

**CAR/SAM PLANNING AND IMPLEMENTATION REGIONAL GROUP (GREPECAS)
MINUTE OF THE FIRST GREPECAS DATA ANALYSIS WORKING GROUP (DAWG/1) MEETING
Online, 24 August 2021**

List of Participants:

See **Appendix A**.

Agenda

See **Appendix B**.

Objective: The establishment of the Data Analysis Working Group (DAWG) as contributory body of the CAR/SAM Planning and Implementation Regional Group (GREPECAS).

ICAO Documentation and Presentation by the NACC Regional Office

The documentation can be found at the following link:

<https://www.icao.int/NACC/Pages/meetings-2021-dawg1.aspx>

Introduction

1. This first meeting was intended to inform the members about the DAWG Terms of Reference (ToRs), to align the different GREPECAS references in relation to the DAWG, and discuss the work programme, work scheme and work schedule for the accomplishment of its activities. The Group elected a Rapporteur and discussed the initial actions and activities to develop the corresponding deliverables and outputs.
2. The main functions of the DAWG were determined, which include:
 - a. statistical analysis of exploratory, descriptive and predictive data sets, as well as showing the perspectives obtained through graphic displays;
 - b. data analysis processes (data processing, handling, transformation and cleaning); and
 - c. prepare information elements from the data analysis for the annual report to the GREPECAS and to the ICAO Council.

Discussion

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

- 1.1 Through the Agenda, unanimously accepted by the Meeting, the following points were reviewed:
 - DAWG Terms of Reference (ToRS)
 - Election of the DAWG Rapporteur
 - GREPECAS data sources, annual report template of the Planning and Implementation Regional Group (PIRG) - GREPECAS and data exchange
 - Work programme

Agenda Item 2: Review of the Terms of Reference (ToRs) of the Data Analysis Working Group (DAWG)

2.1 Under this Agenda Item, the Meeting was informed on the DAWG ToRs under the GREPECAS Procedural Handbook, Seventh Edition, Version 2.1, including the functions, deliverables, membership and main activities of the DAWG.

2.2 It was indicated the importance of providing data analysis and notifications required by the GREPECAS and the Programmes and Projects Review Committee (PPRC); examining the data sets received; and obtaining conclusions and/or recommendations for making decisions and actions based on data, expanding knowledge related to Air Navigation Services (ANS) in support of the States.

2.3 For better reference the ToRs are presented in the **Appendix C** to this Minute.

2.4 The DAWG was integrated with the replies from the States and International Organizations, its membership is presented as **Appendix D** to this minute.

Agenda Item 3: Election of the DAWG Rapporteur

3.1 Under this Agenda Item, the Meeting elected as Rapporteur of the DAWG, Ms. Sabrina Migliorino, BSc Statistics and Statistics Chief at *Empresa Argentina de Navegación Aérea* (EANA) of Argentina, among the members registered at the Meeting. Her appointment was consensual and endorsed by all those attending the meeting.

3.2 The Secretariat thanked Ms. Migliorino for accepting her position as Rapporteur of the DAWG. Both CAR and SAM Regional Offices will provide all the facilities for the performance of her functions.

3.3 In support of the operation of the DAWG Group, ICAO through GREPECAS will implement a web page for the DAWG for easy access and reference for GREPECAS members. As well as the assignment of generic emails from ICAO

Agenda Item 4: GREPECAS Data Sources, Planning and Implementation Regional Group (PIRG) Annual Report Template and Data Exchange

4.1 Under this Agenda Item, the Meeting reviewed the GREPECAS data sources to be coordinated, the latest GREPECAS annual report to the Council on the dashboards and indicators, the exchange of data to be coordinated, the template for the Annual Report of the PIRGs to be completed annually, the example indicators/metrics to be used, and other key benchmarks for DAWG performance.

4.2 The Meeting recognized that the validation and quality of the data will be the sole responsibility of the provider of said data (States/Territories, International Organizations, the industry, etc.) and that they will be monitored with strict confidentiality in their use by the group, with impartiality and professionalism.

4.3 The importance of coordinating with other regional Air Navigation and Operational Safety groups was indicated, such as the GREPECAS Scrutiny Working Group (GTE), the Regional Aviation Safety Group–Pan America (RASG-PA), Pan America Regional Aviation Safety Team (PA-RAST) and the Operational Safety Monitoring and Report Team (SMRT) and share as needed, was also indicated.

Agenda Item 5: Work Programme

5.1 Under this Agenda Item, the group learned about the tentative work programme proposed by the Secretariat, to follow a work scheme and schedule that considers, among other activities, the preparation and/or contributions to the GREPECAS dashboard and the GREPECAS 2022 annual report to the ICAO Air Navigation Commission (ANC).

5.2 For better reference, the Work Program is presented in the Appendix C, number 4, to this Minute. From the work program, the immediate activities to be followed are the following:

- a) Preparation of a Memorandum of Understanding (MoU) format between data providers (States/Territories, International Organizations, Industry, etc.) and GREPECAS.
- b) Prepare an outline of the annual monitoring report on the status of the Key Performance Indicators (KPI) of the Global Air Navigation Plan (GANP) to GREPECAS.
- c) Define the necessary data to develop and implement a performance dashboard for air navigation indicators (KPI).
- d) Identify the analysis and their graphs to be represented in the GREPECAS dashboard regarding the data received from the designated sources.
- e) Tentative date of the DAWG/02 Meeting: 22-23 March 2022.

Agenda Item 6: Other Business

6.1 No other business were discussed under this Agenda Item.



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

First GREPECAS Data Analysis Working Group Meeting
Primera Reunión del Grupo de Trabajo de Análisis de Datos del GREPECAS
(DAWG/1)

Online, 24 August 2021 – En línea, 24 de agosto de 2021

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3. Sabrina Migliorino
4. Mariel Wenk
5. Leandro Gabriel Colisko Llorens

COLOMBIA

6. Mauricio Corredor

CUBA

7. Maily Plana Roque

DOMINICAN REPUBLIC/REPÚBLICA DOMINICANA

8. Roosevelt Pena

UNITED STATES/ESTADOS UNIDOS

9. Norma Campos

COCESNA

10. Roger Perez
11. Gabriel Quirós
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ICAO/OACI

13. Raul Martínez
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**APPENDIX B
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Review of the Terms of Reference (ToRs) the Data Analysis Working Group (DAWG)**
- Agenda Item 3: Election of the DAWG Rapporteur**
- Agenda Item 4: GREPECAS Data Sources, Planning and Implementation Regional Group (PIRG) Annual Report Template and Data Exchange**
- Agenda Item 5: Work Programme**
- Agenda Item 6: Other Business**

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting shall review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Review of the Terms of reference the Data Analysis Working Group (DAWG)

Under this agenda item, the Meeting will be briefed on the Terms of Reference of the DAWG under the GREPECAS Procedures Manual, Seventh Edition, Version 2.0, including the DAWG roles, deliverables, membership and main activities.

Agenda Item 3: Election of the Rapporteur of the Data Analysis Working Group

Under this Agenda Item, the Meeting will elect a Rapporteur of the DAWG among the membership registered by the Secretariat

Agenda Item 4: GREPECAS Data sources, PIRG annual Report template and Data exchange

Under this agenda item, the Meeting will review the GREPECAS data sources to coordinate, the last GREPECAS annual report to the council on the dashboards and indicators, the data exchange to be coordinate, the PIRG Annual Report template to be complete annually, examples of indicators/metrics to be used, and other key references for the DAWG performance.

Agenda Item 5: Work Programme

Under this agenda Item, the group will define the work programme to follow the working scheme and work schedule considering the preparation of the GREPECAS Dashboard and the 2022 annual GREPECAS reporting.

Agenda Item 6: Other Business

Under this agenda item, the Meeting may include other matters as needed.

APPENDIX C

DATA ANALYSIS WORKING GROUP (DAWG)

PROPOSED TERMS OF REFERENCE (ToRS)

1. Background

1.1 In order to support the Global Air Navigation Plan (GANP) implementation and improve the performance of the implementation in the air navigation processes in the CAR/SAM Regions, the Data Analysis Working Group (DAWG) is created to produce and maintain updated information on the implementation status of CAR/SAM Planning and Implementation Regional Group (GREPECAS) projects, which will be continuously available to GREPECAS Members and the NACC and SAM Regional Offices.

2. DAWG Purpose/Objective

2.1. The DAWG will provide the data analysis and reporting required by GREPECAS and specified by the Programmes and Projects Review Committee (PPRC) and will be in charge of examining the received data sets, with the purpose of obtaining conclusions and/or recommendations for decision making and actions based on data, as well as enhancing the knowledge related to the different Air Navigation Services (ANS) topics in support of the States and the better performance of GREPECAS. The DAWG will comply with the following stages of the data analysis process:

- a) Definition of the problem
- b) Data collection
- c) Homogenize the data in terms of format
- d) Analysis

3. Protection and Use of Data

3.1. The DAWG should consider the following regarding the protection and use of data:

- a. All data or information used will be protected against public disclosure.
- b. The data and/or information published by the DAWG will be accompanied by a disclaimer that will be made visible upon request and the information presented in the PPRC will be de-identified (the data can be shared with other people who would not normally have access to them). In addition, the Recommendations of the ICAO cybersecurity area will be observed.
- c. All data contributors will execute and be subject to the provisions of a Memorandum of Understanding (MoU), between the data provider (States/Territories, International Organizations, Industry, etc.) and GREPECAS.
- d. Validation and quality of the data is the sole responsibility of the provider of these data (States / Territories, International Organizations, Industry, etc.).

3.2 Principles governing data collection, evaluation and management:

- a. Impartiality and professionalism
- b. Strict confidentiality in the use and work of the group
- c. Avoid misinterpretation and misuse of statistics
- d. Efficient statistical methods and standards
- e. Coordination with other ICAO international or regional statistical programmes
- f. Implement predictive risk analysis capabilities as needed to support air navigation systems projects.

4. DAWG Tasks

4.1 In order to assist the GREPECAS Secretariat in the required work and air navigation statistics, the DAWG will perform the following tasks:

- a. review and manage the received data sets, to be processed and obtain conclusions to be able to make decisions, or expand knowledge on the topics and needs of GREPECAS in order to effectively satisfy the information requirements of the Member States and other users;
- b. review the uniformity of the format and content of the data for the related analysis, as well as comply with the timeliness and completeness of the deliverables;
- c. develop a process that allows the harmonization of data from different sources, and the means to ensure cooperation with data providers (States/Territories, International Organizations, Industry, etc.) and their collection;
- d. from the data collection and analysis, develop and implement a Performance Dashboard (Dashboard) of air navigation indicators;
- e. work on the tasks designated by GREPECAS and generate the statistics for the States and stakeholders; furthermore, its work will be aligned with the GANP objectives and the CAR/SAM Regional Air Navigation Plan; and
- f. coordinate with other regional air navigation and safety groups, such as the Scrutiny Group (GTE), Pan America Regional Aviation Safety Team (PA-RAST) and Safety Monitoring and Reporting Team (SMRT) to share, as needed.

5. DAWG Membership/Composition

5.1 The DAWG will be made up of representatives of the CAR and SAM States, GREPECAS contributory bodies, industry and international organizations with statistical and data analysis capabilities.

5.2 The DAWG will be composed of a minimum of five members. GREPECAS will coordinate with the NACC and SAM ICAO Regional Offices, States, International Organizations, and the industry to ensure that this required support is provided for the DAWG.

5.3 The DAWG members will appoint a rapporteur to act as general coordinator and representative of the group.

5.4 The final structure of the DAWG or changes, tasks and composition will be approved by the PPRC.

6. Meetings

6.1 DAWG will carry out its activities and work plan mainly through virtual meetings to fulfil its functions. The periodicity of the meetings will be defined by the DAWG in coordination with the GREPECAS Secretariat.

7. Deliverables

7.1 The DAWG will be responsible for the following deliverables:

- a) Present an annual monitoring report on the status of the GANP Key Performance Indicators (KPI) to the PPRC or GREPECAS, as required
- b) Document and inform the PPRC of a data analysis plan as a roadmap on how to organize and analyse the data and results obtained
- c) Present documents of the analyses and their graphs/Dashboard to the PPRC, regarding the data received from the designated sources

7.2 The DAWG will inform the PPRC of the significant aspects found from the analysis and/or any other relevant information. In addition, the DAWG will notify if it observes any difficulties or limitations concerning the respective data analysis.

7.3 The DAWG will determine and request, where appropriate, the PPRC the resources and experts necessary to fulfil its function.

8. DAWG Report to the PPRC

8.1 The DAWG will prepare a detailed annual report that will be presented to the GREPECAS PPRC, to allow comparison of the progress status of the KPIs and other topics of interest for data-based decision making by the PPRC itself and the CAR/SAM States. The report will be reviewed and approved by the PPRC and will be made available to GREPECAS members through the GREPECAS website: (<https://www.icao.int/GREPECAS/Pages/default.aspx>)

8.2 The DAWG report must contain at least the following:

- a) status of KPI data analysis with reference to GANP objectives;
- b) key charts and ANS regional/Dashboard representing the analysis and outcome of interest, and
- c) conclusions and recommendations of the DAWG to the PPRC or GREPECAS regarding their analysis.

APPENDIX D/APÉNDICE D
DAWG MEMBERSHIP / MEMBRESÍA DEL DAWG

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