GREPECAS Programmes and Projects Committee (PPRC) Third Virtual Meeting (ePPRC/03)
Online, 22 – 23 July 2021

Agenda Item 3:   **GREPECAS organization and administration activities**
                  3.2   Follow-up of GREPECAS improvements

FOLLOW-UP OF GREPECAS IMPROVEMENTS

(Presented by Secretariat)

EXECUTIVE SUMMARY
This Information Paper presents to the Members of the PPRC and to the CAR/SAM Planning and Implementation Regional Group (GREPECAS) Presidency the updated status of the Improvement Project to GREPECAS.

Strategic Objectives:	• Air Navigation Capacity and Efficiency • Safety
References:	• Document of the "GREPECAS Improvement Project", July 2018, Dominican Republic, IDAC • Final Report of the Fifth Meeting of the Programmes and Projects Review Committee (PPRC/5) of GREPECAS, Mexico City, Mexico, 16 to 18 July 2019 • Minute of the GREPECAS Programmes and Projects Review Committee (PPRC) Second Virtual Meeting (ePPRC/2), 30 October 2020

1.   **Introduction**

1.1   During the PPRC/05 Meeting held from 16 to 18 July 2019 in Mexico City, Mexico, the WP/04 was presented which included the "*Preliminary Draft of the GREPECAS Automated Management System*", as part of the "Proposal for Improvements to GREPECAS ", sent to the States through the ICAO NACC and SAM Regional Offices in April 2019. And which presented the proposal for improvements that the previous GREPECAS Presidency shared with the States, to promote among GREPECAS members; improvements for the benefit of the CAR and SAM Regions in alignment with the goals and objectives of GREPECAS.

1.2   The improvement proposal included a Strategic Plan for GREPECAS, with a deliverable for an Automated Project Management System, which would be donated by the Dominican Republic, which would not have higher costs for the Regional Offices or the States. To be implemented between 2019 and 2022, which would facilitate the management of the coordinators and rapporteurs of the monitoring and measurement of Air Navigation Programs and Projects.

1.3   The proposal was approved, leaving as evidence the document of the preliminary draft signed by the President of GREPECAS and the Secretariat, on behalf of the member states of the CRPP; which formalized the start of the tasks for the development of the Project management system.

1.4   For this purpose, the following Draft Conclusion was formulated:

CONCLUSION PPRC/05/02	PROPOSAL FOR IMPROVEMENTS TO GREPECAS	
What: That, in order to increase the efficiency and effectiveness of GREPECAS for the benefit of the States and the CAR and SAM Regions, a) the Member States of GREPECAS approve in principle the proposal for improvements proposed by the GREPECAS Chairpersonship included in **Appendix B** to this report; b) the Regional Offices and the CAR and SAM States implement the improvements in the period 2019-2022 (Action Plan) **by 30 November 2019**; and c) the proposal on GREPECAS improvement management be formalized with the signature of the Chairperson of GREPECAS and ICAO on behalf of the GREPECAS States **by 30 November 2019.**	**Expected impact:** ☒Political / Global ☒Inter-regional ☐Economic ☐Environmental ☒Operational/Technical	
Why: To implement improvements to increase efficiency and effectiveness of GREPECAS		
When: **by 30 November 2019**	**Status:** ☒Valid / ☐Superseded / ☐Completed	
Who: ☒States ☒ICAO ☒Other:		

2.   Update

2.1   Unfortunately, in 2020 with the appearance and worldwide spread of the COVID-19 pandemic, as well as its impact on all areas of the economy including the Aeronautical, Tourism and Business Industries in general, among many others, the process of adequacy to ICAO, which had been estimated for the Management System, was affected.

2.2   Subsequently, there was a change in the Authorities in the Dominican Republic and therefore the *Instituto Dominicano de Aviación Civil* (IDAC), which even when they resumed the Presidency of GREPECAS, the impact of COVID-19 is still in force, causing the already known difficulties in the economy. This has been a decisive factor in the GREPECAS Improvement Project.

2.3   Despite the adverse conditions, progress was made by the Secretariat in different topics of the Management System Project for improvements, which are detailed in the **Appendix** to this Information Note, but in general, progress is observed as follows:

Tasks by Areas	Number of tasks	Percentage		Analysis
				Of the **35 tasks** in total, defined in the Appendix Table, which represent **100%**, the following progress behavior is observed:
Diagnosis	2	75%		
		50%		
System Requirements Replaced by DASHBOARD	7	10%		
		In Progress initial phase		
System Software Replaced by DASHBOARD	9	10%		• Of which, **12 tasks** are between **50% and 100%** of progress and their completion, which represent **34.28%** of progress in the tasks
		In Progress initial phase		
GREPECAS structure	3	100%		
	1	90%		
	2	0%		
GREPECAS Website	3	90%		• Another **19 tasks** have an advance between **10% and 35%** are, which represent **54.28%** of the total
		75%		
		65%		
GREPECAS Image Change	2	80%-65%		
	2	35%-20%		• Only **4 tasks** did not start, so their progress was **0%**, which represents **11.42%** of tasks without progress.
	1	0%		
Activities towards GREPECAS 19	1	80%		
	1	30%		
	1	0%		
Total Main Tasks (Phase 1) **35 = 100%**				

3.   Conclusion

3.1   The GREPECAS Meeting agenda and agreements are reviewed to prioritize activities and tasks related to the Technological Platform for Planning, Programs and Projects through a Control Panel system (dashboard), as a monitoring and control mechanism and measurement of the efficiency of programs and projects, as well as the generation of timely reports, regarding the status of the Air Navigation Services (ANS) implementation.

INITIAL GOALS TO THE YEAR 2022
Goal 1) Increase the annual percentage of effective implementation of the projects proposed in the Working Groups.
Goal 2) Link the needs of the CAR/SAM States with the implementation projects of the Regions, contributing to regional initiatives, through the training of Human Resources.
Goal 3) Establish an effective work methodology that guarantees the continuity of the work and the fulfillment of current and future goals.
Goal 4) Establish a program for the exchange of good practices among the States, based on the objectives of the Global Air Navigation Plan (GANP) and the ICAO Global Aviation Safety Plan (GASP), through the GREPECAS and the Regional Aviation Safety Group–Pan America (RASG-PA) implementation projects.

3.2   Finally, the purpose is to support CAR/SAM States to identify the most appropriate operational improvements despite the fact that COVID-19 considerably affects all ANS. GREPECAS will support the States to evaluate air traffic changes and guarantee the provision of safety and optimal ANS, which present a reduction in passenger demand and travel restrictions imposed by the States, because of the COVID-19 pandemic that continues to cause serious public health concerns.

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APPENDIX
Tabla del estado de las actividades de mejora propuestas al GREPECAS (Fase 1)
Status improvement Table of the activities proposed to GREPECAS (Phase 1)

Área/Area		Descripción/Description	Status
Diagnóstico Diagnosis	1	Crear un compendio con las deficiencias detectadas en las tres reuniones anteriores Create a compendium with the deficiencies detected in the three previous meetings	75%
	2	Priorizar las deficiencias detectadas / Prioritize the deficiencies detected	50%
Requerimientos del Sistema de Gestión Ver. Beta en IDAC Management System Requirements Beta Ver. in IDAC	3	Desarrollar una tarjeta de puntuación equilibrada / Develop a balanced scorecard	Sustituido por DASHBOARD En Progreso fase inicial Replaced by DASHBOARD In Progress initial phase 10%
	4	Desarrolle un mecanismo de control y seguimiento del proyecto con alertas tempranas para acciones vencidas Develop a project monitoring and control mechanism with early alerts for overdue actions	
	5	Mecanismo para medir los impactos de los programas y proyectos a través de indicadores Mechanism to measure the impacts of programs and projects through indicators	
	6	Generación de Informes en tiempo real desde la Plataforma Generation of reports in real time from the Platform	
	7	Asignar horas al personal colaborativo por: año, Reunión, Licencias médicas, Vacaciones, etc. Assign hours to collaborative staff by: year, Meeting, Medical leave, Vacation, etc.	
	8	Alerta de sobrecarga del recurso / Resource overload alert	
	9	Cargar estructura de desglose de trabajo estándar predeterminado por proyecto Load Default Standard Work Breakdown Structure By Project	
Software del Sistema System Software	10	Crear plantillas adicionales / Create additional templates	Sustituido por DASHBOARD En Progreso fase inicial Replaced by DASHBOARD In Progress initial phase 10%
	11	Desarrollar requisitos del sistema / Develop system requirements	
	12	Crear sistema automatizado para la gestión de programas y proyectos de GREPECAS Create automated system for managing GREPECAS programs and projects	
	13	Crear versión en línea para el Sistema / Create online version for the System	
	14	Definir roles, funciones y responsabilidades Define roles, functions and responsibilities	
	15	Crear un correo para difundir los mensajes de alerta Create an email to broadcast the alert messages	
	16	Crear bloques para filtros / Create blocks for filters	
	17	Crear enlaces entre objetivos estratégicos, programas y proyectos Create links between strategic objectives, programs and projects	
	18	Implementación y prueba de versión en línea / Online version testing and deployment	
Estructura de GREPECAS GREPECAS structure	19	Revisar la estructura actual y el Manual de procedimientos (AMDts)-Circular Estados- Review the current structure and the Procedures Manual (AMDts) -Circular States-	100%
	20	Proponer una nueva Estructura para apoyar mejor los proyectos Propose a new Structure to better support projects	En espera On hold 2022
	21	Revisar las funciones, roles y responsabilidades y proponga ajustes en caso necesario. Nuevos términos de referencia. Actualización de PoC de GRP Review the functions, roles and responsibilities and propose adjustments if necessary. New terms of reference. GRP PoC upgrade	100%
	22	Crear el Grupo de trabajo de "Data Analisys" / Create the "Data Analyzes" Working Group	100%
	23	Revisar las funciones y responsabilidades de la interacción GREPECAS RASG-PA. "GAP Analysis Ad-HOC Group" - Respuesta pendiente del Grupo Review the functions and responsibilities of the GREPECAS RASG-PA interaction. "GAP Analysis Ad-HOC Group" - Pending response from the Group	90%
	24	Realizar capacitación basada en los nuevos requisitos de perfiles Conduct training based on new profile requirements	En espera On hold 2022
Página WEB del GREPECAS GREPECAS WEBSITE	25	Revisar la página WEB para depuración / Check the WEB page for debugging	65%
	26	Revisar estructura de la página WEB / Review structure of the WEB page	75%
	27	Recomendar mejoras a la estructura de la pagina / Recommend improvements to the structure of the page	90%
Cambio de Imagen del GREPECAS GREPECAS Image Change	28	Realizar estrategia de re-lanzamiento de GREPECAS / Carry out GREPECAS re-launch strategy	35%
	29	Plan de marketing / Marketing plan	80%
	30	Encuesta a Estados miembros y análisis de datos / Member State survey and data analysis	65%
	31	Sensibilización de los Estados / State awareness	20%
	32	Difusión sobre los acontecimientos en la gestión de GREPECAS Dissemination of events in the management of GREPECAS	En espera On hold 2022
Actividades hacia el GREPECAS 19 Activities towards GREPECAS 19	33	Agenda propuesta se presentó a DRD / Proposed agenda was presented to DRD	80%
	34	CAR/SAM Coordinación / CAR/SAM Coordination	30%
	35	NACC ANS ROs Coordinación NACC ANS ROs Coordination	En espera On hold 2022

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