Connect to COVID-19 Response and Recovery Implementation Centre (CRRIC) and perform a Gap Analysis

Lab Overview

To implement the recommendations of the CART, it is good practice to perform a gap analysis. A gap analysis is a self-assessment of the level of implementation of all recommendations. If found as not implemented, action plans should be defined.

During this lab, you will use the online gap analysis tool of the CRRIC (short Implementation Centre).

Topics covered

By the end of this lab you will be able to:

a) Connect to the CRRIC on the ICAO secure portal
b) Locate the gap analysis tool
c) Fill-in a gap analysis
d) Generate a PDF report

Technical knowledge prerequisites

This lab is built on using a web browser to connect to the internet. All actions will be done directly in the browser.

We recommend you use Chrome, Firefox or Edge for this lab as well as for the Implementation Centre in general. Internet Explorer is not supported by the Implementation Centre.

You should be familiar with the basics of filling in online forms and navigating the internet.
Task 1: Register to the Implementation Centre

If you have already registered to the Implementation Centre, proceed to task 2.

1) Go to the ICAO Secure portal on https://portal.icao.int

2) If you already have an account on the ICAO Secure Portal:
   
a. Login to the portal with your username and password. If you forgot your password, click on Password Reset.

   b. Click on Profile.
c. Click on Group Subscribe. Enter CRRIC as the group name and provide a justification. Click Continue.

![Group Subscription Request Image]


d. Wait to receive an email confirming your registration before continuing this lab.

3) If you don’t have an account on the ICAO Secure Portal
   a. Click on Request Account. Type CRRIC as the group name. Click Continue. Then click Ok.

![Group Subscription Request Image]
b. Fill in the registration form. 
   *Then* click **Submit Request**.

![New User Account Application Form](image)

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New User Account Application Form

*Fields are mandatory

Registration Details
First Name *
Last Name *
Title
Telephone *
Address
Fax
Email *
Confirm Email *
Organization (Company) *
Country
Preferred UN Language
Group
Justification *
```

C. Wait to receive an email confirming your registration before continuing this lab.
Task 2: Access the Gap Analysis tool

4) Login to the ICAO Secure Portal on https://portal.icao.int. Once logged in, locate the link to the CRRIC. Click the link.

5) The homepage of the CRRIC contains a left navigation bar. The navigation bar contains a link to the Gap Analysis. Click the link.
6) Find the **Select a State** drop down on the page and select **Sandbox**. This will enable you to do a test of the tool. The sandbox data is only visible to you.
Task 3: Enter the sample data

7) The gap analysis contains all the 11 recommendations of the CART report. Click on the area buttons to show only the recommendations of each area. All recommendations are Not Reviewed by default.

8) Locate recommendation 1 and expand the details by clicking on Toggle details. Click on Show More/Less to display the guidelines in total.
9) **Click Update.**
Fill in the form with the information displayed below.
**Click Save Changes.**
*Not clicking save changes will discard the changes made.*

REC-01 - During the global COVID-19 outbreak, Member States should continue updating COVID-19 Contingency Related Differences (CCRDs) in the Electronic Filing of Differences (EFOD) subsystem.

**Status:** In progress

**Assessment / Comment on the implementation of the recommendation**

*Show / hide guidelines*

A system needs to be established to allow for the continuous updating of information into the CCRD

**Action**

File the core CCRDs as soon as possible. Establish a system/process for updating the core CCRDs.

**Est. Completion Date:** 07/24/2020

10) **Fill out the rest of the Recommendations (REC 02 to REC 11) by using the information in the sample report from**

11) Verify the graphs of your Sandbox to see if they match the ones in the sample report.
Task 4: Print your report

12) Locate the print link under the dropdown. Click Print.

**Gap Analysis**

A gap analysis tool allowing Member States to self-assess their status with respect to the measures contained in the CART report and define actions plans. You can decide to share your details and actions other users of the implementation center. If not the details will be kept private. The status indicated in the gap analysis will be used to feed the dashboard application.

Select a State: Austria

Print

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A gap analysis tool allowing Member States to self-assess their status with respect to the measures contained in the CART report and define actions plans. You can decide to share your details and actions other users of the implementation center. If not the details will be kept private. The status indicated in the gap analysis will be used to feed the dashboard application.

Select a State: Sandbox

Print

13) It will open a new window with the default print option of your browser. Print to the printer or save as PDF.

Conclusion

Congratulations. You have successfully:

a) accessed the CRRIC and the gap analysis tool;
b) created a sample gap analysis; and
c) printed the report.
You can now further explore the other tools of the CRRIC and in particular the *Public Health Risk Mitigation Measures* app. Its use is very similar to the gap analysis tool.

If you have further questions, please email your regional office or scepg@icao.int.

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