



Agenda Item 4: Review of the GREPECAS Procedural Handbook

(Presented by the Secretariat)

Summary

This working paper presents a Draft of the GREPECAS Procedural Handbook.

- CAR/SAM Regional Planning and Implementation Group (GREPECAS) Procedural handbook, Fifth Edition, 2008
- Regional Office Manual (ROM), Fifth Edition, March 2010

1. Introduction

1.1 Working paper WP/02 presents a proposal to improve GREPECAS mechanism aimed at improving its efficacy and efficiency.

2. Discussion

2.1 The **Appendix** to this working paper presents a draft of the new GREPECAS Procedural Handbook, taking into consideration the new GREPECAS structure proposed in WP/02, and the draft decision supporting its methodology.

2.1 In view of the above, the Meeting could formulate the following draft decision:

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DECISION 08/XX – NEW GREPECAS PROCEDURAL HANDBOOK

That, the new GREPECAS Procedural Handbook, included in the **Appendix** to this part of the report, be adopted.

3. Action required

3.1 The meeting is invited to:

- a) take note of the contents of the Appendix to this working paper; and
- b) approve the draft decision included in paragraph 2.1



ACG/8-WP/09

APPENDIX

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

PROCEDURAL HANDBOOK

Sixth Edition – 2011

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INTRODUCTION

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).

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



REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

Establishment: The 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, COCESNA, EUROCONTROL, IAOPA, IATA, IBAC, IFALPA IFATCA, LACAC and CANSO.

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.

Organization of GREPECAS: The Group shall appoint a Chairman and two Vice-Chairmen. The Chairman, in close coordination with the ICAO Representative, South America and Mexico 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, 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. 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 chairmanship;
- participate, with the Secretariat, in the development of GREPECAS Meeting Reports; and
- present the Meeting Reports of the GREPECAS under his/her chairmanship; and

Working Methodology: GREPECAS work programme shall be developed through Project Management Methodology (Project Management, Programme Management and Portfolios Management). The GREPECAS as Highest Level Portfolio, the Technical Executive 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 areas, according to 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. Meeting 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 more 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 Terms of Reference of GREPECAS.

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

Regional coordination: The Chairman 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.

Secretarial support: The ICAORD of South American Office of ICAO supported by ICAORD of Caribbean and North American Office shall provide necessary secretarial 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 other ways they shall send it 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 or presented as information papers;

- meeting will approve in 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 replaced, if applicable, as well as to when it can be for deletion from the GREPECAS List of Valid Conclusions and Decisions;
- the full report will be completed by the Secretary and approved by the Chairman for transmission within four weeks after the end of the meeting;
- on completion of the meeting a one page summary describing the outcome is 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 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.

Meeting Documentation: Distribution of the supporting documentation of GREPECAS and its Programmes, as well as the reports of the meetings will be posted in 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 and its contributory bodies.

Note: in order to qualify as such, a Decision or a Conclusion shall be able to respond clearly to the “4W” criterion (What, Why, Who and When)

- **Statements** deal with a position reached by consensus regarding a subject without a requirement for specific follow-up activities.

Schedule and place 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 addressed by the Secretary of GREPECAS, 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, Conclusions and Decisions can be agreed to by correspondence. The usual ICAO silent procedure, where no response indicates agreement, will apply.

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