



*International Civil Aviation Organization*  
CAR/SAM Regional Planning and Implementation Group (GREPECAS)  
**Eleventh Meeting of the GREPECAS Aeronautical Meteorology Subgroup (AERMETS/11)**  
Lima, Peru, 28 to 30 November 2011

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**Agenda Item 6: Transition from the AERMETS/11 Subgroup and its Task Forces to the MET Programme and its projects**

**GREPECAS/16 Meeting Results**

(Presented by the Secretariat)

<b>SUMMARY</b>	
This paper presents the results of the GREPECAS/16 meeting, in particular, the new organisation and work methodology adopted by GREPECAS.	
<b>References:</b>	
<ul style="list-style-type: none"><li>• Report of the Sixteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/16), Punta Cana, Dominican Republic (28 March – 1 April 2011).</li></ul>	
<b>ICAO Strategic Objective:</b>	<i>A – Safety C - Environmental Protection and Sustainable Development of Air Transport</i>

**1. Introduction**

1.1 This paper presents the results of the GREPECAS/16 meeting, in particular the new organisation and work methodology adopted by GREPECAS.

**2. Discussion**

2.1 The objectives for improvements to the GREPECAS mechanism are the following, which have been mandated by the ICAO Council, ANC and GREPECAS at its 15<sup>th</sup> Meeting:

- Increase effectiveness – more tangible/measurable and performance-based results
- Enhance efficiency – reduce time to achieve approvals, actions and results; improved internal coordination between different bodies, participants and responsibilities; project management methodology
- Reduce costs – less, shorter and smaller site meetings; more remote access meetings, teleconferences and correspondence
- Align GREPECAS with contemporary ICAO strategic objectives, programmes, projects, activities and tasks methodology and the following mandates:
  - Global Air Navigation Plan (GANP)
  - Global ATM Operational Concept
  - performance-based approach (PBA) air navigation planning and implementation

- future revised CAR/SAM Air Navigation Plan (ANP)
  - regional CAR and SAM performance-based air navigation implementation plans
- Recognize that GREPECAS is primarily an inter-regional CAR/SAM air navigation planning mechanism, to support the separate but harmonized regional CAR and SAM implementation plans and mechanisms.

2.2 As a result of the GREPECAS mandate and CNS/ATM/SG experience, a new GREPECAS organization was adopted by the GREPECAS/16 Meeting, which involved the following:

- Apply the new CNS/ATM/SG work methodology to other GREPECAS subgroups and task forces
- Transform all Subgroups into programmes and projects
- Incorporate SAR and GTE projects and activities within programmes as appropriate
- Designate CAR and SAM Regional Officers as programme coordinators
- Designate CAR and SAM State officers as project coordinators
- Designate CAR and SAM State officers as project experts
- Project management methodology
- Performance-based approach

2.3 The projects refer to its generic definition and are not limited to ICAO Technical Cooperation projects which are an example of one option of mechanism and type of project. Technical Cooperation projects are an implementation tool, the same as working groups, Special Implementation Projects (SIPs), etc. Projects will comprise the following components, which need to be documented in a brief Project Document and schedule:

- Objectives
- Description
- Activities
- Responsibilities
- Resources – experts and budget
- Results - outcomes, outputs, deliverables
- Schedule- timelines, milestones, deadlines
- Dependencies
- Metrics / Indicators
- Risks

2.4 GREPECAS will meet once every three years shortly after the ICAO Assembly in order to provide required direction to its organization based on Assembly resolutions. In the interim, the GREPECAS work programme will be directed by the Programmes and Projects Review Committee (PPRC), which will also prepare annual GREPECAS reports to be approved by GREPECAS using the fast-track mechanism and submitted by the Secretariat to the ICAO ANC for further submission to the Council, if applicable.

2.5 The new GREPECAS organization is illustrated in **Appendix A** to this paper, adopted under the following decisions:

**DECISION 16/45      NEW GREPECAS ORGANIZATION**

*That in order to implement CAR/SAM performance-based regional plans in compliance with the Global Air Navigation Plan and Global ATM Operational Concept:*

- a) *the GREPECAS organization be modified as described in Appendix A to this part of the report; and*
- b) *the Secretariat circulate a letter to States/Territories, accompanied by an explanatory note and the revised GREPECAS Procedural Handbook, requesting ratification of the new GREPECAS organization and inviting suggestions for further refinement within 30 days, including reference to non-response being taken as acceptance without comment.*

**DECISION 16/46      REVISED GREPECAS TERMS OF REFERENCE**

*The revised GREPECAS Terms of Reference, which incorporate the ICAO Council requirement to coordinate with RASG-PA are presented in Appendix B to this part of the report.*

**DECISION 16/47      TRANSFORMATION OF GREPECAS SUBGROUPS**

*That the work currently in progress by the GREPECAS AERMET, AGA/AOP, AIM and CNS/ATM Subgroups, and their respective task forces, where applicable, as presented in the Appendices B – E of WP/17 be transformed into programmes and projects.*

2.6      The next steps for GREPECAS are as follows based on the proposed transition plan for Subgroup transformation:

- Revise the GREPECAS Procedural Handbook
- Subgroup chairpersons and secretaries to plan and prepare for the new organization and work methodology
- AERMET, AGA/AOP and AIM Subgroup/Programme transition meetings to be held in 2011 to define projects and State coordinators and experts
- Project management training workshop in the last quarter of 2011 (one more is foreseen to be held in March 2012)
- PPRC Meeting early in 2012 to approve the projects in each programme

2.7      A principal component of the new GREPECAS organization is the establishment of the PPRC, which will replace and perform the functions previously assigned to the ACG and ASB with the exception of those responsibilities that are internal and routine Secretariat duties, which will be performed by ICAO. The PPRC will have the following key functions:

- Direct the programme and project activities including the addition and deletion of programmes and projects
- Approve the programme and project results
- Review long outstanding high safety risk air navigation deficiencies, which are not resolved in a timely manner and advise the Secretariat regarding reporting to the ICAO ANC and Council

- Prepare the annual GREPECAS progress reports for the ICAO ANC
- Maintain the GREPECAS Procedural Handbook
- Schedule GREPECAS meetings
- Prepare the draft GREPECAS meeting agendas

2.8 PPRC, Programme, and Project meetings will be held as required using the appropriate modality for efficiency and effectiveness and subject to budget making full use of virtual meetings. However, it is expected that PPRC and Programme meetings will be convened in person annually subject to justification and the availability of a venue and budget. The venue will usually be either the CAR or SAM Regional Offices. In the interim, the PPRC will hold regular virtual meetings as required to coordinate the work.

2.9 The PPRC membership includes a core group of 16 States to limit the number to a manageable number, which represents half the number of States in the CAR and SAM regions. In order to maintain a balance, 8 States from each the CAR and SAM Regions constitute representation. However, the PPRC will neither exclude any State wishing to participate in any of their meetings nor will it limit the number of participants of a State; non-member States may participate in the meetings if the agenda includes a subject of interest. Furthermore, the international organizations listed in the GREPECAS Procedural Handbook will participate in the Committee as Observers when relevant to the Committee meeting agenda, as will any affected States from other Regions. Programme Coordinators will be invited to attend meetings, when required, to present corresponding project progress reports and results.

2.10 Concerning the criteria to select which States will comprise the 8 States from each Region, the Meeting determined that it was not within the authority of the representatives participating in the GREPECAS Meeting to define the criteria that will determine which States are to be selected and, therefore, referred this decision to the Directors of Civil Aviation who will meet in the CAR Region during the NACC/DCA/4 meeting in June.

2.11 Notwithstanding, several options of possible criteria to select the States were discussed and are presented as follows for reference:

- States providing air navigation services for one or more FIRs
- Size of the FIR
- Level of aviation activity
- Level of aviation development
- States that volunteer
- States grouped by political or other agreements
- States grouped by geographic proximity
- States grouped by similarities
- State rotation scheme

2.12 The membership for the GREPECAS Programmes and Projects Review Committee is reflected in its Terms of Reference presented in **Appendix B** to this paper and GREPECAS adopted the following decision:

**DECISION 16/48****TERMS OF REFERENCE, WORK PROGRAMME, AND COMPOSITION OF THE GREPECAS PROGRAMMES AND PROJECTS REVIEW COMMITTEE**

*That:*

- a) *the Programmes and Projects Review Committee (PPRC) be established with the terms of reference, work programme and composition shown in Appendix C to this part of the report; and*
- b) *the Secretariat present the requirement for the selection and commitment of States to become members of the PPRC to the upcoming Directors of Civil Aviation Meetings in the CAR and SAM Regions.*

2.13 The GREPECAS work progress and results are dependent on States to contribute the necessary resources to GREPECAS projects in the form of project coordinators and experts and provide the assigned individuals the time (release from normal duties) and budget to facilitate their participation in the activities in order to achieve the expected results as committed. GREPECAS therefore adopted the following conclusion:

**CONCLUSION 16/49****CONTRIBUTION FROM STATES TO THE GREPECAS RESOURCES**

*That States, within their means, contribute the necessary resources to GREPECAS projects in the form of project coordinators and experts and provide the assigned individuals the allocation of adequate time, release from normal duties, and financial support to facilitate their participation in the activities to achieve the expected results as committed.*

2.14 Following the GREPECAS/16 meeting, ICAO sent a letter to States/Territories dated 11 May 2011 (EMX0478) which attached the Explanatory Note and revised Draft Procedural Handbook (6<sup>th</sup> edition 2011) inviting comments and ratification of the new GREPECAS organization, thereby implementing the action in item b) of Decision 16/45 - *New GREPECAS Organization*. The deadline for comments was 11 June 2011, to which some comments on the Procedural Handbook were received from Cuba, Dominican Republic and United States, which will be incorporated in the final version as applicable and appropriate. Since no objection to the ratification was received from States/Territories, the new organisation of GREPECAS was approved.

2.15 The results of the GREPECAS/16 meeting will be presented by the Secretariat to the ICAO Air Navigation Commission Working Group of the Whole for Strategic Review and Planning on 21 June 2011.

2.16 Implementing Decision 16/47 - Transformation of GREPECAS Subgroups, the Eighth Meeting of the Aerodrome and Ground Aids/Aerodrome Operational Planning Subgroup (AGA/AOP/SG/8) and Thirteenth Meeting of the Aeronautical Information Management Subgroup (AIM/SG/13) will be held in the ICAO NACC Regional Office in Mexico City, Mexico, from 19 to 21 July 2011. The Eleventh Meeting of the Aeronautical Meteorology Subgroup (AERMETSG/11) is planned to be held in the ICAO SAM Regional Office in Lima, Peru, from 28 to 30 November 2011.

2.17 Relevant to GREPECAS is the Global Air Navigation Industry Symposium (GANIS) to be held in Montréal, Canada, from 20 to 23 September 2011, the revision of the Global Air Navigation Plan (GANP Doc. 9750) for publication in 2012, and the planned convening of the Twelfth Air Navigation Conference (AN-Conf/12) in November 2012.

3. **Suggested Action**

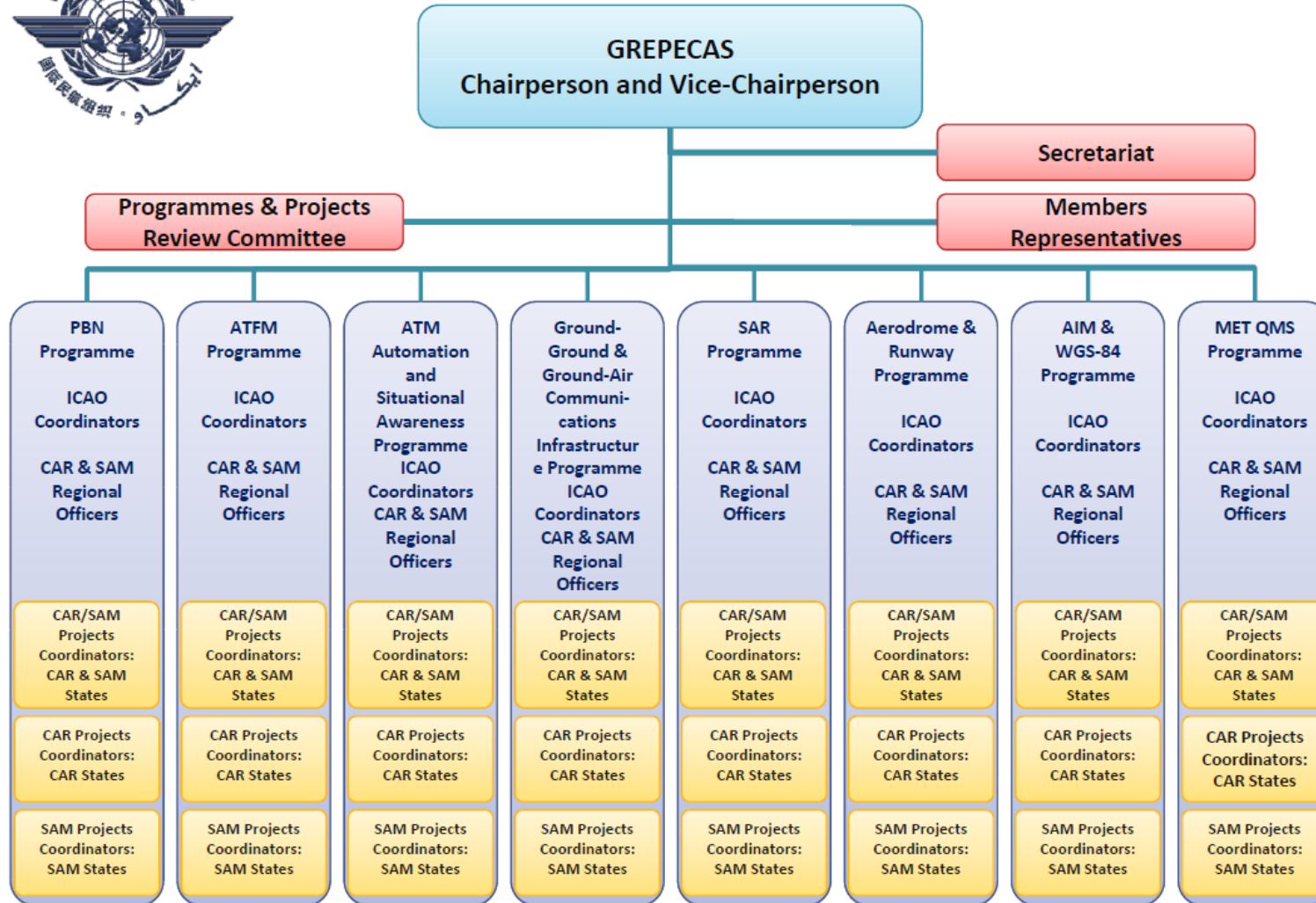
3.1 The Meeting is invited to:

- a) urge States/Territories/International Organisations to take action to implement the Conclusions and Decisions of the GREPECAS/16 Meeting; and
- b) select the eight (8) States to represent the CAR Region in the membership of the GREPECAS Programmes and Projects Review Committee.

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# New GREPECAS Organisation



**APPENDIX B****GREPECAS PROGRAMMES AND PROJECTS REVIEW COMMITTEE PROPOSED TERMS OF REFERENCE AND WORK PROGRAMME****1. Membership**

The GREPECAS Programmes and Projects Review Committee (PPRC) comprises the GREPECAS Chairperson, Vice-Chairperson, Secretary, and Co-Secretary, 8 States of the CAR Region and 8 States of the SAM Region (to be identified by the Directors of Civil Aviation of the States at a later date). Other GREPECAS member States may participate in meetings if the agenda includes a topic of interest. The international organizations listed in the GREPECAS Procedural Handbook and affected States of other Regions will in meetings as Observers when relevant to the agenda.

**2. The Terms of Reference of the Group are:**

- a) coordinate and harmonize GREPECAS administrative matters and participate in its internal management and scheduling of events;
- b) review and approve the planning, progress and execution of programmes and projects to ensure their alignment with the GREPECAS terms of reference, ICAO strategic objectives and global plan; and
- c) follow-up on high risk safety deficiencies and take action to promote their resolution.

**3. In order to comply with its Terms of Reference the Committee shall:**

- a) review and propose amendments to the GREPECAS Procedural Handbook;
- b) review the GREPECAS work methodology and propose specific actions to improve its performance;
- c) follow-up on a continuous basis, the programmes and projects and, if necessary, intervene in project development to ensure that results are achieved according to approved timeframes;
- d) prepare reports on PPRC activities, progress and results of programmes and projects for each GREPECAS meeting and annual GREPECAS reports in between GREPECAS meetings;
- e) prepare the draft agenda for GREPECAS meetings; and
- f) in cases of high risk safety deficiencies, request the respective ICAO Regional Office to inform the Air Navigation Commission.