



**Agenda Item 6                      Administrative matters**  
**6.1        Terms of Reference, Work Programme and Composition of the  
AGA/AOP/SG, with a performance based approach**

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

(Presented by the Secretariat)

**SUMMARY**

This working paper presents a draft version of the Terms of Reference, Work Programme and Composition of the Aerodromes and Ground Aids / Aerodromes Operational Planning (AGA/AOP/SG), for review of the Meeting, which is based on the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan.

**References:**

- Final Report of the Sixth Meeting of the GREPECAS Aerodromes and Ground Aids /Aerodrome Operational Planning Subgroup (AGA/AOP/SG/6), San José, Costa Rica, 23-27 June 2008;
- Final Report of the Fifteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/15), Río de Janeiro, Brazil, 13-17 October 2008; and
- Final Report of the Seventh GREPECAS Administration Coordination Group Meeting (ACG/7), Lima, Peru, 3-4 March 2008.

**1.                      Introduction**

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

1.2                      These subjects are included in the actual version of the Terms of Reference and Work Programme which were considered in the AGA/AOP/SG/6 Meeting, held in San José, Costa Rica, 23 to 27 June 2008. However, it is necessary that these topics be carefully analyzed and reviewed in this Meeting, to allow the AGA/AOP Subgroup to produce the expected results for the CAR/SAM Regions, mainly in those issues related to airport/aircraft safety.

1.3 In addition, taking into account the performance objectives contained in the Air Navigation Implementation Plan based on performance (WP/07 refers), Appendix D presents a draft version of the new Terms of Reference and Work Programme and includes the AGA/AOP/SG activities that have been reviewed and are to be included in the work programme.

## **2. Discussion**

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

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

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

## **3. Suggested action**

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

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**APPENDIX A**

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

**1. Terms of Reference**

- a) To promote and follow-up the implementation of the AOP requirements of the CAR/SAM ANP and to place special emphasis on identifying, evaluating and proposing, according to established procedures, the corresponding timely corrective actions to the deficiencies affecting aircraft and airport operations.
- b) Develop the planning for the AOP Part of the CAR/SAM ANP.
- c) To carry out permanent co-ordination with GREPECAS Contributory Bodies in order to ensure appropriate integration of all tasks contributing to the implementation of the CAR/SAM ANP.
- d) To review the requirements of the AOP Part of the CAR/SAM Regional Air Navigation Plan with a view to developing any changes required to comply with new technological developments including environmental impact aspects.

**2. Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
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
AGA/AOP/8	Development of samples that include the necessary minimum requirements for Emergency Plans and Emergency Operation Centres (EOC) of the aerodromes included in the ANP and online follow-up of their implementations, updating of complete and partial exercises in order to increase the safety of airports/aircraft	A	4 <sup>th</sup> Meeting	7 <sup>th</sup> Meeting
AGA/AOP/9	Follow-up of the implementation of the aerodrome certification process (basic documentation and certification of every aerodrome included in the ANP) with the corresponding implementation of Safety Management Systems, as a method to better identify and resolve the deficiencies that compromise the implementation of these processes	A	4 <sup>th</sup> Meeting	8 <sup>th</sup> Meeting
AGA/AOP/10	Follow-up of the maintenance at ANP aerodromes (runways), of the action plans and of the resolution of these deficiencies	A	4 <sup>th</sup> Meeting	8 <sup>th</sup> Meeting

3. **Priority**

- A** High priority tasks, on which work should be speeded up.  
**B** Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.  
**C** Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, 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.

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## APPENDIX B

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

#### COMPOSITION

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

<b>Member State/Organisation</b>	<b>Representative</b>
Argentina	José Alberto Palermo / Marcelo Clivio
Barbados	David Broomes
Bolivia	Daniel Navajas
Brazil	Ana Lucia Carvalho de Moraes / Fabio Almeida Esteves
Chile	Sergio Gallo Rosales / Juan Luis Rodríguez
Colombia	Aldemar Pinzón
Costa Rica	Luis Gustavo González Trigo
Cuba	Norberto Cabrera Alonso
Dominican Republic	Francia Peña
Ecuador	<i>To be defined</i>
Haiti	Jacques Boursiquot
Honduras	Geovany Saucedo
Mexico	Gilberto Vázquez Alanís
Paraguay	Francisco Méndez Maldonado / Emilio Rodríguez
Trinidad and Tobago	Ronald Gittens
United States	George Legarreta
Uruguay	Fernando Maurente / Arturo Forteza
Venezuela	<i>To be defined or confirmed</i>
ACI-LAC	Eduardo Flores
ALACPA	William Fullerton
CARSAMPAF	Roberto Cardoza
IATA	Peter Cerdá
IFALPA	Heriberto Salazar
IFATCA	Cedric Murrell

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## APPENDIX C

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

#### TASK FORCES

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

1. **Terms of Reference**

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

2. **Work Programme**

Task Force to report results at the Meetings of the Aerodromes and Ground Aids / Aerodrome Operational Planning Subgroup (AGA/AOP/SG).

3. **Composition**

Argentina	Juan Carlos González
Colombia	Aldemar Pinzón
Cuba	Norberto Cabrera Alonso / Iraida Alfonso Valdez
Dominican Republic	Francia Peña
Paraguay	Francisco Mendez Maldonado
United States ( <i>Rapporteur</i> )	George Legarreta
Venezuela	Edgar Garantón
IATA	Peter Cerdá
IFALPA	Heriberto Salazar

**AIRPORT DEMAND/CAPACITY****1. Terms of Reference**

Analyze case studies presented by States/Territories that have airports with congestion problems and provide guidance for demand management and capacity enhancement to alleviate congestion, mainly in aprons.

**2. Work Programme**

Task Force to report results at the Meetings of the Aerodromes and Ground Aids / Aerodrome Operational Planning Subgroup (AGA/AOP/SG).

**3. Composition**

Brazil	<i>To be nominated</i>
Chile ( <i>Rapporteur</i> )	Sergio Gallo
Paraguay	Emilio Rodríguez A.
Uruguay	Roque Buroni
ACI	Eduardo Flores
ALACPA	William Fullerton
IATA	Peter Cerdá
IFALPA	Heriberto Salazar
IFATCA	Alfonso Cruz

## EMERGENCY PLANS/EMERGENCY OPERATION CENTRES (EOC)

### 1. Terms of Reference

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

### 2. Work Programme

- a) Contribute in the preparation of a database on emergency plans and EOC for the NAM/CAR/SAM Regions and to possibly have it on-line;
- b) Study training alternatives for States/Territories in the preparation and implementation of emergency plans and EOC; and
- c) Adjust this work programme as the Task Force makes progress on its work and as it becomes necessary.

### 3. Composition

Argentina ( <i>Rapporteur</i> )	Juan Carlos González
Bolivia	Daniel Navajas
Colombia	Aldemar Pinzón
Costa Rica	<i>To be nominated</i>
Honduras	Geovany Saucedo
Paraguay	Emilio Rodríguez A.
United States	George Legarreta / Marc Tonnecliff
Uruguay	Roque Buroni
CARSAMPAF	Roberto Cardoza
IATA	Mauricio Morán

## AGA AERONAUTICAL STUDIES

### 1. Terms of Reference

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

### 2. Work Programme

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

### 3. Composition

Argentina	Marcelo Fernando Clivio
Brazil	Ana Lucia Carvalho de Moraes / Afonso Heleno de Oliveira
Colombia	Aldemar Pinzón
Costa Rica	Sidney Castellón Camacho / Miguel Cerdas
Cuba	Iraida Alfonso Valdez
Dominican Republic	Francia Peña
Haiti	Jacques Boursiquot
Mexico ( <i>Rapporteur</i> )	Gilberto Vázquez Alanís
Paraguay	Roque Florentín
Trinidad and Tobago	Ronald Gittens
Uruguay	Fernando Maurente
Venezuela	Edgar Garantón / Javier Marquina / Cornelio Trujillo

## ADEQUACY OF AIRPORT INFRASTRUCTURE

### 1. **Terms of Reference**

Advice States/Territories on:

- a) Design, construction and modification of taxiways that contribute to safer and more efficient airport operations;
- b) Optimization of visual aids systems and their positioning;
- c) Identification of needs for re-design of runway exits and taxiways; and
- d) Identification, publication and searching of solutions for hotspots (taxiway layouts that cause difficulties).

### 2. **Task**

Prepare the Work Programme for the Task Force.

### 3. **Composition**

Argentina	Fernando Ratto
Brazil	Fabio Esteves / Afonso Heleno de Oliveira
Chile	Juan Luis Rodríguez
Costa Rica	<i>To be defined</i>
Dominican Republic	<i>To be defined</i>
Mexico	Gilberto Vázquez Alanís
United States ( <i>Rapporteur</i> )	George Legarreta
ACI-LAC	Eduardo Flores
CARSAMPAF	Roberto Cardoza
IATA	Eduardo Juranovic
IFALPA	Heriberto Salazar

**SLIPPERY RUNWAYS  
(COEFFICIENT OF FRICTION, RUNWAY DECONTAMINATION AND RUBBER REMOVAL)**

**1. Terms of Reference**

a) Advice States/Territories on:

- standardization of the publications on runway surface conditions;
- the different methods and frequencies in cleaning and decontamination of the runway; and
- methods and frequencies in the measurement of friction coefficient (FCT), with the participation and advise of ALACPA and ACI-LAC.

b) Make appropriate coordinations with ALACPA, ACI-LAC and IFALPA.

**2. Task**

Prepare the Work Programme for the Task Force.

**3. Composition**

Argentina

Colombia

Costa Rica (*Rapporteur*)

Cuba

México

ACI-LAC

ALACPA

IFALPA

Juan Carlos González

Jesús Antonio Villamarín Vargas

Sidney Castellón Camacho

Oscar Rodríguez Méndez

Gilberto Vázquez Alanís

Eduardo Flores

William Fullerton

Heriberto Salazar

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**APPENDIX D**

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

**1. Terms of Reference**

- a) To promote *development of the CAR/SAM and NAM Air Navigation Plans and other relevant regional documentation, in compliance with ICAO SARPs, as required.*
- b) *To facilitate the follow-up the implementation of air navigation systems the AOP requirements of the CAR/SAM ANP and to place special emphasis on identifying, evaluating and services as identified in the CAR/SAM and NAM Air Navigation Plans.*
- c) *To promote implementation activities and associated technologies to improve safety, increase operational and economic efficiency and/or aerodrome capacity proposing, according to established procedures, the corresponding timely corrective actions to the deficiencies affecting aircraft and airport operations.*
- d) *To harmonize implementation of performance objectives related air navigation services with regard to the GPIs of Doc 9750.*
- ~~b) — Develop the planning for the AOP Part of the CAR/SAM ANP.~~
- ee) 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.
- ef) 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

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AGA/AOP/3	<p>Review and follow-up the implementation of corrective actions for AGA deficiencies that have direct impact on the ANP including:</p> <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 <del>and switching time</del></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, <del>rubber contamination and accumulation</del></li> <li>▪ Runway strips and runway end safety areas</li> </ul> <p>Refer urgent (U) priority deficiencies, with proposed corrective actions, to the Aviation Safety Board.</p>	A	1 <sup>st</sup> Meeting	8 <sup>th</sup> Meeting
AGA/AOP/6	<p>Review demand/capacity problems at airports and develop options for alleviating airport congestion.</p>	B	1 <sup>st</sup> Meeting	8 <sup>th</sup> Meeting Goes to ATM/CNS Decision ACG 6/1
AGA/AOP/7	<ul style="list-style-type: none"> <li>• <i>Implementation of action plans for runway incursion and excursion prevention.</i></li> <li>• <i>Coordinate the implementation of initiatives with the seven components of Doc. 9854, (AOM, DCB, AO, TS, CM, AUO, ATMSDM) as appropriate.</i></li> <li>• <i>Implement the Wildlife Hazard Management</i></li> </ul>	A	1 <sup>st</sup> Meeting	6 <sup>th</sup> Meeting 8 <sup>th</sup> Meeting
AGA/AOP/8	<ul style="list-style-type: none"> <li>• <i>Implement the Airport airside Capacity analysis, Enhancement and planning (ACE) procedure.</i></li> <li>• <i>Minimizing the Effects of Weather on Capacity. 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</i></li> </ul>	A	4 <sup>th</sup> -7 <sup>th</sup> Meeting	7 <sup>th</sup> -9 <sup>th</sup> Meeting

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AGA/AOP/9	<ul style="list-style-type: none"> <li>• <i>Implement Airport Collaborative Decision Making (A-CDM).</i></li> <li>• <i>Implement Airport Collaborative Decision Making (A-CDM) recovery of adverse conditions procedure.</i></li> <li>• <i>Implement the Airport Collaborative Decision Making Turn-Round process.</i> <del>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</del></li> </ul>	A	4 <sup>th</sup> -8 <sup>th</sup> Meeting	8 <sup>th</sup> -10 <sup>th</sup> Meeting
AGA/AOP/10	<i>Implement Advanced Surface Movement Guidance and Control System (A-SMGCS)</i> <del>Follow-up of the maintenance at ANP aerodromes (runways), of the action plans and of the resolution of these deficiencies</del>	A	4 <sup>th</sup> -9 <sup>th</sup> Meeting	8 <sup>th</sup> -10 <sup>th</sup> Meeting

3.

**Priority**

- A** High priority tasks, on which work should be speeded up.
- B** Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
- C** Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4.

**Composition**

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

5.

**Chairpersons**

Chairman Norberto Cabrera (Cuba)  
Vice-Chairman Alberto Palermo (Argentina)

NOTE: The Chairman and Vice-Chairman were elected for the period 2007-2009.

\* States that missed two consecutive AGA/AOP/SG meetings.

\*\*State to be incorporated in the AGA/AOP/SG depending upon the confirmation of interest by its Administration and the indication of the representative.