CRP planning guidance for 2016 – 2017

On-going CRPs and new CRP topics will exclusively be entered in the AIPS-Planning tool (no parallel entry using a word template is required by NACA). AIPS-Planning will be the unique source of information of new CRP topics planned for 2016-2017 which will be presented for review at the CCRA Joint Session in October and for the 2016-2017 CRA Information Letter to the Member States.

The summary that will be included in the CRA Information Letter will be the combination of:

- the Task Description (242 characters)
- the Task Objective (300 characters)

Paragraphs should be written in a way that is easily understood by people outside your specific technical area and avoid repetition between paragraphs.

New CRP proposals must be completed by 26 September 2014, to allow sufficient time for information consolidation.

Workflow for the CRP planning

- Complete information on On-going and New CRPs in Hyperion

- Review of the information on On-going and New CRPs with the help of Hyperion Reports
  - Communication to the Technical Divisions for changes/addition in Hyperion before the closing date (2 October)
  - Codification of the new CRP tasks with the addition of the CRP ID instead of ‘NEW’

- Preparation by NACA of the report on the CRP topics for 2016-2017 to be one week before the Joint Session
  - New CRP topics reviewed by CCRA members and Minutes of the Session approved by CCRA Chair

- Modifications according to the Minutes approved by the CCRA Chair entered as soon as Hyperion is re-open (12 Nov.)
  - Revisions within the P&B allocation of staff and budget entered in Hyperion

- Preparation by NACA of the final list of new CRPs for 2016-2017
  - Upload of the CRP topic information in RCS (including the summary and the responsible officers’ names)