organizations and/or CAR/SAM bodies and Organizations having relevant experience in the field concerned.

1.3.5.1.4      In order to avoid contributory bodies Meetings being cancelled due to the lack of participation by States/ international organizations who are members but who do not attend the Meetings, nor contribute to their work, the ACG will decide if such States/ international organizations are to be removed from the composition of the contributory bodies.

1.3.5.1.5      Secretaries of contributory bodies established by GREPECAS will be appointed by the Secretary of GREPECAS, after co-ordination, as necessary, with the other ICAO Regional Director.

1.3.5.2       **Task Forces/Working Groups/Ad Hoc Groups**

1.3.5.2.1      Contributory bodies may appoint task forces, working groups and/or ad hoc groups composed of experts either from within and/or outside GREPECAS or the contributory body as the case may be, to perform studies or prepare supporting documentation on defined subjects for consideration by GREPECAS or Subgroups and Committees as a whole. Other States and international organizations may also be invited to provide experts to participate in these bodies, as required. These groups will never be permanent and their continuity must be justified by the contributory body that established it, at each meeting to be convened.

1.3.6           **Coordination**

1.3.6.1      Contributory bodies report to GREPECAS in accordance with Part 1 of this Handbook. Coordination among contributory bodies will primarily be ensured by GREPECAS when establishing their terms of reference and work programme or taking action on their reports. In addition, the work of the contributory bodies should also be co-ordinated through their respective Chairpersons and Secretaries.

1.3.6.2      Routine relations between GREPECAS or its contributory bodies and other ICAO groups and meetings concerning the CAR and SAM Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Office of accreditation as required.

1.3.6.3      Relations with representatives of States members of GREPECAS and representatives of international organizations regularly attending the meetings of the GREPECAS, shall be conducted through the Secretary of GREPECAS. Other ICAO Regional Offices shall be kept informed of such correspondence, whenever it may have an impact on their work.

1.3.6.4      Relations with the experts of contributory bodies shall normally be conducted by the Secretary of the contributory body concerned.

1.3.6.5 For coordination with Technical Co-operation Projects, please refer to paragraph 1.1.6, Section 1, Part 1.

1.3.7 **Reporting lines**

1.3.7.1 The contributory bodies report to the Secretary of GREPECAS and consequently he reports to the ICAO Council in accordance with Part 2, paragraph 1.2.6.

1.3.7.2 The Secretary of the ATM Committee and the Secretary of the CNS Committee report directly to the Secretary of the ATM/CNS Subgroup and consequently he reports to the Secretary of GREPECAS.

1.3.7.3 Rapporteurs of Task Forces will report directly to the Secretary of the respective contributory body.

**1.4.1 General**

1.4.1.1 To achieve a minimum formality and paperwork, the application of the rules of procedure for the conduct of meetings should be as flexible and simple as possible. GREPECAS is expected to conduct its business by consensus of all interested parties. The following provisions do not include any procedures for handling motions or voting.

1.4.1.2 There shall be no minutes for the meetings of GREPECAS. Reports on meetings should not include formal statements by members or observers. However, where consensus was only achieved after specific divergent views were expressed in relation to the decisions taken or the conclusions reached, those views shall be recorded as an integral part of the Report.

**1.4.2 Convening of meetings**

**Note:** In addition to the working arrangements set forth in paragraph 1.2.4 of Part 2, the rules of procedure below should be followed in convening meetings of GREPECAS.

1.4.2.1 At each of its meetings GREPECAS should endeavour to agree on the location, date and duration of its next meeting based on the recommendations of the ACG (including contributory body meetings over a two calendar year period). In this respect, the convening of one meeting per year would generally suffice. However, in order to safeguard coherent and orderly air navigation planning in the interest of States and air navigation system users in the CAR and SAM Regions, GREPECAS may determine the need for an additional meeting in any given year.

1.4.2.2 A convening letter for a meeting shall be addressed by the Secretary of GREPECAS, normally **90** days prior to the meeting, to representatives of:

- a) member States;
- b) non CAR/SAM States, as applicable; and
- c) international organizations invited to participate on a continuous basis in the activities of GREPECAS (in accordance with para. Ref. 1.1.5.1).

1.4.2.3 The convening letter should include the draft agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting. In addition, an Information Paper containing a summarized report on the CAR/SAM Regional Offices' activities since the last meeting, shall be distributed at all GREPECAS Meetings.

1.4.2.4 The ICAO Regional Directors from the NACC and SAM Offices shall invite States and international organizations located within their area of accreditation. This should be done by means of a State Letter.

**1.4.3 Establishment of the Agenda**

1.4.3.1 The Secretary, in consultation with the Administration Coordination Group, shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

GREPECAS PROCEDURAL HANDBOOK – SECTION 1  
**PART 4 – RULES OF PROCEDURE FOR THE CONDUCT  
OF MEETINGS OF THE GREPECAS**

Section 1/Part 4 - 2

---

1.4.3.2 The draft agenda shall be circulated with the convening letter, as specified in paragraph 1.4.2.2 above, for comments by expected participants in the meeting.

1.4.3.3 Comments in relation to the draft agenda or the work of GREPECAS received no later than 10 days prior to the meeting, will be submitted to the meeting in the form of a working paper.

1.4.3.4 At the opening of the meeting any State or international organization may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending so agree.

1.4.4 **Languages**

1.4.4.1 The languages of the meetings of the GREPECAS shall be English and Spanish.

1.4.4.2 The reports on meetings and supporting documentation for meetings of GREPECAS will be prepared in English and Spanish.

1.4.5 **Officers and Secretariat of the GREPECAS**

**Note:** The following rules of procedure are supplementary to the working arrangements for the administration of the GREPECAS contained in paragraph 1.2.3 of Part 2.

1.4.5.1 In order to ensure the necessary continuity in the work of GREPECAS and unless otherwise determined by special circumstances, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the GREPECAS should assume their functions at the end of the meeting at which they are elected, and normally serve for a period of three years, or three ordinary meetings.

1.4.5.2 States designated as members of GREPECAS may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda. Elected Officers may be re-elected.

1.4.5.3 The Secretary of the GREPECAS will serve as Secretary of the meetings of GREPECAS. He/she will be assisted by Officers of the NACC and SAM Offices of ICAO, as well as the Officers assigned by ICAO Headquarters, as required.

1.4.5.4 Reports of GREPECAS and contributory bodies shall be presented by the corresponding Chairperson and in his absence by the Vice Chairperson and/or if not present, by a designated member of the GREPECAS or the contributory body.

1.4.6 **Supporting documentation**

1.4.6.1 Documentation and/or electronic presentations for meetings of the GREPECAS will be prepared by the Secretariat, States designated as members of GREPECAS and international organizations participating on a continuous basis in the activities of GREPECAS. As two ICAO Regional Offices, namely, NACC and SAM, are concerned with the activities of the GREPECAS, the Secretary will ensure that adequate co-ordination is effected between these two Offices so that working papers presented to GREPECAS reflect the realities of the two areas of accreditation.

1.4.6.2 Any State, international organization and CAR or SAM body or Organization, whether or not attending, may submit material for consideration by a meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

1.4.6.3 Supporting documentation shall be presented in the form of:

- a) Working papers;
- b) Information papers;
- c) Discussion papers (originated and distributed during the Meeting);
- d) Flimsies; and
- e) Other documentation.

**1.4.6.3.1 Working papers**

1.4.6.3.1.1 A working paper is intended to serve primarily as a basis for discussion and action to be taken by a meeting of GREPECAS. Working papers shall be published by the Secretary in the GREPECAS web page, and will make them available, through a password, to:

- a) Representatives of States members of GREPECAS;
- b) international organizations attending GREPECAS activities on a continuous basis; and
- c) provider States whose facilities and/or services are the subject of the paper.

1.4.6.3.1.2 The Secretariat will prepare a basic working paper on each agenda item, defining the subject and providing a brief historical background. As appropriate, the working paper will include lines of development, tentative conclusions and specific suggestions for action.

1.4.6.3.1.3 Working papers are papers submitted for consideration under specific agenda items. States and international organizations should prepare their working papers with specific proposals for action. All other working papers will be deemed to be information papers.

1.4.6.3.1.4 Working papers should be presented in the following form:

- a) each paper should be limited to one agenda item;
- b) each paper should be brief and not exceed six pages of print (excluding Appendices);
- c) the first element of each paper should summarize concisely the purpose of the proposal, its rationale and include essential references to the background of the subject; and

- d) the final element should contain the recommended action suggested to the meeting

#### 1.4.6.3.2 **Information papers**

1.4.6.3.2.1 Information papers are intended solely to provide participants at a meeting with factual information on developments of technical or administrative matters of interest to GREPECAS and normally will not be discussed.

1.4.6.3.2.2 Information papers are produced and will be published in the GREPECAS Web page in the original language only.

1.4.6.3.2.3 Information papers are not restricted in format, should be as short as possible and should be accompanied by an abstract not exceeding one page in length.

#### 1.4.6.3.3 **Discussion papers**

1.4.6.3.3.1 Discussion papers are papers prepared on an ad hoc basis in the course of a meeting, with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting. As possible, the discussion papers will also be published in the GREPECAS Web page.

1.4.6.3.3.2 Discussion papers are intended for the consideration by a group in the development of its conclusions for a draft report.

#### 1.4.6.3.4 **Flimsies**

1.4.6.3.4.1 Flimsies are very short texts which require printing in order to facilitate their comprehension, or to provide translation, and where their availability is urgently required. As possible, the flimsies will also be published in the GREPECAS Web page.

#### 1.4.6.3.5 **Other documentation**

1.4.6.3.5.1 States and international organizations desiring to present material not written specifically for an agenda item (such as lengthy studies) should provide sufficient quantities thereof for distribution at the meeting, plus an electronic copy for its uploading in the GREPECAS Web page. Such material will not be dealt with as working papers.

1.4.6.4 Working papers prepared by States or international organizations in Spanish or English may be forwarded to the Secretary for translation. In this case, States or international organizations concerned should ensure that such documentation reaches the Secretary 45 days in advance of the meeting for which it is intended, to permit timely processing. Working papers received after the 45-day period, have to be submitted in both languages. All documentation should be submitted up to 15 days before the meeting for its proper publishing and distribution. It should be noted that those papers received after this 15-day period may not be accepted by the Secretariat. All documentation submitted for distribution must be sent electronically.

1.4.6.5 Pertinent documentation for all GREPECAS and contributory bodies Meetings will be distributed electronically and posted in the GREPECAS Web page for downloading; the appropriate password for access to the documentation will be provided by both Regional Offices. The documentation for the Meetings will not be provided at the Meeting venue, unless a copy is requested to the Regional Offices in advance.

1.4.7 **Conclusions and decisions of the meetings**

1.4.7.1 Action taken by GREPECAS shall be recorded in the form of:

- a) Conclusions; and
- b) Decisions.

1.4.7.2 **Conclusions** deal with matters which, in accordance with GREPECAS terms of reference, merit directly the attention of States and/or international organizations, or on which further action is required to be initiated by the Secretary in accordance with established procedures.

1.4.7.2.1 Conclusions are mainly aimed at the furtherance of studies and programmes being undertaken by GREPECAS, its Subgroups and other ICAO Groups or meetings. For the implementation of such conclusions, the Secretary shall:

- a) initiate the required action; or
- b) through the relevant ICAO Regional Office, invite States and international organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or
- c) refer them to the Council through the Air Navigation Commission for appropriate action.

1.4.7.2.2 The Secretary will ensure that conclusions are transmitted to the States concerned through the relevant ICAO Regional Office and will take whatever action may be required to monitor their implementation.

1.4.7.3 **Decisions** relate solely to matters dealing with the internal working arrangements of GREPECAS and its contributory bodies.

1.4.8 **Conduct of business**

1.4.8.1 The meetings of the GREPECAS shall be conducted by the Chairperson or, in his/her absence, by the First or Second Vice-chairperson of GREPECAS, in that order.

1.4.8.2 At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization, and of the documentation available for consideration of the different items on the agenda.

1.4.8.3 Each meeting of the GREPECAS will consider, as required:

GREPECAS PROCEDURAL HANDBOOK – SECTION 1  
**PART 4 – RULES OF PROCEDURE FOR THE CONDUCT  
OF MEETINGS OF THE GREPECAS**

Section 1/Part 4 - 6

---

- a) reports by its contributory bodies;
- b) reports by regional bodies;
- c) specific implementation matters; and
- d) review and update of the Work Programme.

1.4.8.4 GREPECAS shall at each of its meetings review the proposals provided by the contributory bodies on the update of the outstanding Conclusions in order to keep them current and their number at a minimum consistent with the progress achieved in their implementation

**1.4.9 Reports**

1.4.9.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

- a) a brief history of the meeting (location, duration, attendance, agenda, list of documentation and list of Conclusions and Decisions);
- b) a summary of the discussions by GREPECAS on the different items of the agenda including, for each of them, the relevant Conclusion(s) and/or Decision(s);
- c) the work programme and future action by GREPECAS; and
- d) the tentative programme of future meetings of GREPECAS and of its contributory bodies.

1.4.9.2 A draft report in English and Spanish will be prepared by the Secretariat and Chairperson and presented by the Chairperson for approval by GREPECAS before the closing of each meeting.

1.4.9.3 The Secretary will place in the GREPECAS website the Final Meeting Report and will inform of said action to:

- a) members of GREPECAS; and
- b) Other States and international organizations and CAR/SAM bodies and organizations having attended the relevant meeting.

1.4.9.4 The report shall be made permanently available, through the ICAO Regional Office of accreditation in the ICAO Website, to all user and provider States of the CAR and SAM Regions as well as to international organizations and CAR/SAM bodies concerned.

1.4.9.5 The Secretary of GREPECAS will prepare an Executive Summary immediately after the Meeting, including a detailed Action Plan for the implementation of the Conclusions and Decisions adopted by the Meeting.

**1.5.1 General**

1.5.1.1 Contributory bodies of the GREPECAS shall work with a minimum of formality and paperwork.

**1.5.2 Participation**

**Note:** The following rules of procedure are based on the provisions contained in Part 3.

1.5.2.1 Each contributory body of the GREPECAS shall be composed of a limited number of experts to be provided by States, international organizations and/or bodies and Organizations having experience in the relevant field.

1.5.2.2 When deciding on the creation and establishing the mandate and terms of reference of any of its contributory bodies, GREPECAS shall indicate the States, international organizations and/or bodies and Organizations which are to be invited to provide experts for that body. The composition of contributory bodies shall be kept as small as possible in order to ensure the efficiency of their work and the informality of proceedings.

1.5.2.3 States and international organizations other than those specified by the GREPECAS, but which are in a position to make valid contributions to the work of a contributory body are entitled to provide experts for that body if they so wish. To this effect, they should notify the ICAO Regional Director of the office of accreditation of their intention to participate and of the name and title of the expert(s) designated.

1.5.2.4 States and international organizations and/or bodies and Organizations should ensure that the experts they provide as members in contributory bodies of the GREPECAS have the required qualifications and experience, as well as a sound knowledge with regards to ICAO SARPS and the Air Navigation Plan in the field of concern to fully contribute to the work of the body concerned.

**1.5.3 Convening of meetings**

1.5.3.1 Based on the advice of the members of the contributory bodies and of the Secretary, the Chairperson may propose the date and duration of meetings of each contributory body for coordination with the ACG.

1.5.3.2 As a rule, contributory bodies should propose, at each meeting, on the location, date and duration of the next meeting and on a tentative schedule of future meetings in order to assist the GREPECAS in establishing its meeting programme.

1.5.3.3 For each meeting of a contributory body of the GREPECAS, a convening letter shall be addressed by the respective Secretary to the members of that body. This convening letter should include the agenda, together with explanatory notes as required, to assist participants in preparing for the meeting.

**1.5.4 Establishment of the Agenda**

1.5.4.1 The Secretary of a contributory body of the GREPECAS, after co-ordination with the ICAO Regional Offices, and in consultation with the Chairperson shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

GREPECAS PROCEDURAL HANDBOOK – SECTION 1  
**PART 5 – RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF  
CONTRIBUTORY BODIES**

Section 1/Part 5 - 2

---

1.5.4.2 The draft agenda shall be circulated with the convening letter for comments and submitted to the meeting to which it refers, for approval.

**1.5.5 Languages and supporting documentation**

1.5.5.1 The languages of, and supporting documentation for, meetings of contributory bodies of the GREPECAS shall be English and Spanish, whenever this is necessary.

1.5.5.2 Subject to 1.5.5.1 above, the reports of meetings of these bodies shall be English and/or Spanish, as the case may be.

1.5.5.3 Working papers prepared by States or international organizations in Spanish or English may be forwarded to the Secretary for translation. In this case, States or international organizations concerned should ensure that such documentation reaches the Secretary 45 days in advance of the meeting for which it is intended, to permit timely processing. Working papers received after the 45-day period have to be submitted in both languages. All documentation should be submitted up to 15 days before the meeting for its proper distribution. It should be noted that those papers received after this 15-day period may not be accepted by the Secretariat. All documentation submitted for distribution must be sent electronically.

1.5.5.4 Documentation for meetings of the contributory bodies of GREPECAS will be prepared in the same manner as the specified in paragraph 1.4.6 of Section 1, Part 4.

**1.5.6 Officers and Secretariat of contributory bodies of the GREPECAS**

1.5.6.1 Each contributory body of the GREPECAS shall at its first meeting elect, from the experts provided by States as members of the contributory body, a Chairperson and a Vice-Chairperson.

1.5.6.2 In order to ensure the necessary continuity in the work and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairperson of a contributory body should serve for a three year term, or three consecutive meetings.

*Note: The Chairman should attend all Meetings of the corresponding contributory body and all GREPECAS Meetings.*

1.5.6.3 Members of a contributory body may at any time request that the election of the Chairperson and/or Vice-Chairperson be included in its meeting agenda. Elected officers may be re-elected.

**1.5.7 Conduct of business**

1.5.7.1 Meetings of a contributory body shall be conducted by its Chairperson or, in his/her absence, by the Vice-Chairperson.

1.5.7.2 Actions proposed by a contributory body that require the prior agreement of the GREPECAS before it can be implemented or otherwise, shall be recorded in its report in the form of Draft Conclusions, Draft Decisions or Decisions\*. All such proposed actions shall be considered by the GREPECAS at its next meeting, subsequent to the issue of the contributory body report, or presented for approval using the Fast-track Procedure indicated in paragraph 1.3.3.5 b), as determined appropriate.

1.5.7.3 In cases considered in Part 1, paragraph 1.1.6.1 e) of this Handbook, the contributory bodies will propose its action to the contributory body responsible for the coordination, in order that upon finalizing the coordination and consolidation of the relevant issues, submits draft decisions and conclusions for consideration of GREPECAS for approval using the Fast-track Procedure indicated in paragraph 1.3.3.5 b), as determined.

### 1.5.8 Reports of meetings

1.5.8.1 The Secretary and Chairperson will prepare a Draft Report on the business conducted by the Meeting in order to keep the GREPECAS and States/ international organizations informed of its activities.

1.5.8.2 Draft Reports on meetings of contributory bodies shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a summary format setting aside information on non-essential proceedings and on matters of solely internal interest to the contributory bodies themselves. They should normally cover:

- a) a brief history of the meeting (location, duration, attendance, agenda, list of documentation and list of Conclusions and Decisions);
- b) in the sequence of the agenda, summary of findings on different tasks or specific elements thereof including, as appropriate, draft conclusions, draft decisions and/or decisions; and
- c) review of the terms of reference, work programme and proposed future meetings.

1.5.8.3 The Secretary will publish the final report of the meetings of the contributory bodies in the GREPECAS Web site, and will inform of this to all members.

1.5.8.4 Final reports on meetings of contributory bodies shall be submitted to GREPECAS for review and action. At each of its meetings, the GREPECAS shall review the reports of all meetings of its contributory bodies having taken place since its last meeting, as well as other available reports on early meetings of contributory bodies still requiring action by GREPECAS.

1.5.8.5 The contributory bodies' reports shall be made available, through the ICAO Regional Office of accreditation, including the ICAO Website, to all user and provider States of the CAR and SAM Regions as well as to international organizations and CAR/SAM bodies concerned.

---

\* **Draft Conclusions:** Conclusions that require approval by GREPECAS prior to their implementation.  
**Draft Decisions:** Decisions that require approval and adoption by GREPECAS prior to their implementation.  
**Decisions:** Decisions that deal with matters of concern to the contributory body.

GREPECAS PROCEDURAL HANDBOOK – SECTION 1  
**PART 5 – RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF  
CONTRIBUTORY BODIES**

Section 1/Part 5 - 4

---

1.5.8.6 A summary of the actions taken by GREPECAS should be circulated to the corresponding members of the contributory body concerned.

1.5.9 **Rules of procedure for Task Forces**

1.5.9.1 Task Forces should work with a minimum of formality and paperwork.

1.5.9.2 **Creation of Task Forces**

1.5.9.2.1 GREPECAS, Groups, Subgroups and Committees may create Task Forces for the development of specific tasks necessary for their work, in accordance with paragraph 1.3.5.2.

1.5.9.3 **Membership and officers**

1.5.9.3.1 Task Forces should have a Rapporteur and experts in the relevant field, provided by States// international organizations.

1.5.9.3.2 Task Forces will have their own Work Programme, Terms of Reference and Composition.

1.5.9.4 **Development of the work programme**

1.5.9.4.1 The Task Forces will preferably develop their tasks from the habitual working places of their members, using modern technological means to coordinate among the members, Rapporteur and Secretary of the contributory body, avoiding to a maximum the convening of meetings.

1.5.9.4.2 In the event that the tasks in the Work Programme are impossible to solve in accordance with the above paragraph, the Rapporteur is responsible for the holding of meetings of the Task Force. The convening letter shall be addressed by the respective Rapporteur to the members of that body, through the Secretariat. This convening letter should include the agenda, together with explanatory notes as required, to assist participants in preparing for the meeting.

1.5.9.5 **Languages and supporting documentation**

1.5.9.5.1 The languages, supporting documentation and reports could be in English or Spanish. The working language is decided by the Task Force itself.

1.5.9.6 **Reports**

1.5.9.6.1 The Rapporteur will prepare a Draft Report which will be reviewed and approved by the members of the Task Force. The Final Report shall be distributed by the Rapporteur to members of the Task Force and at the same time will be submitted to the relevant Secretary of the GREPECAS, Group, Subgroup or Committee for review and action.

1.5.9.6.2 The Rapporteur will prepare this Report as a working paper in order to present it at the next GREPECAS, Group, Subgroup or Committee Meeting

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

**PROCEDURAL HANDBOOK**

**SECTION 2**

**COMPOSITION OF GREPECAS**

**COMPOSITION OF THE GREPECAS,  
INFORMATION ON MEMBERS AND OBSERVERS**

**COMPOSITION OF THE CONTRIBUTORY BODIES**

**COMPOSITION OF THE CONTRIBUTORY BODIES AND INFORMATION ON MEMBERS**

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 1

CHAIRMAN FIRST VICE-CHAIRMAN SECOND VICE-CHAIRMAN SECRETARY	<b>Normando Araújo De Medeiros</b> <b>Oscar Derby</b> <b>Jacques Boursiquot</b> <b>Jose Miguel Ceppi</b>	<i>Brazil</i> <i>Jamaica</i> <i>Haiti</i> <i>ICAO RD, Lima</i>
--	---	---

MEMBERS OF GREPECAS	
STATE REPRESENTATIVE POSITION OR TITLE	CONTACT INFORMATION
<b>ANTIGUA AND BARBUDA</b> <i>(*Representing Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines)</i>	
<b>Herald Wilson</b> Director	Eastern Caribbean Civil Aviation Authority (ECCAA) Corner of Factory Road and Nugent Av. P.O. Box 1130 St. John's, Antigua, W.I. Tel. +268 462 3401 Fax +268 462 0082 E-mail: oecs.dca@candw.ag
<b>ARGENTINA</b>	
	Comando de Regiones Aéreas Edificio Cóndor Av. Pedro Zanni 250 Oficina 180 - Sector Verde C.P. 1104 Buenos Aires, Argentina Tel. +541 1 4317 6307 Fax +541 1 4317 6307 E-mail: ditraer@faa.mil.ar
<b>BARBADOS</b>	
<b>Anthony Archer</b> Director of Civil Aviation	Ministry of Tourism and International Transport Air Traffic Services Building Grantley Adams International Airport Christ Church, Barbados Tel. +809 428 0930 Fax +809 428 2539 E-mail: civilav@sunbeach.net
<b>BOLIVIA</b>	
<b>Julio Fortun Landivar</b> Jefe de la Unidad de Navegación Aérea	Palacio de Comunicaciones Av. Mcal. Santa Cruz 1278 Casilla Postal 9360 La Paz, Bolivia Tel. +591 2 237 4142 Fax +591 2 237 1347 E-mail: dgacbol@ceibo.entelnet.bo

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 2

<b>MEMBERS OF GREPECAS</b>	
<b>STATE REPRESENTATIVE POSITION OR TITLE</b>	<b>CONTACT INFORMATION</b>
<b>BRAZIL</b>	
<b>José Roberto Machado e Silva</b> Jefe del Subdepartamento de Operaciones de DECEA	DECEA Av. General Justo 160 Rio de Janeiro, RJ CEP 20021-130 Brasil Tel. +55 21 2101 6205 Fax +55 21 2101 6371 E-mail: vicea@decea.gov.br
<b>CHILE</b>	
<b>Iván Galán Martínez</b> Subdirector de Planes	Apartado 3, Correo 9, Providencia Santiago de Chile Tel. +56 2 439 2509 Fax +56 2 439 2454 E-mail: sbd.planes@dgac.cl
<b>COLOMBIA</b>	
<b>C.E. Montealegre</b> Sub Director General	UAEAC Aerocivil Colombia Aeropuerto Internacional El Dorado, Oficina 305 Bogota, Colombia Tel. +57 1 413 8563/8040/11 Fax +57 1 4138666 E-mail: amunoz@aerocivil.gov.co
<b>COSTA RICA</b>	
<b>Ricardo Arias Borbón</b> Encargado Navegación Aérea	Dirección General de Aviación Civil Autopista General Cañas Contiguo Migración Alajuela, Costa Rica Tel./Fax +506 231-4924 Cel +506 382 3005 E-mail: dgacsg@racsa.co.cr
<b>CUBA</b>	
<b>Mirta Crespo</b> Subdirectora de Aeronavegación	Instituto de Aeronáutica Civil de Cuba Calle 23 # 64 Vedado, Plaza de la Revolución La Habana, Cuba Tel. +537 55 1121/46 Fax +537 33 4571 E-mail mirta.crespo@iacc.avianet.cu dan@iacc.avianet.cu

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 3

<b>MEMBERS OF GREPECAS</b>	
<b>STATE REPRESENTATIVE POSITION OR TITLE</b>	<b>CONTACT INFORMATION</b>
<b>DOMINICAN REPUBLIC</b>	
<b>Bolívar León Paulino</b> Director de Navegación Aérea del IDAC	Dirección General de Aeronáutica Civil Ave. México Esq. 30 de Marzo Santo Domingo, República Dominicana Tel. +809 221 7909/221 4624 Fax +809 221 8616/221 6220 E-mail aeronautica.c@codetel.net.do
<b>ECUADOR</b>	
<b>Jorge Zurita</b> Director General de Aviación Civil	Edificio Los Andes Buenos Aires 149 y Av. 10 de Agosto Apartado 17-01-2077 Quito, Ecuador Tel: +593 2 2223179 Fax: +593 2 2563995 E-mail director@dgac.gov.ec; dgac@ecnet.ec
<b>FRANCE</b>	
<b>Alain Grandclaude</b> Chargé de Mission au près du Directeur de la Navigation Aérienne	DNA/CM DAC/SO BP 116 F. 33704, Merignac CEDEX, France Tel. +33 5 5792 8112 Fax +33 5 5792 8298 E-mail alain.grandclaude@aviation-civile.gouv
<b>HAITI</b>	
<b>Jacques Boursiquot</b> ICAO Coordinator	Office National de l'Aviation Civile (OFNAC) Boîte Postale 1346 Port au Prince, Haïti HT6110 Tel +509 250 0052 / 0647 Fax +509 250 0998 / 0175 E-mail jboursiquot@ofnac.org
<b>JAMAICA</b>	
<b>Oscar Derby</b> Deputy Director General, Regulatory Affairs	Jamaica Civil Aviation Authority 4 Winchester Road Kingston 10, Jamaica Tel. +876 926 9771 / (876) 960 4033 Fax +876 920 0194 E-mail ddgra@jcaa.gov.jm

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 4

<b>MEMBERS OF GREPECAS</b>	
<b>STATE REPRESENTATIVE POSITION OR TITLE</b>	<b>CONTACT INFORMATION</b>
<b>MÉXICO/MEXICO</b>	
<b>José Javier Roch Soto</b> Deputy General Director of Aviation	Dirección General de Aeronáutica Civil Providencia 807, 3er Piso Col. del Valle, CP 03100 México, D.F., México Tel. +525 5 5687 7941 Fax +525 5 5523 6275 E-mail: <a href="mailto:jjrochso@sct.gob.mx">jjrochso@sct.gob.mx</a>
<b>PANAMA</b>	
<b>Arnulfo Stanziola</b> Director de Navegación Aérea	Autoridad de Aeronáutica Civil Balboa-Edificio 606 Ciudad de Panamá Apartado Postal 7501 Zona 5, Panamá Tel. +507 315 9801 Fax +507 315 9809 E-mail: <a href="mailto:astanziola@aeronautica.gob.pa">astanziola@aeronautica.gob.pa</a>
<b>PARAGUAY</b>	
<b>Hernán Colman</b> Gerente de Navegación Aérea	Dirección Nacional de Aeronáutica Civil Avd. Mcal. López c/Vice Pdte. Sánchez y 22 de Septiembre 2º. Piso Asunción, Paraguay Tel. +595 21 205365 Fax: +595 21 205365 E-mail: <a href="mailto:gna@dinac.gov.py">gna@dinac.gov.py</a>
<b>PERU</b>	
<b>Raymundo Hurtado Paredes</b> Inspector de la Dirección General de Aeronáutica Civil	Dirección de Navegación Aérea Ministerio de Transportes y Comunicaciones Av. 28 de Julio 800 Lima 01, Perú Tel. +51 1 425 1780 E-mail: <a href="mailto:rhurtado@mtc.gob.pe">rhurtado@mtc.gob.pe</a>
<b>TRINIDAD AND TOBAGO</b>	
<b>Ramesh Lutchmedial</b> Director General	Civil Aviation Authority Ministry of Works and Transport P.O. Box 2163 National Mail Center Piarco Port-of-Spain, Trinidad and Tobago Tel. +1 868 664 4302 Fax +1 868 E-mail: <a href="mailto:tcaa@caa.gov.tt">tcaa@caa.gov.tt</a>

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 5

<b>MEMBERS OF GREPECAS</b>	
<b>STATE REPRESENTATIVE POSITION OR TITLE</b>	<b>CONTACT INFORMATION</b>
<b>UNITED KINGDOM</b>	
<b>Margaret Wilson</b> Manager, Caribbean	Air Safety Support International P.O. Box W1446 Milburn House Old Parham Road St John's Antigua, West Indies Tel: +1 268 481 1929 (Office) +1 268 464 9417 (Cellphone) Fax: +1 268 481 1930 E-mail: margaret.wilson@caribairsafety.aero
<b>UNITED STATES</b>	
<b>Manuel Vega</b> Acting Director	Western Hemisphere Office Federal Aviation Administration Office of the Assistant Administrator for International Aviation 800 Independence Ave. S.W. Washington, D.C. 20591 United States Tel.: Fax: E-mail manuel.vega@faa.gov
<b>URUGUAY</b>	
<b>Jorge Elissalde</b> Director de Tránsito Aéreo	Dirección General de Infraestructura Aeronáutica (DGIA) Carrasco International Airport Montevideo, Uruguay Tel. +598 2 600 6883 Fax +598 2 604 0251 E-mail dtaereo@adinet.com.uy jopdta@adinet.com.uy
<b>VENEZUELA</b>	
<b>W. Sánchez</b> Director de Ingeniería de Tránsito Aéreo	Ministerio de Infraestructura Av. Lecuna, Edificio Parque Central Torre Este, Piso 34 Caracas, Venezuela Tel. +58 212 Fax +58 212 E-mail: relacionesinstitucionales_INAC@yahoo.com

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 6

<b>INTERNATIONAL ORGANIZATIONS (OBSERVERS)</b>	
<b>INTERNATIONAL ORGANIZATION REPRESENTATIVE POSITION OR TITLE</b>	<b>CONTACT INFORMATION</b>
<b>ACI</b>	
<b>Eduardo A. Flores</b> Secretario Regional ACI/LAC	Airport Council International - Latin America and The Caribbean Aeropuerto Internacional Merida 2do. Piso Oficina ACI-LAC, Mérida, Yucatán, México, C.P. 97291 Tel: +52 999 946 1258 Fax: +52 999 946 1264 E-mail: efloresdc@aci-lac.aero; gilda.morlet@aci-lac.aero
<b>COCESNA</b>	
<b>José Ramón Oyuela</b> Director ACNA	Agencia Centroamericana de Navegación Aérea (ACNA) - COCESNA Edificio COCESNA, 150 mts. al sur del Aeropuerto Aeropuerto Toncontín Apartado Postal 660 Tegucigalpa, Honduras Tel. +504 234 3360 Fax +504 234 2987 E-mail: cdoc@cocesna.org
<b>EUROCONTROL</b>	
<b>Eamon CERASI</b> Head of ICAO Coordination	Eurocontrol - DEI2 96, rue de la Fusée B-1130 Bruxelles, Belgium Tel.: +32 2 7293053 Fax: +32 2 7299984 Email: edward.cerasi@eurocontrol.int
<b>IAOPA</b>	
<b>John Sheehan</b> Secretary General	International Council for Aircraft Owner and Pilot Associations 421 Aviation Way Frederick; Maryland 21701 United States Tel. +301 695 2220 Fax +301 695 2375 E-mail john.sheehan@aopa.org
<b>IATA</b>	
<b>Peter Cerdá</b> Director, Operations & Infrastructure	LATAM/CAR 703 Waterford Way No. 600 Miami, Florida 33126, United States Tel. +305 266 7552 Fax +305 266 7718 E-mail: cerdap@iata.org

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 7

<b>INTERNATIONAL ORGANIZATIONS (OBSERVERS)</b>	
<b>INTERNATIONAL ORGANIZATION REPRESENTATIVE POSITION OR TITLE</b>	<b>CONTACT INFORMATION</b>
<b>IBAC</b>	
<b>Adalberto Febeliano</b> Technical Representative <i>IBAC Liaison Officer to GREPECAS</i>	International Business Aviation Council – IBAC Rua Monsenhor Antonio Pepe, 359 04357-080 Sao Paulo – SP, Brasil Tel: +55 11 5032 2727 Fax: +55 11 5031 1900 E-mail: febeliano@abag.org.br
<b>IFALPA</b>	
<b>Salvador Gayón Aguilar</b> Regional Vice-President CAR/WEST	Palomas 110 Col. Reforma Social Del. Miguel Hidalgo C.P. 11650, México, D.F., México Tel. +525 5 5091 5959 ext. 1214 Fax +525 5 5020 9160 E-mail sgayon@prodigy.net.mx
<b>IFATCA</b>	
<b>Alex Figuereo M.</b> Executive Vice-President Americas	IFATCA Americas Region Apartado 6-7658 Panamá, República de Panamá Tel. +507 647 4938 Fax: +507 232 6622 E-mail: evpama@ifatca.org
<b>LACAC</b>	
<b>Marco Ospina</b> Secretary	Víctor Andres Belaunde 147 Torre Real 4, Piso 3 San Isidro Lima, Peru Tel. +51 1 422 6905 Fax. +51 1 422 8236 E-mail: clacsec@lima.icao.int

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 8

<b>GREPECAS AND CONTRIBUTORY BODIES' COMPOSITION AND MEMBERSHIP</b>	
<b>GREPECAS</b> <b>SECRETARY: JOSE MIGUEL CEPPI, SAM OFFICE</b>	
Antigua and Barbuda ( <i>representing Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and Grenadines</i> ), Argentina, Barbados, Bolivia (in rotation with Paraguay every two years), 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.	
* Pending approval by the Council	
<b>NORMANDO ARAUJO DE MEDEIROS</b> <i>Brazil</i> Chairman	Ministerio de Defensa - CERNAI Av. Marechal Camara 233 – 12 andar Castelo, Rio de Janeiro, Brasil CEP 20020-080 Tel. +55 21 213 99681/99674 Fax +55 21 213 99678 E-mail: normando@cernai.gov.br
<b>OSCAR DERBY</b> <i>Jamaica</i> Vice-Chairman	Deputy Director General Regulatory Affaire 4 Winchester Road Kingston 10, Jamaica Tel. +876 926 9771 Fax +876 960 1637 E-mail ddgra@jcaa.gov.jm
<b>JACQUES BORSIQUOT</b> <i>Haiti</i> Second Vice-Chairman	ICAO Coordinator Office National de l'Aviation Civile (OFNAC) Boite Postale 1346 Port au Prince, Haiti Tel. +509 250 0052 / 0647 Fax +509 250 0998 / 0175 E-mail: jboursiquot@ofnac.org
<b>ADMINISTRATION COORDINATION GROUP (ACG)</b> <b>SECRETARY: JOSE MIGUEL CEPPI, SAM OFFICE</b>	
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.	
<b>AVIATION SAFETY BOARD (ASB)</b> <b>SECRETARY: JOSE MIGUEL CEPPI, SAM OFFICE</b>	
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 contributory bodies 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.	

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 9

<b>GREPECAS AND CONTRIBUTORY BODIES' COMPOSITION AND MEMBERSHIP</b>	
<b>AERONAUTICAL METEOROLOGY SUBGROUP (AERMETSG) SECRETARY: NOHORA ARIAS, SAM OFFICE</b>	
Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, France, Panama, Paraguay, Peru, Spain, United States, Uruguay, Venezuela, COCESNA, IATA, IFALPA and WMO.	
<b>CARLOS ROBERTO SALINAS ROJAS</b> <i>Paraguay</i> Chairman	Mcal. López e/Vice Pte. Sánchez y 22 de septiembre Ministerio de Defensa Nacional, Tercer Piso, Asunción, Paraguay Tel. +595 21 222139 Fax +595 21 222139 E-mail gpm_dmh@dinac.gov.py / salinascr@mixmail.com
<b>STEVEN R. ALBERSHEIM</b> <i>United States</i> Vice-Chairman	Meteorologist Federal Aviation Administration Aviation Weather Policy and Standards 800 Independence Ave. SW Washington, D.C. 20591, United States Tel. +1 202 385 7185 Fax +1 202 385 7240 E-mail steven.albersheim@faa.gov
<b>AERODROMES AND GROUND AIDS/AERODROME OPERATIONAL PLANNING SUBGROUP (AGA/AOP/SG) SECRETARY: JAIME CALDERON, NACC OFFICE</b>	
Argentina, Barbados, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Panama, Paraguay, Peru, Trinidad and Tobago, United States, Uruguay, Venezuela, ACI, ALACPA, CARSAMPA, IATA, IFALPA and IFATCA.	
<b>NORBERTO CABRERA</b> <i>Cuba</i> Chairman	Director de Aeródromos Instituto de Aeronáutica Civil de Cuba Calle 23 Esq. No. # 310 Apto 93 Ciudad de La Habana, Cuba Tel.: +537 55 1127 / 834 4949 Ext 2392 Fax +537 55 1113 E-mail: norberto.cabrera@iacc.avianet.cu
<b>ALBERTO PALERMO</b> <i>Argentina</i> Vice-Chairman	Director de Tránsito Aéreo Comando de Regiones Aéreas Avenida Comodoro Pedro Zanni 250 Capital Federal, Argentina Tel. +54 11 4317 6555 Fax +54 11 4317 6307 E-mail aeródromos@faa.mil.ar; albertopalermo@yahoo.com
<b>AERONAUTICAL INFORMATION SERVICES AND AERONAUTICAL CHARTS SUBGROUP (AIM/SG) SECRETARY: RAÚL MARTÍNEZ, NACC OFFICE</b>	
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.	
<b>NOEMÍ DE LOS ANGELES CARTA SANTOS</b> <i>Cuba</i> Chairperson	IACC/Instituto de Aeronáutica Civil de Cuba Calle 23 No. 64, La Rampa Plaza de la Revolución Ciudad de la Habana, Cuba Tel +537 551 1121/46 Fax +537 834 4571 E-mail noemi.carta@iacc.avianet.cu

GREPECAS PROCEDURAL HANDBOOK – SECTION 2  
COMPOSITION OF THE GREPECAS, INFORMATION ON MEMBERS AND OBSERVERS

Section 2 - 10

<b>GREPECAS AND CONTRIBUTORY BODIES' COMPOSITION AND MEMBERSHIP</b>	
<b>RAFAEL A. TORRES A.</b> <i>Venezuela</i> ViceChairperson	Aeropuerto Internacional Simón Bolívar Maiquetía, Edificio ATC Piso 1 División ATS, Venezuela Tel +58 414 140 3931 Fax +58 212 355 1920 E-mail rtorres@inac.gov.ve
<b>AIR TRAFFIC MANAGEMENT/COMMUNICATIONS, NAVIGATION AND SURVEILLANCE SUBGROUP (ATM/CNS/SG)</b> <b>SECRETARY: CARLOS STEHLI, SAM OFFICE</b>	
The ATM/CNS Subgroup is composed by the joint membership of the members of the ATM and CNS Committees.	
<b>CLAUDIO ARELLANO</b> <i>Mexico</i> Chairman	Director de Sistemas Digitales Aeronáuticos SENEAM Av. 602 No. 161 15620 México, D.F. Tel. +525 5 5687 7941 Fax +525 5 5523 6275 E-mail pcarranp@sct.gob.mx
<b>JULIO CESAR DE SOUZA PEREIRA</b> <i>Brazil</i> Vice-Chairman	Oficial ATM DECEA Tel. +55 21 2101 6278 Fax +55 21 2101 6088 E-mail pln1.2@decea.gov.br
<b>ATM COMMITTEE</b> <b>SECRETARY: VÍCTOR HERNÁNDEZ, NACC OFFICE</b>	
Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, 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.	
<b>Vacant</b> Chairman	
<b>FIDEL ARA</b> <i>Cuba</i> Vice-Chairman	Jefe Grupo ATM, IACC Calle 23 No. 64 Vedado, Habana Cuba Tel. +537 838 1146 Fax +537 834 4571 E-mail fidel.ara@iacc.avianet.cu

<b>GREPECAS AND CONTRIBUTORY BODIES' COMPOSITION AND MEMBERSHIP</b>	
<b>CNS COMMITTEE</b> <b>SECRETARY: ONOFRIO SMARELLI, SAM OFFICE</b>	
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.	
<b>RICARDO BORDALÍ</b> <i>Chile</i> Chairman	Planificación de Navegación Aérea Dirección General de Aeronáutica Civil Clasificador 3 – Correo 9, Providencia Santiago, Chile Tel. +56 2 439 2541 Fax +56 2 439 2454 E-mail rbordali@dgac.cl
<b>VERONICA RAMDATH</b> <i>Trinidad and Tobago</i> Vice Chairperson	Manager Telecommunications and Electronics Civil Aviation Authority P.O. Box 2163, National Mail Centre Golden Grove Road Piarco, Trinidad & Tobago Tel +1 868 669 4706 Fax +1 868 669 5239 E-mail vramdath@caa.gov.tt
<b>HUMAN RESOURCES AND TRAINING SUBGROUP (HRT/SG)</b> <b>SECRETARY:</b>	
Argentina, Brazil, Chile, Colombia, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay, Venezuela and COCESNA.	
<b>TASK FORCE ON INSTITUTIONAL ASPECTS</b> <b>RAPPORTEUR: E. RODINO, ARGENTINA</b>	
Argentina, Brazil, Chile, Colombia, Cuba, Peru, United States, Venezuela and COCESNA.	

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

**PROCEDURAL HANDBOOK**

**SECTION 3**

**CAR/SAM PROVIDER AND USER STATES**

### 3.1 Purpose and status

3.1.1 In accordance with the GREPECAS working arrangements, all States concerned with the work of GREPECAS shall be kept fully informed (please see Note below) of its activities. To this effect, ICAO Regional Directors concerned, on the basis of information provided by the Secretary of the GREPECAS, shall:

- a) keep States informed of the convening of GREPECAS meetings and the subjects planned to be discussed (cf. Section 1; Part 4, paragraph 1.4.2); and
- b) send summary reports on meetings of GREPECAS, and, as appropriate, summary reports on meetings of its contributory bodies (cf. Section 1, Part 4, paragraph 1.4.9).

3.1.2 All CAR/SAM provider and user States, either Contracting or non- Contracting States of the Convention on International Civil Aviation, shall be regarded as concerned with the work of the GREPECAS and therefore entitled to receive information on its activities as necessary.

**Note:** Communication with States will be in accordance with existing ICAO policies and procedures.

#### CAR/SAM PROVIDER STATES

Antigua and Barbuda	Haiti
Argentina	Honduras
Bahamas	Jamaica
Barbados	Mexico
Belize	Netherlands
Bolivia	Nicaragua
Brazil	Panama
Chile	Paraguay
Colombia	Peru
Costa Rica	Saint Kitts and Nevis
Cuba	Saint Lucia
Dominica*	Saint Vincent and the Grenadines
Dominican Republic	Suriname
Ecuador	Trinidad and Tobago
El Salvador	United Kingdom
France	United States
Grenada	Uruguay
Guatemala	Venezuela
Guyana	

---

\* *Non contracting State*

**NON CAR/SAM USER STATES**

Australia  
Belgium  
Canada  
Czech Republic  
Denmark  
Germany  
Iraq  
Italy  
Japan  
Malaysia  
Morocco  
Norway  
Portugal  
Senegal  
Slovakia  
South Africa  
Spain  
Sweden  
Switzerland  
Republic of Korea  
Russian Federation

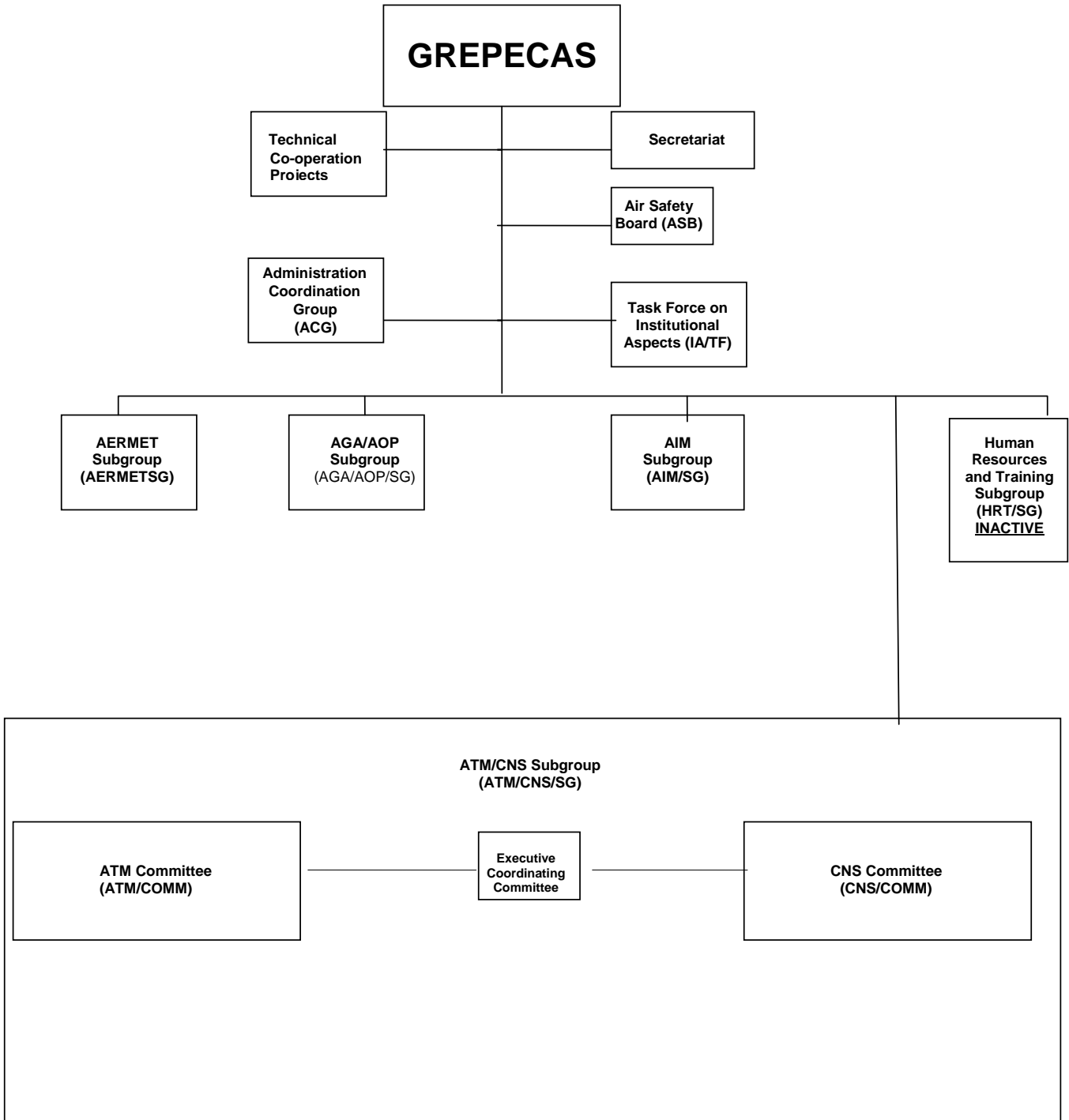
**CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)**

**PROCEDURAL HANDBOOK**

**SECTION 4**

**CONTRIBUTORY BODIES OF THE GREPECAS:  
TERMS OF REFERENCE, COMPOSITION AND WORK PROGRAMME**

# GREPECAS Structure



**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 (ASB)**

**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) 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		

**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.

**AERONAUTICAL METEOROLOGY SUBGROUP (AERMET/SG)****1. Terms of reference**

- a) Ensure seamless and consistent development of the CAR/SAM Regional Air Navigation Plan and the CAR/SAM Regional Plan for ATM System in the MET area;
- b) 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;
- c) Monitor the research and development of the ATM system, the tests and demonstrations in the ATM/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 ATM requirements.
- d) Monitor the implementation of WAFS, IAVW and tropical cyclones warning system.
- e) Monitor the implementation of a Quality Management System.

**2. Work Programme**

NUMBER OF TASK	TASK DESCRIPTION	Priority	Date	
			Start	End
MET/9-1	Monitor WAFS implementation, particularly in respect to the new WAFS Forecasts in the introduction of SIGWX Forecasts and ICE/TURB/CB	A	JUL2008	SEP 2010
MET/9-2	Monitor and plan the support for the training of the new WAFS SIGWX and ICE/TURB/CB forecasts	A	JUL 2008	SEP 2010
MET/9-3	Monitor and plan the support and capability of the States to implement ISCS G2 to G3 transition foreseen for December 2009.	A	JUL 2008	SEP 2010
MET/9-4	Carry out annual surveys on ISCS efficacy in order to send them to the focal points and analyze the results to be presented at the next AERMETSG meeting.	A	ABR 2008	ABR 2010
MET/9-5	Monitor IAVW implementation..	A	JUL 2008	SEP 2010
MET/9-6	Carry out biannual (May and November) SIGMET WV tests, analyze their results and present them at the next AERMETSG Meeting.	A	JUL 2008	SEP 2010
MET/9-7	Monitor the implementation of the tropical cyclones warning system.	A	JUL 2008	SEP 2010
MET/9-8	Review, 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 2008	SEP 2008
MET/9-9	Translate the draft Guidance Material for the development of airport emergency plans in case of volcanic eruptions in the CAR/SAM Regions.	B	TBD	TBD
MET/9-10	Coordinate the OPMET exchange control annually (10-16 JUN), analyze the results and present them in the next AERMETSG Meeting.	b	JUL 2006	SEP 2010

NUMBER OF TASK	TASK DESCRIPTION	Priority	Date	
			Start	End
MET/9-11	Based on the last edition of Doc 9750 - <i>Global Air Navigation Plan for CNS/ATM</i> , develop the MET chapter of the <i>CAR/SAM Regional Plan for the implementation of CNS/ATM systems</i> , Document I.	B	JUN 2009	SEP 2010
MET/9-12	Develop, in coordination with the Secretariat, a draft Guide of MET documented procedures required by Standard ISO 9001:2000, and present it at the AERMETS/10.	A	NOV 2009	SEP 2009
MET/9-13	Monitor the research and development of MET concept in ATM field and facilitate the transference of this information and experience among CAR/SAM States.	B	ENE 2009	SEP 2010
MET/9-14	Identify activities for the implementation of new meteorological services related both to training and application of the new ATM systems. Provide guidelines.	B	ENE 2009	SEP 2010
MET/9-15	Update the list of MET deficiencies.	A	JUL 2005	Continuous

2. **Priority**

- A** Tasks of high priority on which work should be expedited.
- B** Tasks of medium priority on which work should be undertaken as soon as possible but not to the detriment of Priority **A** tasks.
- C** Tasks of medium priority on which work should be undertaken as time and resources permit but not to the detriment of Priority **A** and **B** tasks.

3. **Composition**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, France, Panama, Paraguay, Peru, Spain, United States, Uruguay, Venezuela, COCESNA, IATA, IFALPA and WMO.

4. **Chairmanship**

Chairman: Carlos Roberto Salinas Rojas (Paraguay)  
Vice-Chairman: Steven R. Albersheim (United States)

*Note: The chairman and vice-chairman were elected for the period 2008 – 2009. In case no annual meetings are held, for AERMETS/10, AERMETS/11 and AERMETS/12.*

**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 <sup>st</sup> Meeting	8 <sup>th</sup> 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"> <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 and switching time</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, rubber contamination and accumulation</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
AGA/AOP/6	Review demand/capacity problems at airports and develop options for alleviating airport congestion.	B	1 <sup>st</sup> Meeting	8 <sup>th</sup> Meeting

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
<b>AGA/AOP/8</b>	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
<b>AGA/AOP/9</b>	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 better identify and resolve the deficiencies that compromise the implementation of these processes	A	4 <sup>th</sup> Meeting	8 <sup>th</sup> Meeting
<b>AGA/AOP/10</b>	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, Haiti, Honduras, Mexico, Paraguay, 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.

**AERONAUTICAL INFORMATION MANAGEMENT SUBGROUP (AIM/SG)****1. Terms of Reference**

1.1 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

1.2 Aeronautical Information Management (AIM) apply in a global and in a interoperable basis the provision of aeronautical information and data covering the needs of the present and future ATM system needs and all the 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 Interoperational Concept.	A	2007	2010
AIM /2	Coordinate the application of quality systems in AIM services, according to the relevant ISO standards. Propose action plans for the implementation by CAR/SAM States of these 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 of human factor within the framework of effective aeronautical information management, together with the consistent application of CAR/SAM AIM training programmes, taking also into account the need for basic criteria to ensure to development of an English language training programme related to effective aeronautical information management.	B	2007	2010
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 manual inter-functionalities, both within the CAR/SAM Regions, as well as between these and other ICAO Regions.	B	2008	2010

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM/5	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.	A	2007	2008
AIM/6	Conduct the required relevant studies for the use of Geographical Information Systems (GIS) in AIM, as well as to 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.	A	2008	2010
AIM/8	Promote and follow-up the effective implementation of AIM requirements according to the established procedures in order to take the corresponding corrective actions 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.	A	2007	2010
AIM/10	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.	A	2008	2010

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**

CAR/SAM States, Spain, France, 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)

**ATM COMMITTEE (ATM/COMM)****1. Terms of Reference**

- a) To assist and guide CAR and SAM States/Territories/ international organizations 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 Organization 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. 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.

3. Chairperson: *Vacant*  
 \*\*Vice-Chairman: Fidel Ara (Cuba)

**4. Work Programme of the ATM Committee****CAR/SAM REGIONS PERFORMANCE OBJECTIVES**

<b>OPTIMIZE THE ATS ROUTE STRUCTURE EN-ROUTE AIRSPACE</b>	
<b>Benefits</b>	
<b>Environment</b> <b>Efficiency</b>	<ul style="list-style-type: none"> <li>• reductions in fuel consumption;</li> <li>• ability of aircraft to conduct flight more closely to preferred trajectories;</li> <li>• increase in airspace capacity;</li> <li>• facilitate the utilization of advanced technologies (e.g., FMS based arrivals) and ATC decision support tools (e.g., metering and sequencing), thereby increasing efficiency.</li> </ul>
<i>Strategy</i> <i>(2008 - 2015)</i>	

TASK	DESCRIPTION	START- END	STATUS
<b>AOM</b>	<i>En-route airspace</i>		
	Develop regional action plan		
	Develop Airspace Concept based in CAR /SAM PBN Roadmap, in order to design and implement a trunk route network, connecting major city pairs in the upper airspace and for transit to/from aerodromes, on the basis of PBN and, in particular, RNAV/5, taking into account interregional harmonization		
	Develop performance measurement plan		
	Formulate safety plan		
	Establish collaborative decision making (CDM) process		
	Publish national regulations for aircraft and operators approval using PBN manual as guidance material		
	Identify training needs and develop corresponding guidelines		
	Formulate system performance monitoring plan monitor implementation progress in accordance with CAR/SAM PBN implementation roadmap and State implementation plan		
<b>References</b>	GPI/5: performance-based navigation, GPI/7: dynamic and flexible ATS route management, GPI/8: collaborative airspace design and management, GPI/10: terminal area design and management, GPI/11: RNP and RNAV SIDs and STARs and GPI/12: FMS-based arrival procedures.		

**OPTIMIZE THE ATS ROUTE STRUCTURE IN  
TERMINAL AIRSPACE**

**Benefits**

<b>Environment Efficiency</b>	<ul style="list-style-type: none"> <li>• reductions in fuel consumption;</li> <li>• ability of aircraft to conduct flight more closely to preferred trajectories;</li> <li>• increase in airspace capacity;</li> <li>• facilitate utilization of advanced technologies (e.g., FMS based arrivals) and ATC decision support tools (e.g., metering and sequencing), thereby increasing efficiency.</li> </ul>
-----------------------------------	---

*Strategy  
(2008 - 2015)*

TASK	DESCRIPTION	START- END	STATUS
<b>AOM</b>	<i>In terminal airspace</i>		
	Develop State PBN implementation plan		
	Develop Airspace Concept based in CAR /SAM PBN Roadmap, in order to design and implement optimized standard instrument departures (SIDs), standard instrument arrivals (STARs), instrument flight procedures, holding, approach and associated procedures, on the basis of PBN and, in particular RNAV/1 and Basic-RNP12		
	Develop performance measurement plan		
	Formulate safety plan		
	Establish collaborative decision making (CDM) process		
	Publish national regulations for aircraft and operators approval using PBN manual as guidance material		
	Identify training needs and develop corresponding guidelines		
	Formulate system performance monitoring plan		

	develop a regional strategy and work programme for implementation of; and		
	monitor implementation progress in accordance with CAR/SAM PBN implementation roadmap and State implementation plan		
<b>References</b>	GPI/5: performance-based navigation, GPI/7: dynamic and flexible ATS route management, GPI/8: collaborative airspace design and management, GPI/10: terminal area design and management, GPI/11: RNP and RNAV SIDs and STARs and GPI/12: FMS-based arrival procedures.		

### IMPLEMENT RNP APPROACHES

#### Benefits

<b>Efficiency</b>	• Improvements in capacity and efficiency at aerodromes.
<b>Safety</b>	• Improvements in safety at aerodromes.

#### Strategy (2008-2015)

TASK	DESCRIPTION	START- END	STATUS
	Develop State PBN implementation plan		
	Develop Airspace Concept based in CAR /SAM PBN Roadmap, in order to design and implement RNP APCH with Baro-VNAV in accordance with assembly resolution A36-23, and RNP AR APCH where beneficial		
	Develop performance measurement plan		
	Formulate safety plan		
	Establish collaborative decision making (CDM) process		
	Publish national regulations for aircraft and operators approval using PBN manual as guidance material		
	Identify training needs and develop corresponding guidelines		
	Formulate system performance monitoring plan		
	monitor implementation progress in accordance with CAR/SAM PBN implementation roadmap and State implementation plan		
<b>References</b>	GPI/5: performance-based navigation, GPI/7: dynamic and flexible ATS route management, GPI/8: collaborative airspace design and management, GPI/10: terminal area design and management, GPI/11: RNP and RNAV SIDs and STARs and GPI/12: FMS-based arrival procedures.		

### ENHANCE CIVIL/MILITARY COORDINATION AND CO-OPERATION

#### Benefits

<b>Efficiency</b>	• increase airspace capacity;
<b>Continuity</b>	• allow a more efficient ATS route structure
	• ensure safe and efficient action in the event of unlawful interference;
	• make available military restricted airspace more hours of the day so that aircraft can fly on their preferred trajectories; and
	• improve search and rescue services.

#### Strategy (2008-2012)

TASK	DESCRIPTION	START- END	STATUS
------	-------------	---------------	--------

<b>AOM</b>	<ul style="list-style-type: none"> <li>• develop guidance material on civil/military coordination and co-operation to be used by States/Territories to develop national policies, procedures and rules;</li> <li>• establish civil/military coordination bodies;</li> <li>• arrange for permanent liaison and close cooperation between civil ATS units and appropriate air defence units;</li> <li>• conduct a regional review of special use airspace;</li> <li>• develop a regional strategy and work programme for implementation of flexible use of airspace in a phased approach beginning with more dynamic sharing of restricted airspace while working towards full integration of civil and military aviation activities by <b>2012</b>; and</li> <li>• monitor implementation progress</li> </ul>		
<b>References</b>	GPI/1: flexible use of airspace.		

<b>ALIGN UPPER AIRSPACE CLASSIFICATION</b>			
<b>Benefits</b>			
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• better utilization of data link communication;</li> <li>• optimize use of flight plan data processing systems;</li> <li>• enhance airspace management coordination, message exchange capabilities and utilization of flexible and dynamic airspace management techniques;</li> </ul>		
<b>Continuity</b>	<ul style="list-style-type: none"> <li>• harmonization of interregional coordination processes;</li> <li>• improvement of airspace interoperability and seamlessness; and</li> <li>• ensure the provision of positive air traffic control services to all aircraft operations.</li> </ul>		
<i>Strategy (Target: 2008)</i>			
<b>TASK</b>	<b>DESCRIPTION</b>	<b>START- END</b>	<b>STATUS</b>
<b>AOM</b>	• Develop a regional implementation strategy and work programme for the implementation of ICAO Annex 11 airspace Class A above FL 195		
	• identify key stakeholders, ATCOs, pilots, and relevant international organisations for coordination and cooperation on changes for new airspace organization, using a CDM process;		
	• develop new national airspace organization in accordance with ICAO provisions, as needed;		
	• Coordinate changes for regional and national documents; <ul style="list-style-type: none"> <li>▪ Doc 8733, CAR/SAM ANP;</li> <li>▪ AIP; and,</li> <li>▪ ATS letters of agreement</li> </ul>		
	• carry out improvements in ground systems to support new airspace organization configurations, as necessary;		
	• publish national regulatory material for implementation of new rules and procedures to reflect airspace organizational changes;		
	• train ATCOs and pilots in new procedures, including all civil and military airspace users, as required;		
	• monitor implementation progress.		

<b>References</b>	GPI/4: align upper airspace classification.
-------------------	---

<b>IMPROVE DEMAND AND CAPACITY BALANCING</b>			
<b>Benefits</b>			
<b>Environment</b>	<ul style="list-style-type: none"> <li>• reduction in weather- and traffic-induced holding, leading to reduced fuel consumption and emissions;</li> </ul>		
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• improved and smoother traffic flows;</li> <li>• improved predictability;</li> <li>• improved management of excess demand for service in ATC sectors and aerodromes;</li> <li>• improved operational efficiency;</li> <li>• enhanced airport capacity;</li> <li>• enhanced airspace capacity; and</li> </ul>		
<b>Safety</b>	<ul style="list-style-type: none"> <li>• improved safety management.</li> </ul>		
<i>Strategy Near term (2008)</i>			
TASK	DESCRIPTION	START- END	STATUS
<b>DCB</b>	<ul style="list-style-type: none"> <li>• identify key stakeholders (ATC service providers and users, military authorities, airport authorities, aircraft operators and relevant international organisations) for purposes of coordination and cooperation, using a CDM process;</li> </ul>		
	<ul style="list-style-type: none"> <li>• identify and analyse traffic flow problems and develop methods for improving efficiencies on a gradual basis, as needed, through enhancements in current:               <ul style="list-style-type: none"> <li>○ airspace organization and management (AOM) and ATS routes structure (unidirectional routes) and SID and STARS,</li> <li>○ communication, navigation and surveillance systems,</li> <li>○ aerodrome capacity,</li> <li>○ ATS capacity,</li> <li>○ training for pilots and Controllers; and</li> <li>○ ATS letters of agreement;</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• define common elements of situational awareness between FMUs;               <ul style="list-style-type: none"> <li>○ common traffic displays,</li> <li>○ common weather displays (Internet),</li> <li>○ communications (teleconferences, web), and</li> <li>○ daily teleconference/messages methodology advisories;</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• develop methods to establish demand/capacity forecasting;</li> </ul>		
	<ul style="list-style-type: none"> <li>• develop a regional strategy and work programme for harmonized implementation of ATFM service; and,</li> </ul>		

<i>Medium term (2010)</i>	
	<ul style="list-style-type: none"> <li>• develop a regional strategy for the implementation of flexible use of airspace (FUA);                             <ul style="list-style-type: none"> <li>○ assess use of airspace management processes;</li> <li>○ improve current national airspace management to adjust dynamic changes in tactical stage to traffic flows;</li> <li>○ introduce improvements in ground support systems and associated procedures for the extension of FUA with dynamic airspace management processes;</li> <li>○ implement dynamic ATC sectorization in order to provide the best balance between demand and capacity to respond in real-time to changing situations in traffic flows, and to accommodate in short-term the preferred routes of users;</li> </ul> </li> <li>• define common electronic information and minimum databases required for decision support and alerting systems for interoperable situational awareness between Centralized ATFM units;</li> <li>• develop regional procedures for efficient and optimum use of aerodrome and runway capacity;</li> <li>• develop a regional ATFM procedural manual to manage demand/capacity balancing;</li> <li>• develop a regional strategy and framework for the implementation of a Centralized ATFM unit;</li> <li>• develop operational agreements between Centralized ATFM units for interregional demand/capacity balancing; and,</li> <li>• monitor implementation progress.</li> </ul>
<b>References</b>	GPI/1: flexible use of airspace; GPI/6: air traffic flow management; GPI/7: dynamic and flexible ATS route management; GPI/9: Situational awareness; GPI/13: aerodrome design and management; GPI/14: runway operations; and GPI/16: decision support and alerting systems.

<b>IMPROVE ATM SITUATIONAL AWARENESS</b>	
<b>Benefits</b>	
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• enhanced traffic surveillance;</li> <li>• enhanced collaboration between flight crew and the ATM system;</li> <li>• improved collaborative decision-making through sharing electronic aeronautical data information;</li> <li>• reduced of workload for both pilots and controllers;</li> <li>• improved operational efficiency;</li> <li>• enhanced airspace capacity;</li> <li>• improved implementation on a cost-effective basis;</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• improved available electronic terrain and obstacle data in the cockpit;</li> <li>• reduced of the number of controlled flight into terrain related accidents; and</li> <li>• improved safety management.</li> </ul>

<i>Strategy Near term (2010)</i>			
TASK	DESCRIPTION	START- END	STATUS
<b>SDM</b>	<ul style="list-style-type: none"> <li>• identify parties concerned</li> <li>• identify the automation level required according to the ATM service provided in airspace and international aerodromes, assessing               <ul style="list-style-type: none"> <li>○ operational architecture design,</li> <li>○ characteristics and attributes for interoperability,</li> <li>○ data bases and software, and</li> <li>○ technical requirements;</li> </ul> </li> <li>• improve ATS interfacility communication</li> <li>• implement flight plan data processing system and electronic transmission tools</li> <li>• implement radar data sharing programs where benefits can be obtained</li> <li>• develop situational awareness training programmes for pilots and controllers</li> <li>• implement ATM surveillance systems for situational traffic information and associated procedures</li> <li>• implement ATS automated message exchanges, as required               <ul style="list-style-type: none"> <li>○ FPL, CPL, CNL, DLA, etc.</li> </ul> </li> <li>• implement automated radar handovers, where able;</li> <li>• implement ground and air electronic warnings, as needed               <ul style="list-style-type: none"> <li>○ Conflict prediction</li> <li>○ Terrain proximity</li> <li>○ MSAW</li> <li>○ DAIW</li> <li>○ Surveillance system for surface movement</li> </ul> </li> <li>• implement data link surveillance technologies and applications: ADS, CPDLC, AIDC, as required.</li> </ul>		
<i>Medium term (2015)</i>			
	<ul style="list-style-type: none"> <li>• implement additional/advanced automation support tools to increase sharing of aeronautical information               <ul style="list-style-type: none"> <li>○ ETMS or similar</li> <li>○ MET information</li> <li>○ AIS/NOTAM dissemination</li> <li>○ Surveillance tools to identify airspace sector constraints</li> <li>○ A-SMGC in specific aerodromes, as required</li> </ul> </li> <li>• implement teleconferences with ATM stakeholders</li> <li>• monitor implementation progress</li> </ul>		
<b>References</b>	GPI/1: flexible use of airspace; GPI/6: air traffic flow management; and GPI/7: dynamic and flexible ATS route management; GPI/9: Situational awareness; GPI/13: aerodrome design and management; GPI/14: runway operations; and GPI/16: decision support and alerting systems; GPI/17: implementation of data link applications; GPI/18: aeronautical Information; GPI/19: meteorological systems.		

**COMMUNICATIONS, NAVIGATION AND SURVEILLANCE COMMITTEE  
(CNS/COMM)**

**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. Study, review and propose measures for the implementation of the CNS systems recommended in the ANP CAR/SAM FASID.

**2. Work Programme**

TASK NO.	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
<b>CNS/1</b>	<b>General issues</b>			
<b>CNS/2</b>	<b>Progress in communications</b>			
<b>CNS/2-1.1</b>	Guide the interconnection/integration of Communications digital Networks.	A	31/05/02	May 2009
<b>CNS/2-1.2.3</b>	Develop a VDL implementation Plan and its application.	B	02/05/05	December 2009
<b>CNS/2-1.3.2</b>	Review, update and complete initial transition plan for the evolutionary development of ATN and applications.	A	07/04/03	December 2009
<b>CNS/2-1.3.3</b>	Guide de development of ATN addressing plan according to ICAO technical principles and guidelines.	B	02/02/04	July 2009
<b>CNS/2-1.3.4</b>	Develop plans for the evolutionary implementation of ATN ground infrastructure and the development of ground-ground applications, such as AIDC and AMHS.	A	08/07/03	July 2009
<b>CNS/2-1.3.5</b>	Establish within ATN the initial use at operational and managerial level of:	A	08/07/03	December 2010
	a) ground to ground applications; and	A	08/07/03	July 2008
	b) air-ground applications.	B	02/02/04	December 2010
<b>CNS/2-1.3.6</b>	Analyse proposals for data Communications infrastructure in support of ATFM implementation.	B	06/03/06	June 2010
<b>CNS/2-1.5</b>	Elaborate a CAR/SAM plan for the establishment of the communications system needed for the migration towards aeronautical MET messages exchange (METAR/SPECI and TAF) in the new format to be defined..	A	18/04/05	December 2009

TASK NO.	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
<b>CNS/3</b>	<b>Progress in navigation</b>			
<b>CNS/3-2.1</b>	Analyse results of SBAS augmentation trials carried out in CAR/SAM Regions.	A	02/07/01	December 2011
<b>CNS/3-2.2.1</b>	Update guideline texts and regional strategies for the installation and implementation of GNSS augmentation systems.	A	10/11/03	December 2011
<b>CNS/3.2.3.1</b>	Considerations on regional application, technical aspects, operational benefits, associated costs, implementation itself, implications for on/board equipment and other pertinent aspects..	A	06/02/03	December 2011
<b>CNS/3.2.3.2</b>	Carry out studies on the options for the implementation of a regional SBAS/ GBAS system, taking into account GNSS evolution.	A	14/03/05	December 2011
<b>CNS/3-3.5</b>	Elaborate a regional plan for NDB deactivation.		02/10/06	December 2008
<b>CNS/4</b>	<b>Progress in surveillance</b>			
<b>CNS/4-3.2</b>	Studies and recommendations for the SSR in Mode S, ADS-C, ADS-B and other surveillance Systems, sub-regional/regional implementation.	B	09/03/04	July 2008
<b>CNS/4-3.3</b>	Elaboration of a regional plan for ADS-C and ADS-B implementation.	B	07/07/08	July 2009

### 3. Priority

- A High priority tasks**, in which work should be accelerated.
- B** Intermediate priority tasks, in which work should be initiated as soon as possible, but without delaying Priority **A** tasks.
- C** Less priority tasks, in which work should be initiated as an when time and resources make it possible, without delaying 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 President and Vice-President nominated by the CNS Committee elected during the fourth meeting were: Ricardo Bordalí (Chile) and Verónica Ramdath (Trinidad and Tobago), respectively.

**HUMAN RESOURCES AND TRAINING SUBGROUP (HRT/SG)**

**1. Terms of reference**

- a) To promote and follow-up the implementation of the CAR/SAM Regional Air Navigation Plan and to place special emphasis on identifying, evaluating and proposing, according to established procedures, the corresponding corrective actions to the deficiencies affecting the safety of air operations attributable to human resource development.
- b) To carry out permanent coordination with GREPECAS contributory bodies in order to ensure appropriate integration of all tasks contributing to implementation of the CAR/SAM Regional Air Navigation Plan.
- c) Determine regional requirements for training and the capacity of the Regions to meet the demand for skilled human resources necessary to implement the facilities and services specified in the ANP.
- d) Study and develop comprehensive regional plans to address professional/technical training of aeronautical personnel, incorporating human factors principles.
- e) Harmonize and consolidate quality assurance programmes for training in the air navigation field.

**2. Work Programme**

Tasks	Priority	Completion
1) Identify training needs and types of training to implement the facilities and services specified in the ANP.		
2) Gather information and evaluate training required within the Regions.		
3) Determine regional training capabilities required.		
4) Develop a planning process for rectifying shortcomings in training capacity within the Regions.		
5) Formulate a plan for the establishment of regional training capabilities.		
6) Establish a timetable for training programmes in accordance with the ANP.		
7) Update information about existing training capabilities within the Regions.		
8) Gather and evaluate existing human factors and development guidance material.		
9) Refer urgent (U) priority deficiencies, with proposed corrective action, to the Aviation Safety Board.		

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**

Argentina, Brazil, Chile, Colombia, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Uruguay, Venezuela and COCESNA.

5. **Chairperson**

The Chairperson will be designated by the Subgroup at its first meeting.

**TASK FORCE ON INSTITUTIONAL ASPECTS (IA/TF)**

**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
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

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
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)

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

**PROCEDURAL HANDBOOK**

**SECTION 5**

**OTHER CAR AND/OR SAM REGIONAL BODIES  
AND INTERNATIONAL ORGANIZATIONS  
DEALING WITH CIVIL AVIATION MATTERS IN THE CAR/SAM REGIONS**

## INTERNATIONAL ORGANIZATIONS

### Regional Economic Commissions

Economic Commission for Latin America and the Caribbean (ECLAC)  
Latin American Civil Aviation Commission (LACAC)

### Inter-Governmental Organizations

Caribbean Community (CARICOM)  
Central American Corporation for Air Navigation Services (COCESNA)  
European Organization for the Safety of Air Navigation (EUROCONTROL)  
Organization of Eastern Caribbean States (OECS)

### International Organizations

Airport Council International (ACI)  
International Air Transport Association (IATA)  
International Council of Aircraft Owner and Pilot Associations (IAOPA)  
International Business Aviation Council (IBAC)  
International Federation of Air Line Pilots' Associations (IFALPA)  
International Federation of Air Traffic Controllers' Associations (IFATCA)

### Specialized Agencies

Pan-American Institute of Geography and History (PAIGH)  
World Meteorological Organization (WMO)

### Other

Société Internationale de Télécommunications Aéronautiques (SITA)  
Aeronautical Radio, Inc. (ARINC)  
World Bank (WB)  
Inter American Development Bank (IADB)  
Organization of American States (OAS)

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

**PROCEDURAL HANDBOOK**

**SECTION 6**

**DEFINITIONS, ACRONYMS AND TERMINOLOGY FOR THE MEETINGS OF THE  
GREPECAS AND ITS CONTRIBUTORY BODIES**

## DEFINITIONS

The following terms are used throughout this Procedural Handbook:

### **GREPECAS member State**

State or Group of States, represented by a State, from the CAR/SAM Regions designated as member of the GREPECAS.

### **Representative of a GREPECAS member State**

Representative designated by a State or Group of States from the CAR/SAM Regions in order to participate in GREPECAS Meetings with full rights.

### **GREPECAS Rotational Group**

Group formed by two or more States and represented by one of these States as a member of GREPECAS.

### **GREPECAS contributory bodies**

Contributory bodies are created by GREPECAS in order to assist the GREPECAS in its Work Programme, these bodies can be: Subgroups, Groups, Committees, Task Forces, Boards, etc.

### **GREPECAS Secretary**

One of the Regional Directors from the NACC or SAM ICAO Offices, who is designated by the Secretary General of ICAO and who will perform the functions of the GREPECAS Secretary.

### **Chairperson**

A member of GREPECAS or contributory body who has the responsibility to preside over the Meetings and other functions related to the position.

### **Vice Chairperson**

A member of GREPECAS or contributory body who has the responsibility to preside over the Meetings in the event that the Chairperson cannot do so.

### **Rapporteur**

Member of a Task Force, Working Group and Ad hoc Group who has the responsibility to coordinate and preside over the Meetings of GREPECAS and to represent it in the Meetings of the GREPECAS or of the contributory bodies.

### **Substitute Rapporteur**

Member of a Task Force who has the responsibility to stand in for the Rapporteur in the event that he or she cannot do so.

GREPECAS PROCEDURAL HANDBOOK – SECTION 6  
**DEFINITIONS, ACRONYMS AND TERMINOLOGY FOR THE MEETINGS  
OF THE GREPECAS AND ITS CONTRIBUTORY BODIES**

Section 6- 2

---

**Observer**

A person representing a State or an international organization who attends Meetings without full rights.

**Advisor**

Representative of an authorized member in order to act on his/her behalf as collaborator of the member designated by the State.

**Full rights**

To have voting rights.

**ACRONYMS**

<b>ACG</b>	Administration Coordination Group
<b>ACI</b>	Airports Council International
<b>AERMETSG</b>	Aeronautical Meteorology Subgroup
<b>AGA/AOP/SG</b>	Aerodromes and Ground Aids/Aerodrome Operational Planning Subgroup
<b>AIS/MAP/SG</b>	Aeronautical Information Services and Aeronautical Charts Subgroup
<b>ANC</b>	Air Navigation Commission
<b>ARINC</b>	Aeronautical Radio Inc.
<b>ASB</b>	Aviation Safety Board
<b>ATM/CNS/SG</b>	Air Traffic Management/Communications, Navigation and Surveillance Subgroup
<b>ATM/COMM</b>	Air Traffic Management Committee
<b>AVSEC/COMM</b>	Aviation Security Committee
<b>BORPC</b>	Basic Operational Requirements and Planning Criteria
<b>CAR</b>	Caribbean
<b>CAR/SAM</b>	Caribbean/South American
<b>CAR/SAM ANP</b>	CAR/SAM Air Navigation Plan
<b>CAR/SAM RAN Meeting</b>	CAR/SAM Regional Air Navigation Meeting
<b>CARICOM</b>	Caribbean Community
<b>CNS/ATM</b>	Communications, Navigation, and Surveillance/Air Traffic Management
<b>CNS/COMM</b>	Communications, Navigation and Surveillance Committee
<b>COCESNA</b>	Central American Corporation for Air Navigation Services
<b>DP</b>	Discussion Paper
<b>ECLAC</b>	Economic Commission for Latin America and the Caribbean
<b>EU</b>	European Union
<b>FASID</b>	Facilities and Services Implementation Document
<b>GREPECAS</b>	CAR/SAM Regional Planning and Implementation Group
<b>HRT/SG</b>	Human Resources and Training Subgroup
<b>IAOPA</b>	International Council of Aircraft Owner and Pilot Associations
<b>IATA</b>	International Air Transport Association
<b>IBAC</b>	International Business Aviation Council

GREPECAS PROCEDURAL HANDBOOK – SECTION 6  
DEFINITIONS, ACRONYMS AND TERMINOLOGY FOR THE MEETINGS  
OF THE GREPECAS AND ITS CONTRIBUTORY BODIES

Section 6- 4

---

<b>ICAO</b>	International Civil Aviation Organization
<b>IFALPA</b>	International Federation of Airline Pilots' Association
<b>IFATCA</b>	International Federation of Air Traffic Controller Associations
<b>IP</b>	Information Paper
<b>NACC</b>	North American, Central American and Caribbean
<b>LACAC</b>	Latin American Civil Aviation Commission
<b>OB</b>	Order of Business
<b>OECS</b>	Organization of Eastern Caribbean States
<b>PAIGH</b>	Pan American Institute of Geography and History
<b>PANS</b>	Procedures for Air Navigation Services
<b>PET</b>	Planning and Evaluation Tools
<b>PIRG</b>	Planning and Implementation Regional Group
<b>RAO</b>	Regional Affairs Office
<b>SAM</b>	South American
<b>SARPS</b>	Standards and Recommended Practices
<b>SITA</b>	Société Internationale de Télécommunications Aéronautiques
<b>SUPPs</b>	Regional Supplementary Procedures
<b>WMO</b>	World Meteorological Organization
<b>WP</b>	Working paper

## TERMINOLOGY

The following is a terminology guide (in English and Spanish) to be used when preparing documentation to be presented for the review of the GREPECAS and its contributory bodies Meetings:

### Terminology

#### English

#### Spanish

Addendum	Addenda
Ad hoc	Ad hoc
Agenda Item #	Cuestión # del Orden del Día
Agenda	Orden del Día
Appendix	Apéndice
Attachment (of an Appendix)	Adjunto (de un Apéndice)
Contributory body	Órgano Auxiliar
Corrigendum	Corrigendo
Discussion paper (DP)	Nota de Discusión (ND)
Draft Agenda	Orden del Día Provisional
Draft Conclusion	Proyecto de Conclusión
Draft Decision	Proyecto de Decisión
Draft Report	Informe Provisional
Explanatory Notes	Notas Aclaratorias
Final Report	Informe Final
Flimsy	Flimsy
Historical	Reseña
Information paper (IP)	Nota de Información (NI)
International organizations	Organizaciones Internacionales
Order of Business (OB)	Orden del Día (OD)
Revised	Revisado
Supplement	Suplemento
Working paper (WP)	Nota de estudio (NE)

Note for the Secretariat in the preparation of Documentation:

Appendixes are sorted in alphabetical order: **A, B, C, D...**

In the event of surpassing the alphabet the following criteria will be used also in alphabetical order: **AA, BB, CC, DD...**

The Attachments to an Appendix will be sorted in numerical order: **1, 2, 3, 4 ...**

**GREPECAS PROCEDURAL HANDBOOK – SECTION 6  
DEFINITIONS, ACRONYMS AND TERMINOLOGY FOR THE MEETINGS  
OF THE GREPECAS AND ITS CONTRIBUTORY BODIES**

Section 6- 6

---

**CLASSIFICATION OF THE STATUS OF GREPECAS  
CONCLUSIONS AND DECISIONS:**

Valid
Completed
Superseded

**APPENDIX B****(GPI-19) METEOROLOGICAL SYSTEMS**

**Objective:** To improve the availability of meteorological information in support of a seamless global ATM system.

**Related Operational Concept Components:** AOM, DCB, AO, AUO

**Description of strategy**

1.85 Immediate access to real-time, global operational meteorological (OPMET) information is required to assist ATM in tactical decision-making for aircraft surveillance, air traffic flow management and flexible/dynamic aircraft routing which will contribute to the optimization of the use of airspace. Such stringent requirements will imply that most meteorological systems should be automated and that meteorological service for international air navigation be provided in an integrated and comprehensive manner through global systems such as the world area forecast system (WAFS), the international airways volcano watch (IAVW) and the ICAO tropical cyclone warning system.

1.86 Enhancements to WAFS, IAVW and the ICAO tropical cyclone warning system to improve the accuracy, timeliness and usefulness of the forecasts issued will be required to facilitate the optimization of the use of airspace.

1.87 Increasing use of data-link to downlink and uplink meteorological information (through such systems as D-ATIS and D-VOLMET) will assist in the automatic sequencing of aircraft on approach and will contribute to the maximization of capacity. The development of automated ground-based meteorological systems in support of operations in the terminal area will provide OPMET information (such as automated low-level wind shear alerts) and automated runway wake vortex reports. OPMET information from the automated systems will also assist in the timely provision of forecasts and warnings of hazardous weather phenomena. These forecasts and warnings, together with automated OPMET information, will contribute to maximizing runway capacity.

**APPENDIX C****AERONAUTICAL METEOROLOGY SUBGROUP (AERMETSG)****1. Terms of reference**

- a) Ensure seamless and consistent development of the CAR/SAM Regional Air Navigation Plan and the CAR/SAM Regional Plan for ATM System in the MET area;
- b) 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;
- c) Monitor the research and development of the ATM system, the tests and demonstrations in the ATM/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 ATM requirements.
- d) Monitor the implementation of WAFS, IAVW and tropical cyclones warning system.
- e) Monitor the implementation of a Quality Management System.

## 2. Work Programme

## WORK PROGRAMME OF THE GREPECAS AERONAUTICAL METEOROLOGY SUBGROUP (AERMETSG)

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
D- Efficiency & GPI 19	10-1	Monitor WAFS implementation, particularly in respect to the new WAFS Forecasts in the introduction of SIGWX and ICE/TURB/CB	Letter to VAAC Provider State	HQ and Lima and Mexico Regional Offices	Valid	Improvement of WAFS forecasts	SEP 2010
D- Efficiency & GPI 19	10-2	Monitor and plan the support for the training of the new WAFS SIGWX and ICE/TURB/CB forecasts	Letter to VAAC Provider State	Lima and Mexico Regional Offices	Valid	Improvement of WAFS forecasts	SEP 2010
D- Efficiency & GPI 19	10-3	Monitor and plan the support and capability of the States to implement ISCS G2 to G3 transition foreseen for December 2009.	State Letter	WAFS Washington	Valid	Improvement in the reception of WAFS products	SEP 2010
D – Efficiency & GPI 19	10-4	Carry out annual surveys on ISCS efficacy in order to send them to the focal points and analyze the results to be presented at the next AERMETSG meeting.	Submission of the survey to States	Lima and Mexico Regional Offices	Valid	Identify deficiencies in the system and propose improvements	ABR 2010
A – Safety & GPI 19	10-5	Monitor IAVW implementation..	State Letter	Lima and Mexico Regional Offices Task Force Rapporteur	Valid	IAVW improvement	SEP 2010

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
A – Safety & GPI 19	10-6	Carry out biannual (May and November) SIGMET WV tests, analyze their results and present them at the next AERMETSG Meeting.	Letter to VAACs and States	Lima and Mexico Regional Offices	Valid	Improvement in SIGMET WV procedures	SEP 2010
A – Safety & GPI 19	10-7	Monitor the implementation of the tropical cyclones warning system.	State Letter	Mexico Regional Office	Valid	Improvements	SEP 2010
A Safety D Efficiency & GPI 19	10-8	Review, 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.	Document review	Task Force and Lima and Mexico Regional Offices	Valid	Improve coordinations among those involved	SEP 2010
A – Safety & GPI 19	10-10	Coordinate the OPMET exchange control annually (10-16 JUN), analyze the results and present them in the next AERMETSG Meeting.	State Letter	Lima and Mexico Regional Offices, Brasilia OPMET Databank	Valid	Improve OPMET exchange	SEP 2010
A – Safety D - Efficiency & GPI 19	10-11	Development of the MET part of the performance based regional plan, in accordance with the Global Air Navigation Plan and the Global ATM Operational Concept.	Task Force	Task Force	Valid	Regional MET planning in concurrence with global planning.	SEP 2010
A – Safety & GPI 19	10-12	Develop, in coordination with the Secretariat, a draft Guide of MET documented procedures required by Standard ISO 9001:2000, and present it at the AERMETSG/10.	Coordination meetings.	Rapporteur of the Task Force and Secretariat.	Valid	Improvement in the quality of MET services	SEP 2010

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
A – Safety D – Efficiency & GPI 19	10-13	Monitor the research and development of MET concept in ATM field and facilitate the transference of this information and experience among CAR/SAM States.	Inform the Task Force	Task Force	Valid	Support the transition	SEP 2010
A – Safety & GPI 19	10-14	Identify activities for the implementation of new meteorological services related both to training and application of the new ATM systems. Provide guidelines.	Inform the Task Force	Task Force	Valid	Support the transition	SEP 2010
A – Safety D - Efficiency & GPI 19	10-15	Update the list of MET deficiencies.	State Letter	Lima and Mexico Regional Offices	Permanent	Correct MET deficiencies	Continuous

### 3. Composition

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, France, Panama, Paraguay, Peru, Spain, United States, Uruguay, Venezuela, COCESNA, IATA, IFALPA and WMO.

### 4. Chairmanship

Chairman: Carlos Roberto Salinas Rojas (Paraguay)  
Vice-Chairman: Steven R. Albersheim (United States)

## EXPLANATION OF THE TABLE OF THE AERMETSG 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

## APPENDIX D

## TASK FORCE ON VOLCANIC ASH

## 1. Terms of Reference

- a) Implementation of the international airways volcano watch (IAVW) and the tropical cyclone alert system.

## 2. 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
		<b>IAVW Implementation</b>					
A – Safety & GPI 19	10-5	Monitor IAVW implementation.	State Letter	Lima and Mexico Regional Offices Task Force Rapporteur	Valid	IAVW improvement	SEP 2010
A – Safety & GPI 19	10-6	Carry out biannual SIGMET WV tests (May and November), analyze their results and present them at the following AERMETSG Meeting.	Letter to VAACs and States	Lima and Mexico Regional Offices	Valid	Improvement in SIGMET WV procedures	SEP 2010
A – Safety & GPI 19	10-7	Monitor the implementation of the tropical cyclones warning system.	State Letter	Mexico Regional Office	Valid	Improvements	SEP 2010
A Safety D Efficiency & GPI 19	10-8	Review, 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.	Document review	Task Force and Lima and Mexico Regional Offices	Valid	Improve coordinations among those involved	SEP 2008

## 3. Composition

Argentina: Carlos Benitez (*Rapporteur*)  
 Chile: Reynaldo Gutiérrez  
 Colombia: Oscar Bermúdez  
 Cuba: Juan Ayón  
 Estados Unidos: Steven Albersheim  
 Paraguay: Roberto Salinas  
 IATA: Mauricio Morán

**EXPLANATION OF THE TABLE OF THE AERMETSG TASK FORCE ON VOLCANIC ASH  
 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

## APPENDIX E

## MET/ATM/OP TASK FORCE ON MET IN THE CNS/ATM CONCEPT

1. **Terms of reference**

Implementation of the world area forecast system.

2. **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
		<b>WAFS Implementation</b>					
D- Efficiency & GPI 19	10-2	Monitor and plan the support for the training in the new WAFS SIGWX and ICE/TURB/CB forecasts.	Letter to VAAC Provider State	HQ and Lima and Mexico Regional Offices	Valid	Improvement of WAFS forecasts	SEP 2010
D- Efficiency & GPI 19	10-3	Monitor and plan the support for the capability of the States to implement the ISCS transition from G2 to G3 foreseen for December 2009.	State Letter	WAFS Washington	Valid	Improvement in the reception of WAFS products	SEP 2010
D – Efficiency & GPI 19	10-4	Carry out annual surveys on ISCS efficacy in order to send them to the focal points and analyze the results to be presented at the next AERMETSG meeting.	Submission of the survey to States	Lima and Mexico Regional Offices	Valid	Identify deficiencies in the system and propose improvements	ABR 2010

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
		<b>MET Requirements in the CNS/ATM concept</b>					
A – Safety D - Efficiency & GPI 19	10-11	Development of the MET part of the performance based regional plan, in accordance with the Global Air Navigation Plan and the Global ATM Operational Concept.	Task Force	Task Force	Valid	Regional MET planning in concurrence with global planning.	SEP 2010
A – Safety D – Efficiency & GPI 19	10-13	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.	Inform the Task Force	Task Force	Valid	Support the transition	SEP 2010
A – Safety & GPI 19	10-14	Identify activities for the implementation of new meteorological services relate both to training and application of the new CNS/ATM systems. Provide guidelines.	Inform the Task Force	Task Force	Valid	Support the transition	SEP 2010

### 3. Composition

Bolivia:	Aníbal Castro Cárdenas
Brasil:	Martim Roberto Matschinske (MET)
Chile:	Reinaldo Gutiérrez
Cuba:	Juan Ayón
Estados Unidos:	Steven Albersheim ( <i>Rapporteur</i> )
Panama:	Celestino Lamboglia
Peru:	Baldomero Celis
IFALPA:	Christian Cardoso

**EXPLANATION OF THE TABLE OF THE AERMETSG MET/ATM/OP TASK FORCE ON MET  
IN THE CNS/ATM CONCEPT 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

## APPENDIX F

## MET QUALITY MANAGEMENT TASK FORCE

## 1. Terms of Reference

Implementation of the MET Quality System

## 2. 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
		<b>OPMET Exchange</b>					
A – Safety & GPI 19	10-12	Develop, in coordination with the Secretariat, a draft Guide of the documented procedures required by Standard ISO 9001:2000, and present it at the AERMETSG/10.	Coordination meetings.	Rapporteur of the Task Force and Secretariat.	Valid	Improvement in the quality of MET services	SEP 2010

## 3. Composition

Cuba: Juan Ayón  
 Chile: Reinaldo Alex Gutiérrez  
 Peru: Ricardo Reyes Tavera (*Rapporteur*)  
 United States: Steven Albersheim

**EXPLANATION OF THE TABLE OF THE AERMETSG MET QUALITY MANAGEMENT TASK FORCE****WORK PROGRAMME**

<b>Number / Column Title</b>	<b>Contents Description</b>
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

**APÉNDICE / APPENDIX G****LISTA DE LOS MIEMBROS DEL SUBGRUPO AERMET (AERMETSG) DEL GREPECAS  
LIST OF MEMBERS OF GREPECAS AERMET SUBGROUP (AERMETSG)****Presidente / Charman**

Carlos Roberto Salinas Rojas  
Gerente de Pronósticos Meteorológicos  
Mcal. López e/Vice Pte. Sánchez y 22 de septiembre  
Ministerio de Defensa Nacional, Tercer Piso,  
Asunción, Paraguay

Tel: +595 21 222139  
Fax +595 21 222139  
E-mail gpm\_dmh@dinac.gov.py  
salinascr@mixmail.com

**Vice-Presidente / Vice-Chairman**

Steven R. Albersheim  
Meteorologist  
Federal Aviation Administration  
Aviation Weather Policy and Standards  
800 Independence Ave. SW  
Washington, D.C. 20591, United States

Tel: +1 202 385 7185  
Fax +1 202 385 7240  
E-mail steven.albersheim@faa.gov

**ARGENTINA**

Carlos Manuel Benítez  
Jefe Departamento Meteorología Aeronáutica  
Supervisor Operativo VAAC Buenos Aires  
Servicio Meteorológico Nacional  
25 de mayo 658 CP 1002  
Capital Federal  
República Argentina

Tel: +5411 5 167 6707  
+5411 5 167 6767 int. 18235  
Fax: +5411 5 167 6709  
Email: cbenitez@smn.gov.ar  
metaer@smn.gov.ar

**BOLIVIA**

Aníbal Castro Cárdenas  
Jefe de la Unidad de Meteorología Aeronáutica  
Dirección General de Aeronáutica Civil  
Av. Mariscal Santa Cruz No. 1278  
Casilla 9360  
La Paz, Bolivia

Tel: +5912 237 9060, Int. 2621  
Fax: +5912 211 6405  
E-mail: ancastro@dgac.gov.bo  
anibalc\_2000@yahoo.es

**BRASIL**

Carlos Roberto Henriques  
Jefe de Sección de Control OPMET  
Divisao de Meteorologia Aeronáutica  
Directoria de Electronica e Proteçao  
ao Voo (DEPV)  
Av. General Justo 160, 2º Andar  
Río de Janeiro CEP 20021-130  
Brasil

Tel. +5521 2101 6288  
Fax +5521 2101 6283  
E-mail henriquescarlos@ig.com.br  
cco3@decea.gov.br

Martin Roberto Matschinske (MET)  
Av. Gen. Justo, 160 – Centro, 2º andar  
Río de Janeiro, CEP 20021-130  
RJ – Brasil

Tel: +21 21016285  
Fax: +21 21016283  
E-mail: dmet@decea.gov.br

**CHILE**

Fernando Ramírez Valdés  
Asesor de Meteorología Aeronáutica  
Departamento de Planificación  
Dirección General de Aeronáutica Civil  
Av. Miguel Claro No. 1314 – 6º Piso  
Providencia, Santiago, Chile

Tel: +562 439 2514  
Fax: +562 439 2454  
E-mail: ferram@dgac.cl

Reinaldo Gutiérrez Cisterna  
Jefe Sección de Meteorología Aeronáutica  
Dirección General de Aeronáutica Civil  
Av. Portales 3450, Comuna Estación Central  
Santiago, Chile

Tel: +562 436 4541  
Fax: +562 437 8212  
E-mail: rgutierrez@meteochile.cl

**COLOMBIA**

Oscar Bermúdez G.  
Jefe Grupo Meteorología Aeronáutica  
Unidad Administrativa Especial de Aeronáutica  
Civil – UAEAC  
Aeropuerto El Dorado  
Diercción de Servicios a la Navegación Aérea  
Apartado Aéreo 151413  
Santa Fe de Bogotá, Colombia

Tel: +571 266 2257  
Fax: +571 413 9646 3975  
E-mail: meteoro@aerocivil.gov.co  
obermud@aerocivil.gov.co

**COSTA RICA**

Lic. Werner Stolz  
Jefe de la Gestión de Análisis y Predicción  
Instituto Meteorológico Nacional  
Apartado 5583-1000  
San José, Costa Rica

Tel: +506 2225616  
Fax: +506 2231837  
E-mail: wstolz@meteo.imn.ac.cr

**CUBA**

Ing. Juan Ayón Alfonso  
Especialista Principal Meteorología Aeronáutica  
Instituto de Aeronáutica Civil de Cuba - IACC  
Calle 23 No. 64, Vedado  
Plaza de la Revolución,  
Ciudad de la Habana, Cuba

Tel. +537 838 1146 / 838 1121  
Fax: +537 834 4571  
E-mail: juan.ayon@iacc.avianet.cu  
dan@iacc.avianet.cu

**ECUADOR**

René Játiva Montalvo  
Jefe Meteorología Aeronáutica  
Dirección General de Aviación Civil (DGAC)  
Av. Buenos Aires 149 y Av. 10 de Agosto  
Quito, Ecuador

Tel: +5932 239 075  
Fax: +5932 239 075  
Email: meteorologia@dgac.gov.ec

**ESPAÑA/SPAIN**

José L. Sánchez Aylo  
Jefe del Servicio de Aplicaciones Aeronáuticas  
Instituto Nacional de Meteorología  
Camino de las Moreras, s/n  
(Ciudad Universitaria)  
28040 - Madrid, España

Tel: +341 5819857  
Fax: +341 5819892  
E-mail: aeronautica@inm.es

**ESTADOS UNIDOS/UNITED STATES**

Steven Albersheim  
Meteorologist  
Federal Aviation Administration  
Aviation Weather Policy and Standards  
800 Independence Ave SW  
Washington DC 20591, U.S.A.

Tel: +1 202 385 7185  
Fax: +1 202 385 7240  
Email: steven.albersheim@faa.gov

**FRANCIA/FRANCE**

Philippe Livenais  
Jefe del Centro de Meteorología en  
Cayenne, METEO-FRANCE  
Aeropuerto de Rochambeau  
97351 Matoury  
French Guiana

Tel: +594 353530  
Fax: +594 353545  
Email: philippe.livenais@meteo.fr

**PANAMA**

Erick Montero Silvera  
Jefe Departamento de Meteorología Aeronáutica  
AAC Panamá  
P.O. Box 5448  
Balboa Ancón  
Panamá, Rep. de Panamá

Tel: +507 315-9815  
Fax: +507 315-9815  
E-mail: emontero@aeronautica.gob.pa  
emontero@hotmail.com

**PARAGUAY**

Carlos Roberto Salinas Rojas  
Gerente de Pronósticos Meteorológicos  
Dirección Nacional de Aeronáutica Civil  
Mcal. López e/Vice Pte. Sánchez y 22 de septiembre  
Ministerio de Defensa Nacional, Tercer Piso, DMH  
Asunción, Paraguay

Tel: +59521 222139  
Fax: +59521 222139  
Email: gpm\_dmh@dinac.gov.py  
salinascr@mixmail.com

**PERU**

Baldomero Celis Malca  
Jefe Area Meteorología Aeronáutica  
Corporación Peruana de Aeropuertos y  
Aviación Comercial – CORPAC S. A.  
Aeropuerto Internacional Jorge Chávez  
Callao, Perú

Tel: +511 708 1177  
Fax: +511 708 1178  
Email: bcelis@corpac.gob.pe

**URUGUAY**

Raúl L. García  
Director del Servicio Meteorológico  
de la Fuerza Aérea y Asesor de la  
DINACIA  
Cno. Mendoza 5553  
Casilla Postal 12400  
Montevideo, Uruguay

Tel: +5982 222 3385  
Fax: +5982 222 4303  
E-mail: rgarcia@fau.gub.uy

**VENEZUELA**

Ramón Velásquez  
 Jefe del Servicio Meteorológico de la Aviación  
 SEMETAVIA - Base Logística  
 Avenida Bolívar, Este, No. 75  
 Edificio El Prado  
 Maracay 2101, VENEZUELA

Tel: +58 243 2378297  
 +58 243 2378043  
 Fax: +58 243 2378043  
 +58 232 4736  
 E-mail: semetfavc@cantv.net  
 rvelasq@hotmail.com

Sr. Néstor Sanabria  
 Encargado de Meteorología  
 Aeronáutica del INAC  
 Edificio ATC – Frente Aeropuerto Maiquetía, piso 1  
 División AIS, Maiquetía  
 Estado Vargas  
 Maracay, Venezuela

Tel: +58 212 303 1522  
 +58 355 2967  
 Fax: +58-212 303 1522  
 E-mail: n.sanabria@inac.gov.ve  
 sanabria13@hotmail.com  
 semetfav@cantv.net

**COCESNA**

Alfredo Santos Mondragón  
 Jefe AIS  
 Aeropuerto Internacional Toncontin  
 P.O. Box 660  
 Tegucigalpa, Honduras

Tel: +504 2343360  
 Fax: +504 2342550  
 E-mail: amondragon@cocesna.org

**IATA**

Mauricio Morán  
 Manager  
 Safety, Operations & Infrastructure  
 LATAM/CAR  
 International Air Transport Association  
 703 Waterford Way, Suite 600  
 Miami, Fl. 33126, U.S.A.

Tel: +305 779 9839  
 Fax: +305 266 7718  
 Email: moranm@iata.org

**IFALPA**

Christian Cardoso  
 ASPA (Asociación Sindical de Pilotos Aviadores)  
 F.O A 320 Mexicana Airlines  
 Av. Palomas No. 110  
 Col. Reforma Social  
 México, D.F., 11650  
 México

Tel. +5255 5280 5697  
 Fax +5255 5202 9005  
 E-mail christiancardoso@yahoo.com

**WMO**

Herbert Pümpel  
Chief, Aeronautical Meteorology Unit - C/AEM  
WMO World Weather Watch Application Department  
7 bis, avenue de la Paix  
CP 2300  
1211 Geneva 2, Switzerland

Tel: +41 22 730 82 83  
Fax: +41 22 730 81 28  
E-mail: [hpuempel@wmo.int](mailto:hpuempel@wmo.int)

***Note/Nota:***

To contact the ICAO South American Regional Office, please use the following address. / Para contactar la Oficina Regional Sudamericana de la OACI, favor usar la siguiente dirección:

**Secretaria del Subgrupo / Secretary of the Subgroup:**

Nohora Arias  
Oficial Regional en Meteorología Aeronáutica /  
Regional Officer Aeronautical Meteorology  
Oficina OACI Lima / ICAO Lima Office  
Víctor Andrés Belaúnde 147  
[www.lima.icao.int](http://www.lima.icao.int)  
Centro Empresarial Real, Vía Principal No. 102  
Edificio Real 4, Piso 4  
San Isidro, Lima 27, Perú

Tel. +511 611 8686  
Fax: +511 611 8689  
E-mail: [narias@lima.icao.int](mailto:narias@lima.icao.int)  
Web:

<b>TASK FORCE ON VOLCANIC ASH GRUPO DE TAREA SOBRE CENIZA VOLCÁNICA</b>	
Argentina <b>(Relator / Rapporteur)</b>	Carlos Manuel Benítez Jefe Departamento Meteorología Aeronáutica y Director Operativo VAAC Buenos Aires Servicio Meteorológico Nacional Av. 25 de mayo 658, Capital Federal CP 1002 Buenos Aires, República Argentina Tel. +5411 5167-6707 / 5167 6767 int. 18235 Fax +5411 5167-6709 / 5167 6705/21 int. 18103 Oper.Satélite E-mail cbenitez@smn.gov.ar
Chile	Reinaldo Alex Gutiérrez Jefe Sección de Meteorología Aeronáutica Dirección General de Aeronáutica Civil – DGAC Av. Portales No. 3450, Comuna Estación Central Santiago, Chile Tel. +562 436 4541 Fax +562 437 8212 E-mail rgutierrez@meteochile.cl
Colombia	Oscar Bermúdez G. Jefe Grupo Meteorología Aeronáutica Unidad Administrativa Especial de Aeronáutica Civil Aeropuerto El Dorado Dirección de Servicios a la Navegación Aérea Grupo de Meteorología Aeronáutica Apartado Aéreo 151413 Bogotá, Colombia Tel. (571) 1 266 2257 Fax (571) 413 9646 E-mail meteoro@aerocivil.gov.co obermud@aerocivil.gov.co
Estados Unidos / United States	Steven R. Albersheim Meteorologist Federal Aviation Administration Aviation Weather Policy and Standards 800 Independence Ave. SW Washington, D.C. 20591, United States Tel. +1 202 385 7185 Fax +1 202 385 7240 E-mail steven.albersheim@faa.gov
Paraguay	Carlos Roberto Salinas Rojas Gerente de Pronósticos Meteorológicos Mcal. López e/Vice Pte. Sánchez y 22 de septiembre Ministerio de Defensa Nacional, Tercer Piso, Asunción, Paraguay Tel. +595 21 222139 Fax +595 21 222139 E-mail gpm_dmh@dinac.gov.py salinascr@mixmail.com

<b>TASK FORCE ON VOLCANIC ASH</b> <b>GRUPO DE TAREA SOBRE CENIZA VOLCÁNICA</b>	
IATA	Mauricio Morán Manager Security, Operations & Infrastructure LATAM/CAR International Air Transport Association 703 Waterford Way, Suite 600 Miami, Fl. 33126, USA Tel. +305 779 9839 Fax +305 266 7718 Email <a href="mailto:moranm@iata.org">moranm@iata.org</a>

<b>MET/ATM/OP TASK FORCE ON MET IN THE CNS/ATM CONCEPT GRUPO DE TAREA MET/ATM/OP SOBRE MET EN EL CONCEPTO ATM</b>	
Bolivia	Aníbal Castro Cárdenas Jefe de la Unidad de Meteorología Aeronáutica Dirección General de Aeronáutica Civil Av. Mariscal Santa Cruz No. 1278 Casilla 9360, La Paz, Bolivia Tel. +5912 2379060, Int. 2621 Fax +5912 2116405 E-mail ancastro@dgac.gov.bo anibalc_2000@yahoo.es
Brazil/Brasil	Martim Roberto Matschinske (MET) Jefe Sección de Normas de la División de Meteorología Aeronáutica Departamento de Controle do Espaço Aéreo - DECEA Avenida General Justo No. 370 – 2º Andar – Centro Rio de Janeiro, Brazil, CEP 20021 – 130 Tel. 55-21-2101-6285 Fax : 55-21-2101-6284 E-mail: met1@decea.gov.br
Chile	Reinaldo Alex Gutiérrez Jefe Sección de Meteorología Aeronáutica Dirección General de Aeronáutica Civil – DGAC Av. Portales No. 3450, Comuna Estación Central Santiago, Chile Tel. +562 436 4541 Fax +562 437 8212 E-mail rgutierrez@meteochile.cl
Cuba	Ing. Juan Ayón Alfonso Especialista Principal Meteorología Aeronáutica Instituto de Aeronáutica Civil de Cuba IACC Calle 23 No. 64, Vedado Plaza de la Revolución Ciudad Habana, Cuba Tel. +537 838 1146 / 838 1121 Fax +537 834 4571 E-mail juan.ayon@iacc.avianet.cu dan@iacc.avianet.cu
Estados Unidos / United States <b>(Relator / Rapporteur)</b>	Steven R. Albersheim Meteorologist Federal Aviation Administration Aviation Weather Policy and Standards 800 Independence Ave. SW Washington, D.C. 20591, United States Tel. +1 202 385 7185 Fax +1 202 385 7240 E-mail steven.albersheim@faa.gov

<b>MET/ATM/OP TASK FORCE ON MET IN THE CNS/ATM CONCEPT GRUPO DE TAREA MET/ATM/OP SOBRE MET EN EL CONCEPTO ATM</b>	
Panamá	Celestino Lamboglia Jefe Sección Análisis y Pronósticos AAC Panamá, P.O. Box 5448 Balboa Ancón Panamá, Rep. de Panamá Tel. +507 238 2612 Fax +507 238 4678 E-mail meteortoc@hotmail.com
Perú	Baldomero Celis Jefe Area de Meteorología Aeronáutica CORPAC S.A. Aeropuerto Internacional Jorge Chávez Callao, Lima, Perú Tel. +511 708 1177 Fax +511 708 1178 E-mail bcelis@corpac.gob.pe
IFALPA	Christian Cardoso ASPA (Asociación Sindical de Pilotos Aviadores) F.O A 320 Mexicana Airlines Av. Palomas No. 110 Col. Reforma Social México, D.F., 11650 México Tel. +5255 5091 5959 Fax +5255 5202 9005 E-mail christiancardoso@yahoo.com

<b>MET QUALITY MANAGEMENT TASK FORCE GRUPO DE TAREA SOBRE GESTIÓN DE CALIDAD MET</b>	
Cuba/Cuba	<p>Sr. Juan Ayón Especialista Principal de Meteorología Aeronáutica Instituto de Aeronáutica Civil de Cuba - IACC Calle 23, esq. P#64 Vedado Plaza de la Revolución Ciudad Habana, Cuba Tel. +537 838 1146 / 838 1121 Fax +537 834 4571 E-mail: <a href="mailto:juan.ayon@iacc.avianet.cu">juan.ayon@iacc.avianet.cu</a> <a href="mailto:dan@iacc.avianet.cu">dan@iacc.avianet.cu</a></p>
Chile	<p>Reinaldo Alex Gutiérrez Jefe Sección de Meteorología Aeronáutica Dirección General de Aeronáutica Civil – DGAC Av. Portales No. 3450, Comuna Estación Central Santiago, Chile Tel. +562 436 4541 Fax +562 437 8212 E-mail <a href="mailto:rgutierrez@meteochile.cl">rgutierrez@meteochile.cl</a></p>
United States/Estados Unidos	<p>Steven Albersheim Meteorologist Federal Aviation Administration, ARS-100 800 Independence Avenue Washington, DC 20591, USA Tel (202) 3857704 Fax (202) 3857701 E-mail: <a href="mailto:steven.albersheim@faa.gov">steven.albersheim@faa.gov</a></p>
Perú <b>(Relator / Rapporteur)</b>	<p>Ricardo Reyes Távara (Relator) Meteorólogo – Área de Gestión de la Calidad ATS Corporación Peruana de Aeropuertos y Aviación Comercial CORPAC S. A. Aeropuerto Internacional Jorge Chavez Apartado Postal 680 Callao, Perú Tel. +511 708 1024 Fax +511 414 1440 E-mail <a href="mailto:rreyes@corpac.gob.pe">rreyes@corpac.gob.pe</a> <a href="mailto:rreyest05@hotmail.com">rreyest05@hotmail.com</a></p>