



Agenda Item 2: Review of the results of the work of GREPECAS contributory bodies and their respective terms of reference:

a) ACG

(Presented by the Secretariat)

Summary	
This working paper presents the follow up of ACG activities and a proposal to review the Administration Coordination Group (ACG) based on the proposal new GREPECAS Organization.	
Reference	
<ul style="list-style-type: none">• Report of ACG/7 meeting (Lima, Peru, 3-4 March 2008); and• Report of GREPECAS/15 meeting (Rio de Janeiro, Brazil, 13-17 October 2008).	
ICAO strategic objectives:	<i>A- Safety; and C – Environmental protection and sustainable development of air transport.</i>

1. Introduction

1.1 The ACG was established by GREPECAS in 2000 with the main objective to coordinate administrative matters and to review the progress of the Group as a whole. Among its principal functions, we can emphasize the following:

- a) Follow-up on the progress achieved by the GREPECAS contributory bodies' work programmes (Subgroups, Committees and Task Forces);
- b) Expedite the work of GREPECAS, through the approval of specific actions originated by any of its contributory bodies;
- c) Review the GREPECAS working method and propose actions to improve its performance; and
- d) Approve the meeting programmes of GREPECAS and its contributory bodies.

1.2 The terms of reference and the work programme of the Administration Coordination Group (ACG) is presented in the **Appendix** to this working paper.

2. Analysis

AGS activities

2.1 In order to follow-up on the work of the ACG, the following activities will be presented:

- a) Review and propose amendments to the GREPECAS Procedural Handbook;
- b) Monitor the planning and progress of the GREPECAS contributory bodies' work programmes and meeting schedules, and offer any advice thereon;
- c) Seek the prompt approval, preferably by electronic means, of draft GREPECAS conclusions developed by the GREPECAS contributory bodies, on the basis of specific requests from such bodies, or when the ACG deems efficiencies could be derived;
- d) Prepare reports of ACG activities to each GREPECAS meeting; and
- e) Review the GREPECAS working methods and propose specific actions to improve its performance.

Review and propose amendments to the GREPECAS Procedural Handbook

2.2 During the ACG/7 meeting, Amendment No. 3 to the fifth edition of the GREPECAS Procedural Handbook was made. GREPECAS/15, through Decision 15/51 - *Revised GREPECAS Procedural Handbook*, approved the amendment. The Amendment was circulated to all GREPECAS members and posted it in the GREPECAS website.

2.3 A sixth edition of the GREPECAS Procedural Handbook is presented under Agenda Item 4 (ACG/8-WP/09), for its revision and approval.

Monitor the planning and progress of the GREPECAS contributory bodies' work programmes and meeting schedules and offer any advice thereon

2.4 In order to follow-up on these activities of the ACG, Agenda Item 3 (ACG/8-WP/04 to ACG/8-WP/07) presents the progress on the GREPECAS contributory bodies' work programmes, and informs on the results of the developed activities.

Seek the prompt approval, preferably by electronic means, of draft GREPECAS conclusions developed by the GREPECAS contributory bodies, on the basis of specific requests from such bodies, or when the ACG deems efficiencies could be derived

2.5 Following GREPECAS requirements, the conclusions developed by its contributory bodies meeting after GREPECAS/15 were circulated to all the GREPECAS members for their approval, following the fast track procedures. The conclusions were approved and informed to the GREPECAS members through letter LT 2/8.0.16-SA501 of 20 July 2010.

Prepare reports of ACG activities to each GREPECAS meeting

2.6 A working paper on the ACG/7 meeting report was presented at GREPECAS/15 meeting.

Review the GREPECAS working methods and propose specific actions to improve its performance

2.7 To follow-up on this activity, information is presented under Agenda Item 1 (ACG/8-WP/02) and Agenda Item 3 (ACG/8-WP/08) in order to be analyzed and approved in this ACG meeting.

Review of the ACG

2.8 WP/02 of Agenda Item 1 of ACG/8 meeting is proposing a new GREPECAS Organization based in a working methodology on programme and projects developments. The structure of the proposal new GREPECAS organization is composed by a number of programmes with their respective projects to be defined and a Programme and Project Review Committee (See Appendix A of WP/02 of ASB/8 Meeting).

2.9 The function of the Programme and Projects Review Committee among other activities has to review the advance of the execution of the projects, to take effective decision where existing issues in the projects are found and to propose revisions of programme/projects if required.

2.10 The Programme and Projects Review Committee should be seen as a small group which allows an effective high level mechanism for decision making; this Committee could also provide an effective forum for taking over the actual functions of the ACG.

2.11 There is a constant concern among States and the Secretariat regarding the proliferation of international meetings which could represent a burden for the always restrictive budgets. For this reason it is proposed to the meeting that the actual terms of reference of the ACG be revised and absorbed by the Programme and Projects Review Committee.

3. Action required

3.1 The meeting is invited to:

- a) take note of the information presented in this working paper;
- b) analyze the follow-up on the activities of the ACG meeting, presented in section 2 from paragraph 2.1 to 2.7 of this working paper and take appropriate actions, as necessary; and
- c) analyze the proposal for the review of the ACG presented in section 2 from paragraph 2.8 to 2.11 for its approval; and
- d) analyze other matter at this respect that the meeting consider necessary.

APPENDIX A

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
ACG/7	Review the structure of GREPECAS contributory body and review and propose amendments to the GREPECAS Procedural Handbook, as required	A		Continuous

3. **Composition**

The Administration Coordination Group is composed by the Chairperson and Vice-Chairperson and Secretary of GREPECAS the Regional Directors, an ICAO HQ 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.

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