



REVISED

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

PROCEDURAL HANDBOOK

Sixth Edition – 2011

INTRODUCTION

The CAR/SAM Regional Planning and Implementation Group (GREPECAS) was established 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).

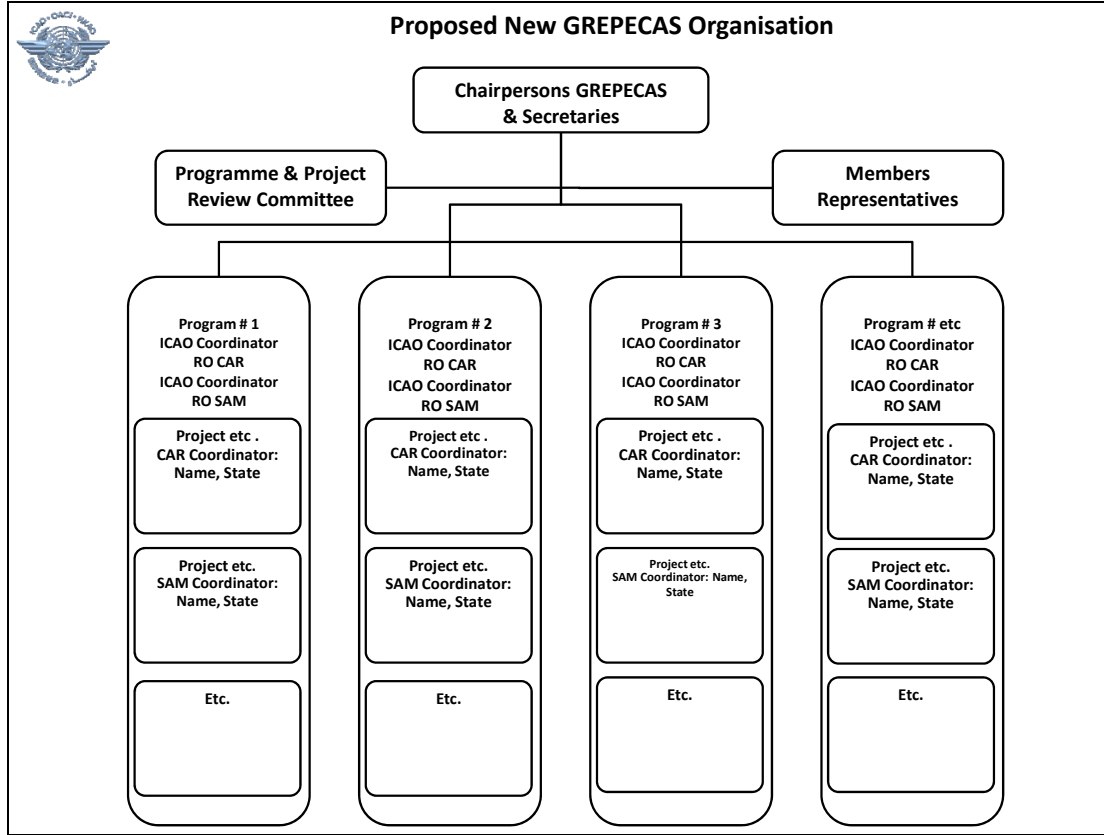
The purpose of the handbook is to serve as a reference document to provide an overview of the role and organization of the GREPECAS and its different programmes and projects. The handbook will be helpful to States and international organizations when planning and managing the resources for participation in the work.

This handbook is a high level document which is approved by GREPECAS.

The Secretary of GREPECAS might develop lower level procedures and forms for the effective management of the mechanism of GREPECAS. These procedures should not contradict in any way this GREPECAS Handbook.

The handbook will be updated from time to time in the light of relevant changes and developments.

STRUCTURE OF GREPECAS



CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

TERMS OF REFERENCE

According to C-WP/13135, C 183/9 on 18 March 2008 and Council Decision C-DEC 190/4, of 28 May 2010 the terms of reference of the GREPECAS are as follows:

- 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;
- c) identification and addressing of specific deficiencies in the air navigation field; and
- d) coordinate safety issues with RASG.

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 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;
- 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;
- g) 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;
- h) 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;
- i) 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;

- j) ensure close cooperation with relevant organizations and State grouping to optimize the use of available expertise and resources;
- k) 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 Programme and Project Review Committee, are convinced that it is necessary to do so; and
- l) coordinate with RASG-PA.

Establishment: The CAR/SAM Regional Planning and Implementation Group (GREPECAS) was established by the ICAO Council (Recommendation 14/6 – SP CAR/SAM 1989, Doc 9543)

Position in ICAO: 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.

Composition of the GREPECAS: The GREPECAS is composed by all States providing air navigation services in the CAR/SAM Regions. However, a group of States may choose to have a common representation.

The following international organizations may be invited to participate on a regular basis: ACI, ALTA, ARINC, ASSI, CANSO, CASSOS, COCESNA, ECCAA, IAOPA, IATA, IBAC, IFALPA IFATCA, LACAC, PAIGH, SITA and WMO.

Organization of GREPECAS: The Group shall appoint a Chairperson and a Vice-Chairperson. The Chairperson, in close coordination with the ICAO Regional Directors from the South America and NACC Regional Offices, shall make necessary arrangements for the most efficient working of the Group.

In order to ensure the necessary continuity in the work of GREPECAS and unless otherwise determined by special circumstances, the Chairperson and the 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. They could also be re-elected if considered by the group. The Chairperson shall:

- attend, to the extent possible, all Meetings of the GREPECAS under his/her chairpersonship;
- participate, with the Secretariat, in the development of GREPECAS Meeting Reports; and
- present the Meeting Reports of the GREPECAS under his/her chairpersonship.

Working Methodology: GREPECAS work programme shall be developed through Project Management Methodology. The GREPECAS as Highest Level Portfolio, the Programme/Project Review Committee new committee as Lower Level Portfolio, Regional Offices as Highest Level Programme and Regional Officers as Lower Level Programmes and States as Management of Projects. The Programmes cover different air navigation fields, according to the ICAO Regular Programme (Safety and Sustainability),

AGA, AIM/MAP, ATM, CNS, MET and SAR, for each CAR and SAM Regions managed by the regional officers of the respective office who shall coordinate and integrate a series of projects managed by experts of the States from the respective Regions and will focus in the interdependence of the projects under their responsibility or of other programmes, as required. Meetings shall be convened for the review of projects, and each Regional Office will use its own implementation mechanisms to address any need for project meetings.

Programme and Project Review Committee: Centralized management of portfolios, programmes and projects for identifying, prioritizing, authorizing, managing and controlling programmes, projects and other related work, to achieve the work programme of GREPECAS. The management shall focus on ensuring results for that projects and programmes, also to prioritize resource allocation, and to make sure that projects and programmes are consistent with and aligned to the Terms of Reference of GREPECAS.

The Programme & Project Review Committee is composed by GREPECAS Chairperson and Vice Chairperson, CAR/SAM States (16 States, 8 from CAR and 8 from SAM), ACI, CANSO, IATA and IFALPA Meetings would take place when required, either virtual or in presence, and twice every three years.

Regional coordination: The Chairperson and the Secretary of the GREPECAS shall take all necessary steps to establish and maintain closest relationship with relevant international and sub-regional organizations in all pertinent fields of aviation activity to ensure optimization of capacity and efficient development of procedures.

Languages: The languages of the meetings of the GREPECAS shall be English and Spanish. The reports on meetings and supporting documentation for meetings of GREPECAS will be prepared in English and Spanish.

Secretariat support: The GREPECAS Secretary, supported by the GREPECAS Co-Secretary shall provide necessary secretariat assistance to the Group and serve as its communication link with all interested parties. In order to achieve this:

- the Agenda for the meeting of the GREPECAS should be limited to those items which are sufficiently mature for a GREPECAS Decision or Conclusion;
- documentation submitted for action by the GREPECAS, by States, International Organizations, and the GREPECAS Programmes, should always include a concrete and substantiated proposal for a Conclusion or a Decision for the GREPECAS to be endorsed, amended or rejected as the case may be;
- such documentation should be sent electronically 45 days before the meeting, to permit timely processing in both languages English and Spanish. 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 or presented as information papers;
- meetings will approve in plenary session the Conclusions and Decisions of the meeting including a short lead-in text for better understanding; and, as a last item, an indication will be added to each GREPECAS Conclusion and Decision, as to which earlier Conclusion(s)/Decision(s) are superseded, if applicable, as well as to when they can be deleted from the GREPECAS List of Valid Conclusions and Decisions;

- the full report will be completed by the Secretary and approved by the Chairperson for transmission within four weeks after the end of the meeting;
- on completion of the meeting a one-page summary describing the outcome will be prepared and disseminated to all ANB sections as well as relevant sections of ATB and TCB, including a detailed Action Plan for the implementation of the Conclusions and Decisions adopted by the group;
- GREPECAS relations with States and International Organizations, 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.

Reporting Deficiencies: In order to enable the GREPECAS 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 corresponding ICAO Regional Office for action as appropriate, including action at PIRG meetings. 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. On 30 November 2001, the ICAO Council approved the Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies, which is presented as **Appendix B** to this Procedural Handbook.

Meeting Documentation: Distribution of the supporting documentation of GREPECAS and its Programmes, as well as the reports of the meetings will be posted on the GREPECAS web page, www.lima.icao.int, under GREPECAS option, using the username and password provided to States. The following documentation, including proposed action as required, may be presented by States, International Organizations or the Secretariat:

- **Working Papers** normally contain material with a draft decision, conclusion or inviting action by the meeting.
- **Information Papers** are submitted in order to provide the meeting with information on which no action is required and will normally not be discussed at the meeting.
- **Flimsies** are documentation prepared on an Ad hoc basis in the course of a meeting with the purpose to assist the meeting in the discussion on a specific matter or in the drafting of a text for a Conclusion or Decision.
- **Discussion papers** originated and distributed during the Meeting.

Meeting Output

- **Conclusions** deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures.

- **Decisions** deal with matters of concern only to the GREPECAS.

Note: in order to qualify as such, a Decision or a Conclusion shall be able to respond clearly to the “3W” criterion (What, , Who and When)

Schedule and venue of GREPECAS meetings: GREPECAS will meet every three years and its duration will be of three days. Meetings shall normally be convened alternatively at locations in the CAR and SAM Regions. A convening letter for a meeting shall be sent by the Secretary of GREPECAS and ICAORD, normally **90** days prior to the meeting, including the draft agenda, together with explanatory notes.

Fast-track Procedure: To enable the work of the GREPECAS to continue between meetings, Draft Conclusions and Decisions can be approved by correspondence. The usual ICAO silent procedure, where no response indicates agreement, will apply.

Terminology: terminology applicable to GREPECAS is included in the **Appendix A.**

APPENDIX A

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

Addendum
 Ad hoc
 Agenda Item #
 Agenda
 Appendix
 Attachment (of an Appendix)
 Contributory Body
 Corrigendum
 Discussion Paper (DP)
 Draft Agenda
 Draft Conclusion
 Draft Decision
 Draft Report
 Explanatory Notes
 Final Report
 Flimsy
 Historical
 Information Paper (IP)
 International Organizations
 Order of Business (OB)
 Revised
 Supplement
 Working Paper (WP)

Spanish

Addenda
 Ad hoc
 Cuestión # del Orden del Día
 Orden del Día
 Apéndice
 Adjunto (de un Apéndice)
 Órgano Auxiliar
 Corrigendo
 Nota de Discusión (ND)
 Orden del Día Provisional
 Proyecto de Conclusión
 Proyecto de Decisión
 Informe Provisional
 Notas Aclaratorias
 Informe Final
 Flimsy
 Reseña
 Nota de Información (NI)
 Organizaciones Internacionales
 Orden del Día (OD)
 Revisado
 Suplemento
 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 ...**

CLASSIFICATION OF THE STATUS OF GREPECAS CONCLUSIONS AND DECISIONS:	CLASIFICACIÓN DEL ESTADO DE LAS CONCLUSIONES Y DECISIONES DEL GREPECAS
Valid	Válida
Completed	Finalizada
Superseded	Invalidada

- END -

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APPENDIX B

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^{1*}; and
- iv) when appropriate or available, an indication of the cost involved.

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:

* 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.

“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.