International Civil Aviation Organization
CAR/SAM Regional Planning and Implementation Group (GREPECAS)

WORKING PAPER

GREPECAS/22 — WP/15
20/09/24

Fourth GREPECAS–RASG-PA Joint Meeting and
Twenty-second Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/22)
Virtual Phase (Asynchronous, 16 September to 11 October 2024)
In-Person Phase (Lima, Peru, 20 to 22 November 2024)

Agenda Item 6: Initial Review of the Current GREPECAS Work Programme and Projects

Update of GREPECAS Procedural Handbook

(Presented by Secretariat)

EXECUTIVE SUMMARY	
This working paper provides an updated version of the GREPECAS Procedural Handbook, submitted for GREPECAS Member States approval.	
Action:	The suggested actions are presented in Section 2.
Strategic Objectives:	• Safety • Air Navigation Capacity and Efficiency • Economic Development of Air Transport • Environmental Protection
References:	• Twenty-first Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/21) – Final Report

1. Introduction

1.1 The Twenty-first Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/21) approved *Decision GREPECAS/21/25 That, to formalize the enhancements to GREPECAS management, "GREPECAS update the GREPECAS Procedural handbook accordingly concerning actions of items a, b and c by GREPECAS/22*."

1.2 According to GREPECAS/21 meeting Final Report, the "*Meeting exchanged ideas, opinions and comments on the current GREPECAS Plenary methodology with the on-line session (asynchronous session) and the in-person session, particularly with the working sessions implemented in this meeting. The main highlights were:*

a) The asynchronous session was very beneficial to States for allowing a more extensive State experts participation in the exchange of comments to the documentation and its analysis.

b) The dates/duration of the asynchronous shall be reviewed for a proper duration for the exchange of ideas.

c) The working sessions in GREPECAS Plenary were very dynamic and inclusive for participants to exchange and work on specific topics and have a more productive discussion for defining/agreeing on actions and implementation matters."

1.3 To achieve this objective, the Secretariat proposes an updated version of the GREPECAS Procedural Handbook, which is presented in track changes at the **Appendix**, for discussion and proposal of improvements during the Virtual Phase GREPECAS/22 Meeting.

2. Suggested Action

2.1 The Meeting is requested to review and approve the updated version of the GREPECAS Procedural Handbook presented in the Appendix.

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CAR/SAM PLANNING AND

IMPLEMENTATION REGIONAL GROUP (GREPECAS)

PROCEDURAL HANDBOOK

~~Seventh~~ Eighth Edition – 202~~3~~4

Version ~~2~~3.0

Disclaimer:
The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontier or boundaries.

The issue of amendments is communicated regularly by the GREPECAS Secretary through regular correspondence with the States and the GREPECAS web portal (https://www.icao.int/GREPECAS/Pages/ES/default_ES.aspx), which is available for consultation by the GREPECAS Members.
The following Tables allow having a record of such amendments and corrections.

RECORD OF AMENDMENTS AND CORRIGENDA

AMENDMENTS			
No.	Date applicable	Date entered	Entered by
1	14/04/18	02/05/18	ICAO SAM
2	30/07/20	11/08/20	ICAO NACC
3	02/01/25	02/01/25	ICAO

CORRIGENDA			
No.	Date of issue	Date entered	Entered by

INTRODUCTION

The CAR/SAM Planning and Implementation Regional Group (GREPECAS) is responsible for the development and maintenance of air navigation plans and provides for the planning and implementation of air navigation systems within specific areas, in accordance with the planning frameworks agreed at global and regional level.

GREPECAS was established by the ICAO Council in 1990 as recommended by the Second CAR/SAM Regional Air Navigation Meeting in 1989 (action by Council on Recommendation 14/6 of the CAR/SAM/2 RAN Meeting, Santiago de Chile).

The Procedural Handbook contains information on the role, organization and operation of GREPECAS as well as its different processes and projects in support of implementation The Handbook will serve States and international Organizations when planning and managing necessary resources for their participation in the Group.

This Procedural Handbook provides general guidelines and is approved by GREPECAS in accordance with ICAO Council guidelines for Planning and Implementation Regional Groups (PIRG).

The Secretary of this body may develop specific procedures and forms permitting the effective management of the GREPECAS mechanism. These procedures should not contradict this Handbook in any way.

The Handbook should be updated periodically to accommodate relevant changes and developments, and according to the requirements of the Global Air Navigation Plan (GANP). The update is a constant objective due to the dynamics of the content of each of the elements that make up the Procedural Handbook, both the normative aspects of ICAO and the technical and technological aspects in the Air Navigation Services (ANS).

~~Therefore, a simplified mechanism to support innovation and renewal of the Procedural Handbook is established with an annual or biannual revision. The registration of partial updates will be then carried out through the use of track changes for each of the sections of the procedures, reporting annually or biannually at the Programmes and Projects Review Committee (PPRC) or GREPECAS meetings.~~

Therefore, the record of updates and modifications will be carried out through the use of track changes applied to the Procedural Handbook text, and will be notified and presented for approval at GREPECAS meetings.

The Procedural Handbook will be distributed to GREPECAS Members ~~and Observers~~, the ICAO Secretariat and other States, Territories and International Organizations participating in meetings, contributing or having an interest in the work of GREPECAS and/or its working groups and contributory bodies

CAR/SAM PLANNING AND IMPLEMENTATION REGIONAL GROUP (GREPECAS)

1. Terms of Reference

1.1 This Section sets out the GREPECAS Terms of Reference and its position within ICAO. These guidelines shall govern the working arrangements of GREPECAS, including the relationship with States, International Organizations and Specialized Regional Organizations of ICAO, the Rules of Procedure for the conduct of its meetings and those of its working groups and contributory bodies.

1.2 In accordance with C-WP/13135, Council Decisions C-DEC 183/9 dated 18 March 2008, and C-DEC 190/4 dated 28 May 2010 and ICAO Council — 217th Session, Summary Minutes of the Sixth Meeting, 31may 2019 ~~on~~ the ~~Terms of Reference (ToRs) and~~ objectives of GREPECAS are as follows:
a)

a) ~~-~~serve as a regional cooperative forum that promotes regional priorities, develops and maintains the CAR/SAM Regional Air Navigation Plan ~~–~~(Doc 8733) ~~(R-ANP CAR/SAM) in its three volumes~~, as well as the work programme aimed at the adoption of the GANP (Doc 9750) which, at its Global Technical level, defines the Aviation System Block Upgrade (ASBU) drivers and modules, as well as its Performance Framework. These activities are aligned with the relevant ICAO provisions

b) facilitate the development and implementation by States of the air navigation systems and services identified in the Doc 8733 - *CAR/SAM Regional Air Navigation Plan* and Doc 7030 - *Regional Supplementary Procedures*;

c) ~~-~~monitor and report on the status of implementation by States of the required air navigation facilities, services and procedures in the CAR/SAM Regions, and identify associated difficulties and deficiencies to be brought to the attention of the Council;

~~(~~d) facilitate the development and implementation of corrective action plans by States to address identified deficiencies, where necessary;

e) identify and report on regional and emerging air navigation challenges experienced that affect the implementation of ICAO global provisions by States and the measures adopted or recommended to effectively address them;

f) facilitate the development and implementation of regional and national air navigation plans by CAR/SAM States;

g) facilitate, in accordance to the Global Aviation Safety Plan (GASP), ~~facilitate~~ the conduct of any necessary system performance monitoring, identify specific air navigation deficiencies, especially in the context of safety, and propose corrective measures, facilitating the development and implementation of action plans by States to resolve identified deficiencies, where necessary; and

h) assist Member States with guidance for the implementation of emerging and complex aviation systems.

1.3 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/SAM Regions;

b) assist the ICAO Regional Offices with providing services in the CAR/SAM Regions with their assigned task of fostering implementation of the CAR/SAM Regional Air Navigation Plan;

c) ensure, in accordance with Doc 10004 - ~~-~~*Global Aviation Safety Plan* (GASP), ~~ensure~~ the monitoring of the performance of the systems, as necessary;

d) prepare amendment proposals for updating the CAR/SAM Air Navigation Plan (ANP), as necessary, to meet any changes in requirements~~, thereby eliminating the need for regular air navigation meetings at regional level~~;

e) monitor the implementation of air navigation facilities and services and, if necessary, facilitate inter-regional harmonization, taking into account cost-benefit analyses, the preparation of economic studies, environmental benefits and financial issues;

f) analyze issues related to human resources planning and provide recommendations to support that the development of human resources capacities in the regions ~~are~~ is compatible with the CAR/SAM regions ANP

g) invite financial institutions, as necessary and when deemed appropriate during the planning process, in order to participate in this work as sources of consultation and advice;

h) ensure close cooperation with relevant International Organizations and States in order to optimize the use of available expertise and resources;

i) carry out the above activities in the most efficient manner, with a minimum of formality and documentation~~, and convene GREPECAS meetings only when the Secretary and the Chair, through the analyse issues related to human resources planning and provide recommendations to support the development of human resources capacities in the regions that are compatible with the CAR/SAM Regions Air Navigation Plan; Programmes and Projects PPRC, consider it necessary~~; and

j~~i~~) coordinate with the Regional Aviation Safety Group – Pan America (RASG-PA) to avoid duplication of efforts and work, as well as to develop joint activities if necessary.

2. Position in ICAO

2.1 GREPECAS is the guiding and co-ordinating body for all activities conducted within ICAO concerning the air navigation system for the CAR/SAM Regions but does not assume authority vested in other ICAO bodies, except where such bodies specifically delegate their authority. The activities of GREPECAS shall be subject to review by the ICAO Council.

2.2 To verify the effectiveness and implementation rate of operational improvements, ICAO provides data and tools to support performance monitoring and implementation and facilitates the exchange of relevant information and best practices in the CAR/SAM Regions.

3. GREPECAS Membership and Organization

3.1 GREPECAS includes all ICAO Contracting States and Territories, which provide air navigation services in the CAR/SAM Regions. ~~International Organizations recognized by the Council may be invited as necessary to attend GREPECAS meetings as Observers~~. In addition, a group of ICAO contracting States and Territories may choose to have a common representation.

~~3.2 The Group shall invite other recognized industry representatives with important interests for civil aviation to participate in its work in an advisory capacity. Other international organizations or bodies from the CAR/SAM Regions may also participate when specifically invited by GREPECAS as Observers.~~

3.2~~3~~ States should ensure that their designated representatives as members of GREPECAS have the knowledge and experience in the provision of international air navigation systems and are maintained for a sufficiently long period to maintain continuity in the activities of the GREPECAS. The designated representative may be assisted by technical advisors during the meetings of the Group.

3.3~~4~~ States geographically located in the CAR/SAM Regions, States having dependent territories in those regions and States having aircrafts with their registry operating in those regions should be kept fully informed of the activities of GREPECAS. To achieve this objective, States should receive regularly:

a) the proposed agenda of the Group's meetings; and

b) the reports of the Group's meetings, as appropriate.

3.4~~5~~ GREPECAS will normally invite international organizations recognized by the ICAO Council as representing important civil aviation interests to participate in the work of GREPECAS on a "Consultative" basis. Among international organizations, ACI-LAC, CANSO, IBAC, IATA, IFALPA, and IFATCA should be invited on a regular basis. Other international organizations and/or entities and organizations of the CAR/SAM Regions may participate when specifically invited by the Group.

3.5 GREPECAS may invite as “Observers” representatives from other entities and international institutions of the CAR/SAM Regions, as well as representatives from recognized organizations in the industry with interests in civil aviation.

3.6 The following link indicates the International Organizations recognized by ICAO that may be invited to participate in the relevant GREPECAS meetings. ICAO does not officially qualify them as "Observers":
~~International Organizations recognized by ICAO that may be invited to participate in relevant GREPECAS meetings, but that are not officially classified as "observers" by ICAO, are listed at the following link:~~

https://www.icao.int/about-icao/Pages/Invited-Organizations.aspx

3.~~7~~6 ~~The Group~~GREPECAS shall appoint a Chairperson and a Vice-Chairperson. Candidates for these positions are nominated indistinctly by a CAR or SAM State. The Chairperson, in close coordination with the Regional Directors of the ICAO NACC and SAM Regional Offices, should make the necessary arrangements for the work of the Group to be efficient.

3.~~8~~7 In order to ensure the necessary continuity in the work of GREPECAS, ~~and unless special circumstances determine otherwise,~~ the Chairperson and the Vice-Chairperson of GREPECAS should assume their functions at the end of the meeting at which they are elected, ~~normally~~ for **a period of three years**. They may also be re-elected only once, for a period of three years if the group deems it appropriate to do so. The Chair shall:

a) attend, to the extent possible, all meetings of GREPECAS under his/her chairpersonship;

b) participate with the Secretariat in the development of GREPECAS meeting reports; and

c) present the GREPECAS meeting reports under his/her chairpersonship.

3.~~8~~9 In case that special circumstances prevent the Chairperson or Vice-Chairperson from completing his/her term, the same State that nominated him/her shall designate a person to replace him/her to complete the remaining term. This appointment will be formally consulted with GREPECAS Members to validate and confirm the new Chairperson or Vice-Chairperson.

3.10 **Appendix A** to this document presents the Organization of GREPECAS.

3.11 The North America, Central America, and Caribbean Working Group (NACC/WG) and the SAM Implementation Group (SAM(IG) and other regional implementation groups will support the implementation process of GREPECAS Conclusions and Decisions and planning and implementation work in the corresponding regions, as well as providing relevant information and data for both regions at GREPECAS meetings.

4. Contributory Bodies and Collaborative Arrangements with Regional Associations or Committees

4.1 Creation and dissolution of Contributory Bodies

4.1.1 To assist in its planning and implementation work, GREPECAS may create contributory bodies (subgroups, working groups, steering groups, coordination groups, task forces, etc.), in charge of preparatory work on specific and defined problems requiring expert advice for their resolution To facilitate the Contributory Bodies' coordination and reports elaboration, a group in charge can be appointed to coordinate with other contributory bodies working in the same technical area of expertise for GREPECAS. Representation in GREPECAS contributory bodies shall be made up by specialists in the subjects concerned and familiar with the area under consideration. The establishment of the contributory bodies shall be governed by the following considerations:

a) a contributory body will be formed when the need to make a substantial contribution to the resolution of the problem or problems in question is clearly established;

b) it shall be granted clear and concise terms of reference describing not only the tasks but also a target date for completion;

c) its composition shall be such that, while being kept as small as possible, all States and international organizations which can make valid contributions are given the opportunity to participate in it;

d) its work progress and co-ordination requirements shall be subject to review by GREPECAS to avoid duplication of effort in fields already covered by other activities; and

~~e) contributory bodies must nominate "rapporteurs" to avoid conflicts of status with the GREPECAS chairperson, they must not nominate "chairpersons" to preserve the necessary hierarchical organization; and~~

~~f)~~ e) ~~a contributory body shall be dissolved when it has completed the assigned tasks or has~~ made clear the work done. ~~and the contributory body should work for a maximum period of one triennium~~

4.1.2 The structure of the contributory bodies created by the GREPECAS, including its terms of reference, shall be kept under regular revision by GREPECAS to optimize its organization.

4.1.3 When appropriate, the contributory bodies should adopt a project-management-based approach to regional air navigation planning and implementation, in accordance to agreed regional priorities, latest GANP edition. ~~and Aviation System Block Upgrade (ASBU) strategy and framework. GREPECAS adopted the "Project management principles"~~.

4.1.4 Each contributory body shall nominate a rapporteur to serve as contact with the GREPECAS Secretariat. These contributory bodies may carry out, in coordination with the GREPECAS, specific activities such as the organization of seminars and workshops. The GREPECAS Secretariat may request the support of the ICAO Regional Offices for the management of the contributory bodies.

4. 1.5 The rapporteur of the contributory body shall be familiar with *ICAO Policy on interactions with third parties* and the activities of the group shall be aligned with the GREPECAS procedures. And their actions will be agreed with the Regional Officer in charge and the contributory body will not take any action without the consensus of the ICAO Regional Officer in charge.

4.1.6. Each contributory body shall report its activities annually to GREPECAS Provide an update on current activities and guide the continuous work to ensure alignment with the GREPECAS work programme~~, including the Program and Project Review Committee (PPRC)~~.

4.1.7 One of the GREPECAS contributory bodies is ~~The Terms of Reference (ToRs) of~~ the Scrutiny Working Group (GTE), which Terms of References (ToRs) ~~and the Data Analysis Working Group (DAWG)~~ are shown in **Appendi<u>x</u>~~ces~~ B~~ and C respectively~~.

4.2 Collaborative arrangements with Associations or Regional Committees.

4.2.1 In order to support the GREPECAS activities, collaborative arrangements may be held with regional associations or committees in support of the objectives of the Regional Air Navigation Plan and other GREPECAS objectives. The procedure for these arrangements is described in **Appendix D** of this manual. OJO HAY QUE REENUMERAR LOS APÉNDICES EN ORDEN DE APARICIÓN

5. Working methodology

5.1 The GREPECAS meetings will be held annually in a mixed manner, with a Virtual Phase (or Asynchronous phase) and a Face-to-Face Phase according to the following:

- The *Virtual Phase (or Asynchronous Phase)*: will be conducted through a collaboration and communication platform (to be defined by the Secretariat), during which all Working Papers (WPs) and Information Papers (IPs) are made available to participants in order they can analyse and comment on these documents, allowing consensus to be generated on the necessary proposals or measures, as well as proposals for decisions and conclusions, with a view to guide the GREPECAS tasks. This Phase facilitates the preparation of a preliminary Report, weeks before the *face-to-face Phase.*

- The *Face-to-Face Phase*: will focus on decision-making and conclusions based on the Preliminary Report and will favour the exchange and dialogue among meeting participants to ensure the GREPECAS objectives, including several working tables on matters of interest related to safety and air navigation.

5.2 The GREPECAS work programme shall be developed through:

- permanent activities corresponding to the primary functions of a PIRG: management and maintenance of the Air Navigation Plan (ANP), deficiencies, etc. as well as ensuring that the implementation of Air Navigation Systems in the CAR/SAM regions is consistent and compatible with developments in adjacent regions, and is in line with the ATM Operational Concept (Doc 9854), GANP, ~~ASBU~~ and the CAR/SAM Regional Air Navigation Plan~~/Strategy of the CAR/SAM Regions~~.

- Specific activities to be carried out through programmes and projects

5.3~~2~~ The permanent activities of GREPECAS will be carried out by the Secretariat in coordination with the Chairmanship and the members of GREPECAS, through electronic communications and specific work sessions, maximizing the electronic means for their fulfilment, for which techniques will be used to manage the activities for their timely compliance

5.~~3~~ 4 One of these permanent tasks is the management of the CAR/SAM Regional Air Navigation Plan~~ ANP~~. GREPECAS is key to the successful adoption of the GANP, as it provides the medium-term planning and implementation horizon for States and other stakeholders. The global technical level of the GANP contains the development of the ASBU methodology and incorporates a Performance Framework that allows measuring the performance of the implementation of the modules and elements, ensuring that the identified needs are met and allowing the management of performance indicators aimed at obtaining scalable upgrade goals. GREPECAS is responsible for the regional level of the GANP. Based on regional performance and operational needs, differences, constraints and opportunities, GREPECAS is responsible for studying and defining regional planning and implementation priorities, aligned with the GANP, through Volumes I, II and III of the CAR/SAM ANP. It is also responsible for the identification of air navigation deficiencies, taking into account the air navigation plans.

5.~~4~~ 5 Following the improvements management process, GREPECAS can contribute to the development of the GANP by proposing amendments to the Aviation System Block Upgrade (ASBU) framework based on the lessons learned from its implementation challenges and experience.

5.~~5~~ 6 The specific activities of GREPECAS will be carried out through the project and programmes management methodology.~~ The Programmes and Project Review Committee (PPRC) of GREPECAS will be the body responsible for accountability and revise of the progress of each project~~. Every project must be clearly identified with an operational benefit/improvement and justified under a Cost Benefit Analysis (CBA).

5.7~~6~~ The programmes will be coordinated by the Regional Officers and the projects will be coordinated by experts from the States. The programmes cover the areas of air navigation, based on the GANP, the Global ATM Operational Concept and in accordance with ICAO programmes under the Strategic Objectives of Safety and Environmental Protection and Sustainable Development of Air Transport; i.e. AGA, AIM, ATM, CNS, MET and SAR. The p~~P~~rojects in their conception are expected to be CAR/SAM except in particular cases where it is duly justified that they are only CAR or only SAM.

5.87 The respective CAR or SAM Regional Office shall designate programmes coordinators. To assist in the design, monitoring and achievement of the objectives of each project, the programmes coordinator of the Regional Office shall be supported by project coordinators designated by the States. Each Regional Office will use its own implementation methodology to meet the objectives of the programmes and projects in the regions. If necessary, CAR/SAM meetings may be convened to coordinate interregional aspects and existing forums will be used in order to avoid the proliferation of meetings and minimize costs.

5.8 9 GREPECAS projects have the following components, which must be included in a document for each project, containing the following points:

a) Objectives
b) Goals description
c) Activities
d) Responsibilities
e) Human Resources – experts and budget
f) Outcome –deliverables
g) Schedule – Programme, milestones, terms
h) Dependencies
i) Metrics and Indicators
j) Risk Analysis

5.109 To achieve the results of a given project resource allocation for its implementation is necessary. States/International Organizations, upon designating their coordinators and experts, must ensure that the designees are provided with the time necessary and resources to conduct appropriate coordination and participate in the various activities of the project.

~~**6. Programmes and Projects Review Committee (PPRC)**~~

~~6.1 A key component of the organization of GREPECAS is the Programmes and Projects Review Committee (PPRC). The PPRC is an instance of accountability and review of the progress of programmes and projects.~~

~~6.2 With the aim of complying with the work programme, the PPRC:~~

~~a) identifies the need for new projects;~~
~~b) prioritizes resource allocation;~~
~~c) authorizes the establishment of new projects;~~
~~d) recommends actions to eliminate obstacles encountered in achieving proposed objectives; and~~
~~e) ensures that the programmes and projects are consistent with the GANP and aligned to the terms of reference of GREPECAS.~~

~~6.3 **Appendix E** presents the terms of reference and working programme of the PPRC.~~

~~6.4 The PPRC is composed of the GREPECAS Chairperson and Vice Chairperson, the Secretary and Co-Secretary, representatives of 16 CAR/SAM States (8 from CAR and 8 from SAM), the international organizations referred in paragraph 3.5 of this Handbook, and States from other regions invited to participate in the meetings as Observers when relevant to the Agenda.~~

~~6.5 The PPRC meetings will be held as necessary, either through teleconferences or in-person, depending on efficiency and effectiveness and the GREPECAS budget. Preference will be given to~~

~~teleconference meetings, and at least one annual in-person PPRC meeting will be conducted, preferably at either the CAR or SAM Regional Offices.~~

6~~7~~. Projects Meetings and Interregional Coordination

6~~7~~.1 GREPECAS will need to ensure coordination with informal groups, such as the South Atlantic Group (SAT), the South Pacific Informal ATS Coordinating Group (ISPACG) and the e Informal Pacific Air Traffic Control (ATC) Coordinating Group (IPACG) and others to guarantee harmonized planning and smooth transition across regional interface areas.

6.2 With the aim of coordinating and exchanging information, it is possible that the various projects will require regional meetings. Priority will be given to teleconference meetings; however, in-person meetings may also be necessary. In this case, the Regional Offices will make use of existing fora in order to minimize costs, and preferably hold meetings at the Regional Offices.

~~7.2 The Regional Offices programme coordinators are charged with coordination between the CAR/SAM Programmes. If necessary, CAR/SAM meetings can be convened to coordinate interregional coordination topics and existing fora will be used to avoid meeting proliferation and minimize costs.~~

7.~~8.~~ Regional Coordination

8.1 The Chairperson and the GREPECAS Secretary, in coordination with the Co-Secretary, shall take all necessary steps to establish and maintain a close 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.

8~~9~~. GREPECAS Meetings

8~~9~~.1 Languages

8~~9~~.1.1 The languages of the meetings of the GREPECAS shall be English and Spanish. The meeting reports and supporting documentation for GREPECAS meetings will be prepared in both languages.

8~~9~~.2 Secretariat support of GREPECAS meetings

9~~8~~.2.1 The GREPECAS Secretariat will be provided by ICAO (NACC or SAM Regional Director). The ICAO Regional Director with more seniority will assume the GREPECAS Secretary.

9~~8~~.2.2 The Regional Director who acts as Secretary of GREPECAS will not simultaneously perform functions of Secretary of Regional Aviation Safety Group-Pan America (RASG-PA), assuming these functions the Regional Director of the other Region.

~~9~~8.2.3. GREPECAS meetings are open to all Members. Each State/Territory Member should be represented by a high-level Delegate appointed by the State/Territory, preferably from the Civil Aviation Authority (CAA) to support the formulation of related policies within the State. A delegate can be supported by an alternative delegate and/or advisers with the required technical knowledge on the issues under consideration.

~~9~~8.2.4 The GREPECAS Secretary, supported by the GREPECAS Co-Secretary, shall provide necessary secretarial assistance to the Group and serve as its communication link with all interested parties. In order to achieve this, the following actions will be taken:

a) the meeting agenda shall be limited to those items that are sufficiently mature for a GREPECAS decision or conclusion;

b) documentation submitted by States, international organizations, and GREPECAS Programmes for action by GREPECAS shall always include a concrete and substantiated proposal for a conclusion or a decision for GREPECAS consideration for endorsement, amendment or rejection, if applicable;

c) Working papers from the States should be sent electronically to the Secretariat ~~by~~ at least 45 days before the meeting to permit timely processing ~~in both English and Spanish~~ by the corresponding Regional Office accredited to that State. All documentation should be prepared in two languages, English and Spanish, to be submitted 21 days before the meeting, at the latest, for proper publishing and distribution. ~~It should be noted that~~ W~~w~~orking papers received in only one language or after this 21-day period may not be accepted by the Secretariat, however, they may be adapted by the originator to be presented as information papers. Information papers will be prepared in the language(s) defined by the originator (Spanish and/or English) and should be sent at least 30 days before the Meeting All Meeting documentation will be available on the web at least 15 days prior to the meeting~~s~~;

d) in plenary session, GREPECAS meetings will approve conclusions and decisions, which shall include brief lead-in text for better understanding and a reference to which earlier Conclusion(s)/Decision(s) are being superseded, as well as noting when they can be deleted from the GREPECAS List of Valid Conclusions and Decisions;

e) the full report will be completed by the Secretary and approved by the Chairperson for transmission within four weeks (working days) after the end of the meeting;

f) upon completion of the meeting, the Secretariat will present a draft containing the meeting Conclusions and Decisions~~a one-page summary describing the outcome will be prepared and disseminated to all Air Navigation Bureau (ANB) sections as well as relevant sections of Air Transport Bureau (ATB) and Technical Co-operation Bureau (TCB), including a detailed action plan for the implementation of the conclusions and decisions adopted by the Group~~;

and

~~f~~g) ~~and~~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.

~~9~~10. Meeting Documentation

~~9~~10.1 Distribution of the supporting documentation of GREPECAS and its Programmes, as well as the reports of the meetings, will be posted on the GREPECAS website.

~~10~~9.2 Documentation may be presented by States, International Organizations or the Secretariat, in the following formats:

a) Working Papers (WP) contain material with a draft decision, conclusion or invitation for the meeting to take a certain action. The content of the topics must be focused on air navigation subjects (AGA, AIM, ATM, CNS, MET and SAR), coordination aspects with RASG-PA, or GREPECAS administrative matters.

b) Information Papers (IP) are submitted to provide the meeting with information for which no action is required and will normally not be discussed at the meeting.

c) "Flimsies" are documentation prepared on an Ad hoc basis in the course of a meeting to assist the meeting with discussion on a specific matter or in the drafting of a text for a conclusion or decision.

d) Discussion papers (DP) are originated and distributed during the meeting.

10. Meeting Results

10.1 10Conclusions deal with matters, which in accordance with the Group's terms of reference, directly merit the attention of States or require further action to be initiated by ICAO in accordance with established procedures.

10.2 Decisions deal with matters of concern only to the internal functioning of GREPECAS.

10.3 The formulation of conclusions/decisions should comply with the following format:

CONCLUSION/DECISION ACRONYM/XX **TITLE**	
What: That, XX a) b)	**Expected impact:** ☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☐ Operational/Technical
Why: XX	
When: XX	**Status:** ☐ Valid / ☐ Superseded / ☐ Completed
Who: ☐ States ☐ ICAO ☐ Other:	XX

Note: in order to qualify as such, a decision or conclusion shall be able to respond clearly to the "3W" criterion (What, Who and When).

112. Schedule and Venue of GREPECAS Meetings

112.1 GREPECAS will meet every ~~three~~ years; its duration will be determined by the scope of the agenda, however, a three-day standard will be endeavoured, if possible. Meetings shall normally be convened at locations within the CAR and SAM Regions, alternatively. A meeting convening letter shall be sent by the Regional Offices 90 days prior to the meeting, including the draft agenda together with explanatory notes.

123. Fast-track Procedure

123.1 To enable greater efficiency for the work of GREPECAS, draft Conclusions and Decisions can be approved through electronic mail. Unless the Secretariat considers otherwise, the usual procedure shall apply in that the absence of a response indicates acceptance of the draft Conclusion or Decision.

134. Reporting Deficiencies

13.4.1 In order to enable GREPECAS to make detailed assessments of deficiencies, States and appropriate International Organizations, including IATA and IFALPA, are expected to provide information they have to the corresponding ICAO Regional Office for the identification of differences and appropriate actions, including action at PIRG meetings. The information should include, at a minimum:

a) description of the deficiency
b) requirement
c) risk assessment
d) solution and/or mitigating measures
e) ~~time-lines~~timelines

f) responsible party
g) agreed action to be taken
h) action already taken

13.2 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 ~~F~~ D** to this Procedural Handbook.

13.3 A detailed description of the methodology is found in the document on Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies published on the Regional Offices websites under the GREPECAS section.

1~~4~~5~~.~~ Coordination with RASG-PA

1~~4~~5.1 In the special case of GREPECAS' coordination with the Regional Aviation Safety Group - Pan-American (RASG-PA), GREPECAS will contribute to the RASG-PA mechanism by submitting a working paper containing statistical information on the processes and/or projects that generate valuable information on air navigation systems safety, taking into consideration the following aspects:

- GREPECAS and RASG-PA shall coordinate and provide mutual support with respect to the fulfilment of the objectives related to the regional priorities and the implementation plans supported by each group;

- the coordination activities of GREPECAS and RASG-PA will be reported both to the respective plenary meetings and to the key contributory bodies of the groups, as necessary;

- the work programmes of GREPECAS and RASG-PA will be specifically coordinated to avoid duplication of efforts and gap presence, as well as to ensure alignment and harmonization of the priorities, plans and activities of both groups. As a rule, and when required, the fast-track approval procedure will be used;

- special coordination meetings between GREPECAS and RASG-PA should be held annually by both Chairs with complementary teleconference meetings if necessary. The coordinated working activities shall be reviewed and recorded at the special GREPECAS and RASG-PA coordination meetings and reported to the respective plenary meetings of each group;

- i~~I~~t will be possible to designate a GREPECAS focal point to participate in RASG-PA meetings, in order to provide an adequate link or interface that is required to address the efficient follow-up of matters, as well as the harmonization of projects where there is mutual participation etc.

- GREPECAS and RASG-PA will be mutually responsible for allocating work in each of the coordinated activities of the groups and for ensuring that it is effectively coordinated, share information and cross-reports with the other group, taking special care to identify and highlight any implications of the work on the other group activities; and

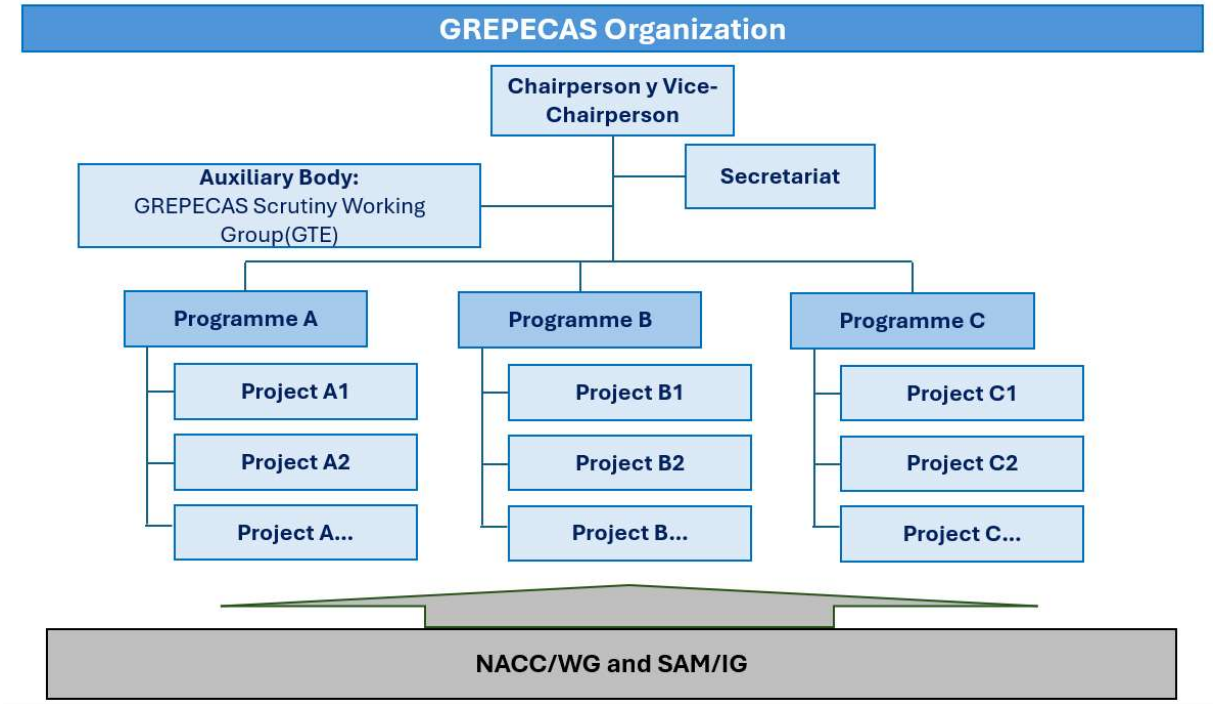
- In order to protect shared information, both GREPECAS and RASG-PA must collaborate by observing data confidentiality agreements at all times, taking into account an effective process to share and protect sensitive data.

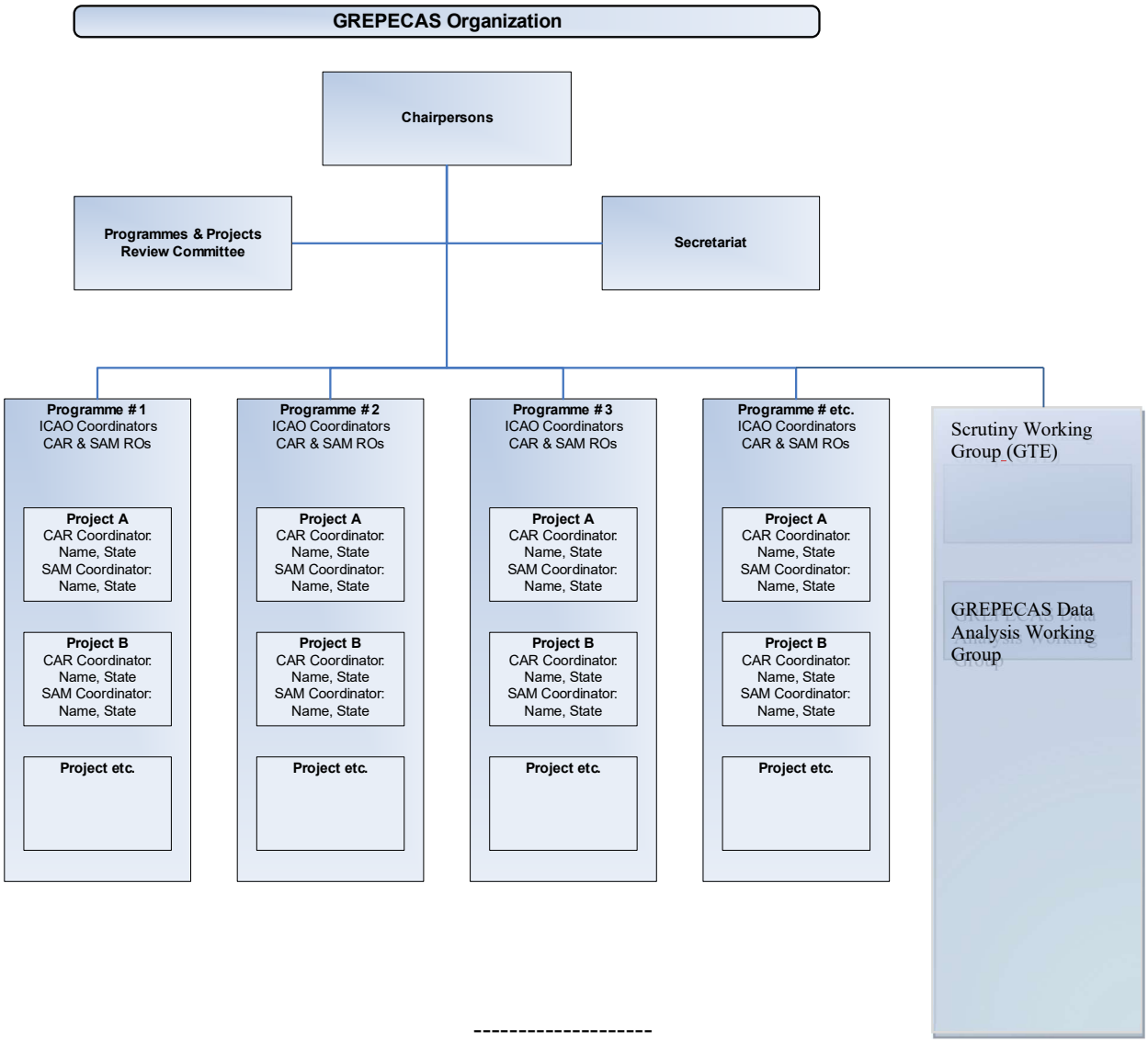
15. Terminology

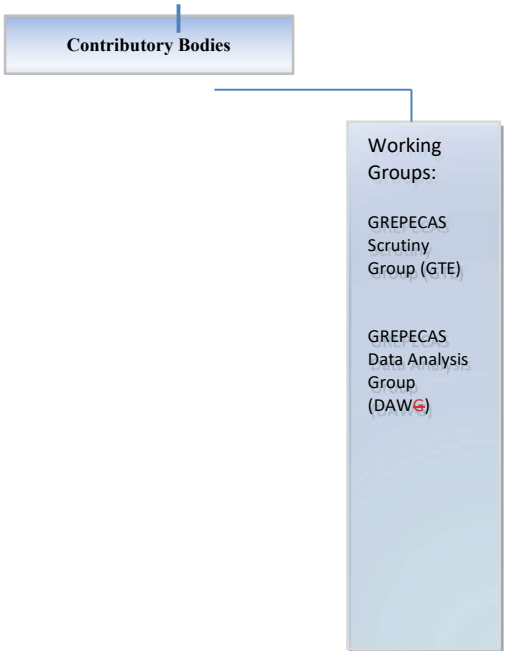
15~~6~~.1 The applicable terminology to GREPECAS is included in **Appendix ~~G~~E.**

- - - - - - -

APPENDIX A


GREPECAS Organization
Chairperson y Vice-Chairperson
Secretariat
Auxiliary Body:
GREPECAS Scrutiny Working Group(GTE)
Programme A
Programme B
Programme C
Project A1
Project A2
Project A...
Project B1
Project B2
Project B...
Project C1
Project C2
Project C...
NACC/WG and SAM/IG


GREPECAS Organization
Chairpersons
Programmes & Projects Review Committee
Secretariat
Programme #1
ICAO Coordinators
CAR & SAM ROs
Project A
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project B
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project etc.
Programme #2
ICAO Coordinators
CAR & SAM ROs
Project A
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project B
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project etc.
Programme #3
ICAO Coordinators
CAR & SAM ROs
Project A
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project B
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project etc.
Programme # etc.
ICAO Coordinators
CAR & SAM ROs
Project A
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project B
CAR Coordinator: Name, State
SAM Coordinator: Name, State
Project etc.
Scrutiny Working Group (GTE)
GREPECAS Data Analysis Working Group


Contributory Bodies
Working Groups:
GREPECAS Scrutiny Group (GTE)
GREPECAS Data Analysis Group (DAWG)

APPENDIX B

SCRUTINY WORKING GROUP (GTE)
Terms of Reference (ToRs)

1. Introduction

The Terms of Reference (TOR) of the Regional RVSM CAR/SAM GTE were established with the purpose to review the problems affecting the TLS based on the LHD information provided by States and International Organizations

2. Terms of Reference of the GTE

a) Gather safety experts in safety management, air traffic control, aircraft flight operations, regulation and certification, data and risk models analysis;

b) Analyse and review the large height deviations of 300 feet or more, as defined in ICAO Doc 9574, Manual on a 300 m (1 000 ft.) Vertical Separation Minimum between FL 290 and FL 410 Inclusive;

c) Coordinate with CARSAMMA the collection and review of data on LHDs;

d) Determine and validate an estimate of the flight time out of the cleared flight level used to calculate the CRM by CARSAMMA;

e) Identify the safety trends based on the reports of the LHDs and recommend mitigation actions associated with the LHDs in accordance with the ICAO SMS provisions. Send annual reports on the results of safety assessments to GREPECAS to improve safety in the CAR/SAM RVSM space; and

f) Perform other duties as indicated by GREPECAS.

3. Composition:

CAR and SAM States, CARSAMMA, COCESNA, IATA, IFALPA, IFATCA, and Rapporteur

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~~**APPENDIX C**~~

~~**GREPECAS DATA ANALYSIS WORKING GROUP (DAWG)**~~
~~**Terms of Reference (TORs)**~~

~~Terms of Reference to be developed~~

APPENDIX C~~D~~

COLLABORATIVE ARRANGEMENTS WITH REGIONAL ASSOCIATIONS OR COMMITTEES

1. Introduction

1.1 The GREPECAS Secretariat may coordinate collaborative arrangements with regional associations or committees with common interests in the objectives established in the Regional Air Navigation Plan and to resolve matters in the mutual interest of GREPECAS Member States.

1.2 The interaction should be consistent with the mandate and institutional values of ICAO and GREPECAS and should improve the effectiveness of their work programme. The interaction will provide clear and reciprocal added value, in the form of relevant results against common values and principles, considered in relation to costs and impediments.

1.3 The interaction between the GREPECAS Secretariat and these regional associations or committees, as well as the use of the ICAO name, logo/emblem in its modified form for the promotion of joint events or any other promotion (including web pages, documentation, etc.) must have prior authorization from ICAO following the *ICAO Policy on Interactions with Third Parties*.

2. Interaction with the GREPECAS Secretariat

2.1 The events that ICAO in its capacity as GREPECAS Secretariat can promote with these regional associations and committees will allow Civil Aviation Authorities and government air navigation service providers to participate free of charge.

2.2 The designations and presentation of material by these regional associations or committees do not imply the expression of any opinion on behalf of ICAO on the legal status of any State, Territory, city or area of its jurisdiction, or on the delimitation of its boundaries or limits.

2.3 The activities that the Associations or Regional Committees carry out in conjunction with GREPECAS must be aligned with its procedures and actions which must be agreed with the designated Secretariat representative (ICAO Regional Officer).

2.4 The information of ICAO or its Member States to which these Associations or Committees can access in the framework of this collaborative work may only be shared with the explicit authorization of ICAO and will be subject to intellectual property rights, copyright and the confidentiality of the information.

2.5 Each Association or Regional Committee will nominate a representative who is duly familiar with the *ICAO Policy on Interactions with Third Parties* and with GREPECAS Programmes, to serve as a contact with the designated regional officer to agree on support for the GREPECAS programmes and projects with the organization of activities.

2.6 Prior to any joint activity, effective communication with the Secretariat must be ensured to define the details of the activities, the proposed place for the event, coordination with local authorities, follow-up actions on previous events, development of the agenda or programme of work and any other activity that is related to the tasks or the planned event.

2.7 The GREPECAS Secretariat will coordinate annually with the Association or Regional Committee, the preparation of a Working Paper on the activities carried out collaboratively for the GREPECAS, including the products, results, performance indicators, financial report and generated impact from this collaboration.

APPENDIX E

PROPOSED REVISED GREPECAS PROGRAMMES AND PROJECTS REVIEW COMMITTEE TERMS OF REFERENCE AND WORK PROGRAMME

PPRC activities are performed by high-level member State representatives on behalf of all GREPECAS member States. The representatives selected to the PPRC are envisioned to focus their activities on the review of GREPECAS programmes and projects with regard to objectives, implementation progress, challenges encountered results achieved and not duplicate the work performed by the technical experts. The PPRC will make recommendations for approval by GREPECAS on programme and project results, as well as the establishment, modification and termination of programmes and projects.

1. Membership

The PPRC comprises the GREPECAS Chairperson, Vice-Chairperson, Secretary and Co-Secretary, eight States of the CAR Region and eight States of the SAM Region (identified by the Directors of Civil Aviation of the States[1]). 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 may participate in meetings as Observers when relevant to the agenda.

2. The Terms of Reference (ToRs) of the Committee are:

a) coordinate and harmonize GREPECAS administrative matters and support in the development of its internal management and scheduling of events;

b) review and approve the planning, progress and development of programs and projects so that they are aligned with the latest edition of the ICAO Global Air Navigation Plan (GANP) and the GREPECAS ToRs, with the strategic objectives; and

c) identify and follow up on Air Navigation deficiencies that imply a safety risk and take the necessary actions to promote their resolution.

[1] The PPRC Member States for the CAR Region are, Cuba, Dominican Republic, Haiti, Honduras (in representation of Central America in the rotation scheme and as selected by the COCESNA Executive Committee), Jamaica, Mexico, Trinidad and Tobago and United States selected by Conclusion 4/1 of the Fourth Meeting of Directors of Civil Aviation of North America, Central America and the Caribbean (NACC/DCA/4) held in San Pedro Sula, Honduras, from 20 to 24 June 2011. The PPRC Member States of the SAM Region are Argentina, Bolivia, Brazil, Chile, Colombia, Panama, Paraguay and Venezuela as ratified at the Twelfth Meeting of Civil Aviation Authorities of the SAM Region (RAAC/12), held in Lima, Peru, from 3 to 6 October 2011 (ref. paragraph 2.3.5 of the Final Report).

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 the programmes and projects on a continuous basis and, if necessary, intervene in project development to ensure that results are achieved according to approved timeframes;~~

~~d) ensure that the programmes and projects are aligned with latest edition of the Global Air Navigation Plan (GANP) and the Aviation System Block Upgrades (ASBU) modules; as well as the Basic Building Blocks (BBB);~~

~~e) prepare reports on the progress and results of the PPRC programmes and projects for each GREPECAS meeting;~~

~~f) measure progress in the implementation goals of air navigation improvements adopted by GREPECAS;~~

~~g) prepare the draft agenda for GREPECAS meetings; and~~

~~h) in cases of Air Navigation deficiencies, implying a risk to the safety request the respective ICAO Regional Office to request the Air Navigation Bureau (ANB) to inform the Air Navigation Commission (ANC).~~

~~_____~~

APPENDIX DF

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, Chapter 7. 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~~timelines, 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 action2*; and

iv) when appropriate or available, an indication of the cost involved.

* It should be noted that a longer implementation period could be assigned in those cases in which the expansion or development of a facility/service is intended to provide services to sporadic operations which incurs excessive expenses.

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:

"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, AIM, 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***
equirement of rt.., paragraph able)… of the air vigation 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.

APPENDIX EG

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 meetings and its contributory bodies and collaborative arrangements. , working groups, task forces and contributory bodies:

Terminology

English	**Spanish**
Addendum	Addenda
Ad hoc	Ad hoc
Agenda Item #	Cuestión # del Orden del Día
Agenda	Orden del Día
Appendix	Apéndice
Attachment (of an Appendix)	Adjunto (de un Apéndice)
Contributory Body	Órgano Auxiliar
Corrigendum	Corrigendo
Discussion Paper (DP)	Nota de Discusión (ND)
Draft Agenda	Orden del Día Provisional
Draft Conclusion	Proyecto de Conclusión
Draft Decision	Proyecto de Decisión
Draft Report	Informe Provisional
Explanatory Notes	Notas Aclaratorias
Final Report	Informe Final
Flimsy	Flimsy
Historical	Reseña
Information Paper (IP)	Nota de Información (NI)
International organizations	Organizaciones Internacionales
Implementation	Implantación
Order of Business (OB)	Orden del Día (OD)
Revised	Revisado
Supplement	Suplemento
Task Force	Grupo de Tarea
Working Paper (WP)	Nota de Estudio (NE)
Working Group	Grupo de Trabajo

Note for the Secretariat in the preparation of Documentation:

Appendices 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	Invalidated

--- END ---

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3.	GREPECAS MEMBERSHIP AND ORGANIZATION	
	CONTRIBUTORY BODIES AND COLLABORATIVE	
4.	ARRANGEMENTS WITH REGIONAL ASSOCIATIONS AND COMMITTEES	
5.	WORKING METHODOLOGY	
6.	PROGRAMMES AND PROJECTS REVIEW COMMITTEE (PPRC)	
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