



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

Second Regional Meeting for National Continuous Monitoring Coordinators

(NCMC/2)

Final Report

Mexico City, Mexico, 14 to 16 November 2017

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HISTORICAL

ii.1 Place and Date of the Meeting

The Second Regional Meeting for National Continuous Monitoring Coordinators (NCMC/2) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 14 to 16 November 2017.

ii.2 Opening Ceremony

Mr. Julio Siu, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO), and Mr. Nicolas Rallo, Chief, Safety and Air Navigation Audit Section, ICAO Headquarters, provided opening remarks and officially opened the meeting.

ii.3 Officers of the Meeting

The NCMC/2 Meeting was held with the participation of the Chairperson and Vice-Chairperson, Mr. Ismark Delgado, Nicaragua, and Mrs. Juliea R. Brathwaite-Rolle, Bahamas, respectively. Mr. Ismark Delgado chaired the meeting plenary. Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue (ATM/SAR) served as Secretary of the Meeting, assisted by Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology/Environment, both from the ICAO NACC Regional Office and Mr. Nicolas Rallo, Chief, Safety and Air Navigation Audit Section...

ii.4 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and draft report of the meeting were available to participants in both languages.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 16:00 hours daily with adequate breaks.

ii.6 Agenda

- Agenda Item 1: Review and Approval of the Provisional Agenda and Schedule**
- Agenda Item 2: Review of the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs) Follow-Up Actions**
- Agenda Item 3: Overview and updates of the Universal Safety Oversight Audit Programme-continuous monitoring approach (USOAP CMA)**
- Agenda Item 4: No Country Left Behind Strategy (NCLB): Tool to Enhance Effective Implementation**
- Agenda Item 5: NCMCs Regional Role**
- Agenda Item 6: Analysis of the Effective Implementation (EI) of States Safety Oversight Systems**
- Agenda Item 7: Other Business**

ii.7 Attendance

The Meeting was attended by 13 States/Territories from the NAM/CAR Regions and 3 International Organizations, totalling 25 delegates as indicated in the list of participants.

ii.8 Draft Conclusions, Draft Decisions and Decisions:

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT

CONCLUSIONS: Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

DRAFT DECISIONS: Internal activities of the NAM/CAR Regional National Continuous Monitoring Coordinators requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

DECISIONS: Internal activities of the NAM/CAR Regional National Continuous Monitoring Coordinators.

Draft Conclusions:

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Draft Decision:

Number	Title	Page
D/4	<i>Establishment of the NAM/CAR Regional National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG)</i>	5-4

An executive summary of these conclusions/decisions is presented in **Appendix A** to this report.

ii.9 List of Working and Information Papers and Presentations

Refer to the Meeting web page:

<https://www.icao.int/NACC/Pages/meetings-2017-ncmcs.aspx>

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule of the Second Regional Meeting for National Continuous Monitoring Coordinators Meeting	26/10/17	Secretariat
WP/02	2	Status of the Follow-Up Actions Considered by the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs)	09/11/17	Secretariat
WP/03	5	NCMCs Roles and Responsibilities	07/11/17	Secretariat

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/04	5	Terms of Reference for the NAM/CAR Regional National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG)	13/11/17	Secretariat
WP/05	6	Current Status of Effective Implementation of the States Safety Oversight Systems in the NAM/CAR Regions	06/11/17	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations	13/11/17	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	3	USOAP Continuous Monitoring Approach (CMA) Workshop — Overview of the USOAP CMA	Secretariat
2	3	Roll-out of SSP implementation assessments under the USOAP—CMA	Secretariat
3	3 & 5	Update on the Group of Experts for a USOAP—CMA Structured Review (GEUSR)	Secretariat
4	4	No Country Left Behind	Secretariat
5	6	NACC States – USOAP-CMA Status	Secretariat
6	5	Canada Current Situation	Canada
7	6	Current Status of Effective Implementation of the State Safety Oversight System in the NAM/CAR Regions	Secretariat
8	5	Situación actual de Guatemala (<i>available only in Spanish</i>)	Guatemala
9	5	Situación actual de Nicaragua (<i>available only in Spanish</i>)	Nicaragua
10	5	Belize Current Situation	Belize
11	5	Situación actual de Cuba (<i>available only in Spanish</i>)	Cuba
12	5	Situación actual de El Salvador (<i>available only in Spanish</i>)	El Salvador

PRESENTATIONS

Number	Agenda Item	Title	Presented by
13	5	Haiti Current Situation	Haiti
14	5	Situación actual de Honduras (<i>available only in Spanish</i>)	Honduras
15	5	Situación actual de México (<i>available only in Spanish</i>)	Mexico
16	5	Situación actual de República Dominicana (<i>available only in Spanish</i>)	Dominican Republic
17	5	United States Current Situation	United States
18	5	ECCAA Current Situation	ECCAA

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NCMC/2
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Agenda Item 1: Review and Approval of the Provisional Agenda and Schedule

1.1 The Meeting elected as Chairperson Mr. Ismark Delgado, Nicaragua, and as Meeting Vice-Chairperson, Mrs. Juliea R. Brathwaite-Rolle, Bahamas.

1.2 The Secretariat presented and reviewed the WP/01 Rev. inviting the Meeting to approve the provisional agenda, working method and schedule. The Meeting approved the agenda, working method and schedule as presented in the Historical section of this report.

Agenda Item 2: Review of the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs) Follow-Up Actions

2.1 The Secretariat presented and reviewed the WP/02, *Status of the Follow-Up Actions Considered by the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs)*. This working paper presented the analysis of the status of the follow-up actions considered by the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs) of North America, Central America and Caribbean, held in 2016.

2.2 The agreements reached by the NCMC/1 meeting were the following:

1. States to maintain ICAO informed about any change of NCMCs.
2. States to share access to key personnel of the Civil Aviation Authorities (CAAs) to the restricted site of USOAP CMA.
3. States to contact ICAO NACC Regional Office for assistance, as required.
4. States to train their key personnel on how to develop a suitable CAP.
5. States to update the OLF before the NCLB teleconferences with the ICAO NACC RO.
6. States to participate in the NCLB teleconferences scheduled by the ICAO NACC RO.
7. States to timely notify ICAO their wishes for having an audit.
8. States to promote the use of the Integrated Safety Trend (Analysis) and Reporting System (iSTARS) and other ICAO Safety Tools and iKits internally and externally.
9. States to be aware of the implementation of Annex 19 - Safety Management, to the Convention of International Civil Aviation, and the associated set of PQs and their implementation date.

2.3 The Appendix to WP/02 presented an update of the follow-up actions agreed in the NCMC/1 meeting. The status and comments for each follow-up action is the result of a review carried out by the Secretariat based in the information available at the moment of the elaboration of the working paper. The status of each action has been designated as valid, completed, and superseded.

2.4 The following action was pending from the NCMC/1 meeting: *“ICAO HQs to improve the description of the roles and responsibilities of the NCMCs, considering that in many States the same person has other responsibilities (State Safety Programme (SSP) Coordinator, inspector, etc.), in order to increase the awareness of the CAAs leadership”*. This action was addressed under Agenda Item 5.

Agenda Item 3: Overview and Updates of the Universal Safety Oversight Audit Programme-Continuous Monitoring Approach (USOAP – CMA)

3.1 Under this Agenda Item, the Secretariat provided presentations 1, 2, and 3, to provide the participants an updated view of the USOAP CMA and future actions.

3.2 With Presentation 1, *Overview of the USOAP-CMA*, the Secretariat described the Monitoring and Oversight Section, reviewed the Critical Elements (CEs) of a State's Safety Oversight System, the USOAP-CMA Audit Areas and Protocol Questions (PQs), and the USOAP-CMA components. The participants were reminded of the States' main obligations under the USOAP-CMA. This presentation also included a report on USOAP-CMA Results: Jan 2013 – Dec 2015.

3.3 The Secretariat noted the importance of the proper completion of the State's corrective action plan (CAP), in order to effectively address the findings. Presentation 1 provided the Six Criteria for a Good CAP ("RCDSRC"):

1. Relevant: CAP addresses the issues and requirements related to the finding and corresponding PQ and CE.
2. Comprehensive: CAP is complete and includes all elements or aspects associated with the finding.
3. Detailed: CAP outlines implementation process using step-by-step approach.
4. Specific: CAP identifies who will do what, when and in coordination with other entities, if applicable.
5. Realistic: In terms of contents and implementation timelines.
6. Consistent: In relation to other CAPs and with the State's self-assessment.

DRAFT CONCLUSION
NCMC/2/C/1

COMPLIANCE WITH THE USOAP-CMA REQUIREMENTS

That, in order to achieve the objectives of the ICAO USOAP-CMA:

- a) States and International Organizations, in accordance with the principles of the USOAP-CMA, complete and maintain up-to-date the self-assessment, providing accurate and valid information to represent the current Effective Implementation (EI) status of the State, assuring the self-monitoring activities without the intervention of ICAO;
- b) States, when completing and updating their Corrective Action Plan (CAP), follow the six criteria for the correct formulation of the CAPs, included in paragraph 3.3 of the NCMC/2 Meeting report;

- c) States recommend ICAO to review the procedure to update the tools available on iStars, assuring all tools use the latest information available from States at the same time; and
- d) States continuously review ICAO Doc 9734 part A.

3.4 The Secretariat emphasized the role of the NCMC for the coordination of CMA activities within the State. The States were reminded of the latest amendment to Annex 13, and the importance to have an independent Accident Investigation Authority as a separate entity from the CAA. It was also noted that the Effective Implementation (EI) indicator is not an accurate representation of the current status of the State and the nature of CMA calls for States to review their own system without the intervention of ICAO. Safety oversight means effective and sustainable implementation. In that sense, the role of the NCMC and the NCMC team is very important. The NCMC team should have the empowerment to fulfil its duties and should include focal points for each safety oversight area of the State or audit area. NCMC is a continuous function.

3.5 NCMCs raised the challenges they face on an everyday basis, like lack of training and insufficient personnel to comply with CMA requirements, and mentioned the relationship with the Regional Office as a key tool to maintain the required support from their authorities.

**DRAFT CONCLUSION
NCMC/2/C/2**

**IMPORTANCE OF THE ROLE OF THE NCMC IN THE EFFECTIVE
IMPLEMENTATION (EI) OF THE STATE SAFETY OVERSIGHT
SYSTEM**

That, in order to improve the regional EI of the State Safety Oversight System (SSO):

- a) States and International Organizations recognize the importance and the positive impact that a skilled and properly qualified NCMC would have in the compliance with the USOAP-CMA requirements and therefore, in the final result of the State EI;
- b) the NAM/CAR Civil Aviation Authorities (CAAs) provide NCMCs the necessary authority and resources to effectively carry out their roles and responsibilities; and
- c) States and International Organizations ensure that NCMCs, prior to nomination by States, take the USOAP-CMA Computer Based Training (CBT) phase 1, in order to better understand the USOAP-CMA activity processes, techniques and methodologies. The ICAO Global Aviation Training web site provide additional information: <https://www.icao.int/training/Pages/USOAP-CBT.aspx>

3.6 With Presentation 2, *Roll-out of SSP implementation assessments under the USOAP—CMA*, the Secretariat provided to participants the plans of ICAO to conduct State Safety Programme (SSP) implementation assessments.

3.7 The Secretariat explained that the Amended SSP-related PQs will:

- reflect Annex 19 Amendment 1, *Safety Management Manual (SMM)*, 4th edition and lessons learnt from the voluntary assessments conducted
- form a dedicated list of PQs (complementing the PQs on “core” safety oversight and investigation functions)
- not be linked to CEs, but rather to the applicable SSP component (e.g. State safety risk management, State safety assurance and state safety promotion)
- not be assessed as “satisfactory/non-satisfactory”, but in terms of “level of progress achieved”
- be supported by references (from Annexes and Guidance Material)
- be broken down in 7 areas: GEN (SSP Establishment and Operation – including Legal (LEG)/Civil Aviation Organization(ORG) aspects), Primary Aviation Legislation and civil Aviation Regulations (LEG), Personnel Licensing and Training (PEL), Aircraft Operations (OPS), Airworthiness of Aircraft (AIR), Air Navigation Services (ANS), Aerodromes and Ground Aids (AGA) and SDI (SDPCS+ Investigation)

3.8 SSP implementation assessments will:

- complement, and not impact the State’s EIs score
- not generate findings, nor require the State to submit a “corrective action plan” (CAP)
- be conducted by a limited pool of auditors, to ensure consistency
- use the SSP-related PQs in selected audit areas (e.g. GEN + AGA + SDI). Reflect the level of progress achieved by the State in SSP implementation, rather than a measurement
- be shared with other States on the USOAP CMA Online Framework (OLF), contributing to the exchange of experience and best practices

3.9 SSP Assessments will start in 2020. Only States showing the following criteria may be considered for the SSP assessment:

- Evidence of a robust and sustainable safety oversight system and aircraft accident/serious incident investigation system (including implementation aspects)

- Evidence of effective mandatory incident reporting system, aircraft accident and incident database and safety analyses; and
- Good completion of PQ self-assessment

3.10 States were reminded to focus on maturing their SSO as the main action to support SSP implementation.

Agenda Item 4: No Country Left Behind Strategy (NCLB): Tool to Enhance Effective Implementation

4.1 Under this Agenda Item, the Secretariat made Presentation 4, *ICAO No Country Left Behind (NCLB) Campaign: NACC Regional Assistance Strategy; Accountability and Performance Report of the ICAO NACC Regional Office*, describing the NACC NCLB Strategy, its success and challenges.

4.2 The ICAO NACC Regional Office NCLB Strategy initiated on February 2015 in response to the ICAO NCLB Campaign. Its main goals are to assist States in implementing ICAO Standards and Recommended Practices (SARPs), and promote ICAO's efforts to resolve Significant Safety Concerns (SSCs), allowing States to benefit from the socio-economic contributions of safe and reliable air transport.

4.3 One of the NACC NCLB Strategy main projects is to enhance the effective implementation of the States Safety Oversight System in the NAM/CAR Regions. With this, the NACC NCLB Strategy maintains permanent interaction with the NCMCs of the NAM/CAR Regions. This interaction is considered that could be strengthened by promoting the collaboration among the NCMCs to identify common challenges and viable solutions.

Agenda Item 5: NCMCs Regional Role

5.1 Under P-3; the Secretariat presented an update on the Group of Experts for a USOAP-CMA Structured Review (GEUSR), informing the meeting about the establishment following the 39th Session of the ICAO Assembly recommendation that ICAO should undertake a review of the USOAP CMA methodology, processes and tools to provide Member States with an opportunity to provide user feedback and enable ICAO to plan improvements to the programme.

5.1.1 The GEUSR Terms of References comprise:

- Undertaking a structured and independent review of the USOAP-CMA methodology, processes, and tools with the aim of identifying adjustments to the programme with a view of further strengthening
- Considering the programme's adherence to Assembly Resolutions 32-11 and 37-5, and
- Considering the evolving safety strategy of ICAO and the States' progress in the implementation of Annex 19

5.1.2 The GEUSR is composed by 11 members, experts on safety oversight and safety management, nominated by 10 States plus 1 Regional Safety Oversight Organization (RSOO) from all ICAO regions, supported by Monitoring and Oversight (MO), ANB. GEUSR has 2 members from the NAM/CAR Regions (Dominican Republic and United States).

5.1.3 The GEUSR has held two meetings (First meeting – GEUSR/1 April 2017 and Second meeting – GEUSR/2 September 2017), several teleconferences and correspondence. Over 40 draft recommendations to be considered during the 2nd meeting aiming at:

- reducing the burden on States
- enabling a more detailed and up-to-date safety oversight risk picture
- allowing ICAO to better prioritize its USOAP CMA activities
- making better use of the USOAP data for safety improvement
- improving the USOAP-related interfaces between States and ICAO (in particular the Online Framework – OLF)

5.1.4 The third meeting of the GEUSR (GEUSR/3) will be held in February 2018.

5.1.5 The Meeting was reminded on the importance of inputs from States to improve the USOAP-CMA and was invited to make recommendations regarding the opportunities to improve the Programme with their experience and work.

5.1.6 The Meeting was also informed about the scope of the Terms of Reference, the GEUSR composition and meetings and the timelines, particularly, on the Air Navigation Commission Oral report, April-May 2018 (208th Session).

5.2 Under WP/03, and as a follow-up action agreed during the NCMC/1, the Secretariat presented the NCMCs roles and responsibilities providing a detailed description and addressed other issues, such as nomination by States, skills and qualification.

5.2.1 The Meeting recognized the importance and the positive impact that a skilled and properly qualified NCMC would have in the compliance with the USOAP requirements and the need to urge States and International Organizations to provide NCMCs with the necessary authority and resources to effectively carry out their roles and responsibilities. The Meeting requested to the NACC Regional Office to report both issues to the next NACC/DCA meeting.

5.2.2 The Meeting noted that the roles and responsibilities discussed in the WP/03 needed to be amended to include additional responsibilities that will be reported by participants to ICAO NACC Regional Office (RO).

5.2.3 The Meeting recalled the need to complete and maintain up-to-date the State Aviation Activity Questionnaire to collect comprehensive and specific information to assist the Monitoring and Oversight Office in monitoring the level of aviation activity in the State related to each audit area and in prioritizing and planning USOAP-CMA activities, in addition to facilitate NACC Regional Office NCLB Strategy implementation.

5.2.4 In order to complete and maintain updated the Compliance Checklists (CCS)/Electronic Filing of Differences (EFOD) system, and having informed the Meeting about 4 States of the Region with effectively implemented procedures to identify and notify differences to ICAO, States agreed in continue working collaboratively sharing best practices to enhance regional compliance.

5.2.5 The Meeting requested NACC RO to continue providing assistance in the formulation and the updating of the State's CAPs, to ensure that the six criteria explained during the NCMC/2 meeting are properly understood and used; NACC RO will continue promoting the understanding and appropriation of the criteria as part of the NCLB strategy.

5.2.6 The Meeting noted that only 19% of attendees have taken the USOAP-CMA Computer Based Training (CBT) phase 1 course, and recognised the importance to take it in order to better understand the USOAP-CMA activity processes, techniques and its methodologies. NACC RO will urge States and International Organizations to ensure that all appointed NCMCs and future nominees complete the training.

5.2.7 Dominican Republic will consider reporting the information contained in the WP/03 and the meeting discussions to the GEUSR, for consideration in the reviews and recommendations to be presented to ICAO Council.

DRAFT CONCLUSION
NCMC /2/3

UPDATE USOAP-CMA RELATED INFORMATION

That, in order to enhance the effectiveness of the USOAP CMA activities in the region:

- a) States and International Organizations notify ICAO any changes in the nomination of NCMCs;
- b) States and International Organizations ensure that all appointed NCMC complete the USOAP-CMA Computer Based Training (CBT) phase 1, in order to better understand the USOAP-CMA activity processes, techniques, and the methodologies. The ICAO Global Aviation Training web site provide additional information: <https://www.icao.int/training/Pages/USOAP-CBT.aspx>;
- c) States and International Organizations complete and maintain up-to-date the State Aviation Activity Questionnaire (SAAQ); and
- d) States recommend ICAO to update the SAAQ to include Annex 19 requirements.

5.3 Under WP/04, the Secretariat presented a proposal for the establishment of the NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) proposing the Terms of Reference (ToR) and a preliminary work programme.

5.3.1 The Meeting agreed the establishment of the group and requested NACC Regional Office to propose its formalization in the next NACC/DCA meeting in order to ensure the availability of time and resources; ICAO NACC Regional Office will include the ToR and the work programme in the working paper to be presented to the NACC/DCA meeting for comments and review.

5.3.2 The meeting agreed that future NCMC's regional work should be based on sharing State's experiences on USOAP-CMA best practices.

**DRAFT DECISION
NCMC/2/4**

**ESTABLISHMENT OF THE NAM/CAR REGIONAL NATIONAL
CONTINUOUS MONITORING COORDINATORS WORKING GROUP
(NAM/CAR/NCMC/WG)**

That, having agreed the importance of regional collaboration among NCMCs, the NACC Regional Office request to the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08) the establishment of the NAM/CAR Regional National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG), using the Terms of Reference included in **Appendix B** to this report. Future NCMC's regional work programme should be based on sharing States' experiences and best practices of the USOAP- CMA.

Agenda Item 6: Analysis of the Effective Implementation (EI) of States Safety Oversight Systems

6.1 Under this Agenda Item, the Secretariat presented WP/05, *Current Status of Effective Implementation of the States Safety Oversight Systems in the NAM/CAR Regions*. This working paper presented a detailed analysis of the status of the effective implementation of the State Safety Oversight System (SSO) in the States of the NAM/CAR Regions.

6.2 The working paper recalled the responsibilities of States related to safety oversight. It was also emphasized that ICAO Contracting States, in their effort to establish and implement an effective SSO, need to consider the CE for safety oversight. The effective implementation of the CEs is an indication of a State's capability for safety oversight.

6.3 With regards to the USOAP regional results for the NAM/CAR Regions, the current average USOAP score for States in NAM/CAR is 70.87% which is above the world average of 64.69%. 61.9% of the States in the NAM/CAR Regions have achieved the target of 60% EI, as suggested by the Global Aviation Safety Plan (GASP).

6.4 Using the information available in iStars, the working paper presented a regional performance analysis in the NAM/CAR Regions per audit area, and provided highlights of issues identified per each of the 8 audit areas.

6.5 After reviewing the results of the analysis presented on this working paper, States emphasized the need to recognize individual challenges of States to comply with CMA requirements and interact with the OLF.

6.6 Concerns were raised regarding the lack of guidance for some tools of the OLF, which could mislead States if the available information is not properly used. Also, many of the NCMCs had not received the CBT for the use of the OLF, and were learning the use of the OLF on a trial by error basis, which poses significant challenges to provide accurate information to ICAO.

6.7 The Meeting agreed that the results of this analysis should be properly reviewed by each State of the NAM/CAR Regions, and should be included on the work programme of the NCMCs Regional Group of the NAM/CAR Regions.

6.8 One of the lowest EI of the NAM/CAR Regions is related to the procedures for determining the need to amend the States' specific operating regulations, primary aviation legislation, and the identification and notification of differences to ICAO. The meeting considered this as fundamental in order to enhance compliance with all other ICAO requirements.

DRAFT CONCLUSION
NCMC/2/5

**SHARING REGIONAL BEST PRACTICES FOR IDENTIFICATION AND
NOTIFICATION OF DIFFERENCES**

That in order to enhance regional compliance with ICAO requirements and implementation of Standards and Recommended Practices (SARPs), States and International Organizations that have effectively implemented procedures identify and notify differences to ICAO, to share these procedures and best practices with ICAO NACC Regional Office and other States in the region.

Agenda Item 7: Other Business

7.1 No other business was discussed.

**APPENDIX A
EXECUTIVE LIST OF CONCLUSIONS/DECISIONS**

Number	Conclusion/Decision	Responsible for action	Deadline
C/1	<p>COMPLIANCE WITH THE USOAP-CMA REQUIREMENTS That, in order to achieve the objectives of the ICAO USOAP-CMA:</p> <p>a) States and International Organizations, in accordance with the principles of the USOAP-CMA, complete and maintain up-to-date the self-assessment, providing accurate and valid information to represent the current Effective Implementation (EI) status of the State, assuring the self-monitoring activities without the intervention of ICAO;</p> <p>b) States, when completing and updating their Corrective Action Plan (CAP), follow the six criteria for the correct formulation of the CAPs, included in part 3 (3-1) of the NCMC/2 Meeting report;</p> <p>c) States recommend ICAO to review the procedure to update the tools available on iStars, assuring all tools use the latest information available from States at the same time; and</p> <p>d) States continuously review ICAO Doc 9734 part A.</p>	State/International Organizations	To be determined during the NCMCs teleconference with ICAO NACC RO (March 2018)
C/2	<p>IMPORTANCE OF THE ROLE OF THE NCMC IN THE EFFECTIVE IMPLEMENTATION (EI) OF THE STATE SAFETY OVERSIGHT SYSTEM That, in order to improve the regional EI of the State Safety Oversight System (SSO):</p> <p>a) States and International Organizations recognize the importance and the positive impact that a skilled and properly qualified NCMC would have in the compliance with the USOAP-CMA requirements and therefore, in the final result of the State EI;</p> <p>b) the NAM/CAR Civil Aviation Authorities (CAAs) provide NCMCs the necessary authority and resources to effectively carry out their roles and responsibilities; and</p>	State/International Organizations	To be determined during the NCMCs teleconference with ICAO NACC RO (March 2018)

Number	Conclusion/Decision	Responsible for action	Deadline
	<p>c) States and International Organizations ensure that NCMCs, previous nomination by States, take the USOAP-CMA Computer Based Training (CBT) phase 1, in order to better understand the USOAP-CMA activity processes, techniques and methodologies. The ICAO Global Aviation Training web site provide additional information: https://www.icao.int/training/Pages/USOAP-CBT.aspx</p>		
C/3	<p>UPDATE USOAP-CMA RELATED INFORMATION That, in order to enhance the effectiveness of the USOAP CMA activities in the region:</p> <p>a) States and International Organizations notify ICAO any changes in the nomination of NCMCs;</p> <p>b) States and International Organizations ensure that all appointed NCMC complete the USOAP-CMA Computer Based Training (CBT) phase 1, in order to better understand the USOAP-CMA activity processes, techniques, and the methodologies. The ICAO Global Aviation Training web site provide additional information: https://www.icao.int/training/Pages/USOAP-CBT.aspx;</p> <p>c) States and International Organizations complete and maintain up-to-date the State Aviation Activity Questionnaire (SAAQ); and</p> <p>d) States recommend ICAO to update the SAAQ to include Annex 19 requirements.</p>	State/International Organizations	To be determined during the NCMCs teleconference with ICAO NACC RO (March 2018)

Number	Conclusion/Decision	Responsible for action	Deadline
D/4	<p>ESTABLISHMENT OF THE NAM/CAR REGIONAL NATIONAL CONTINUOUS MONITORING COORDINATORS WORKING GROUP (NAM/CAR/NCMC/WG)</p> <p>That, having agreed the importance of regional collaboration among NCMCs, the NACC Regional Office request to the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08) the establishment of the NAM/CAR Regional National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG), using the Terms of Reference included in Appendix B to this report. Future NCMC's regional work programme should be based on sharing States' experiences and best practices of the USOAP-CMA.</p>	NACC/DCA/08 Meeting	NACC/DCA/08 Meeting
C/5	<p>SHARING REGIONAL BEST PRACTICES FOR IDENTIFICATION AND NOTIFICATION OF DIFFERENCES</p> <p>That in order to enhance regional compliance with ICAO requirements and implementation of Standards and Recommended Practices (SARPs), States and International Organizations that have effectively implemented procedures identify and notify differences to ICAO, to share these procedures and best practices with ICAO NACC Regional Office and other States in the region.</p>	State/International Organizations	To be determined during the NCMCs teleconference with ICAO NACC RO (March 2018)

APPENDIX B
NAM/CAR NATIONAL CONTINUOUS MONITORING COORDINATORS
WORKING GROUP (NAM/CAR/NCMC/WG)
TERMS OF REFERENCE

1. Background

As part of the technical assistance activities performed by the ICAO NACC Regional Office under the “No Country Left Behind” (NCLB) strategy in order to support and improve the effective implementation of the NAM/CAR States’ Safety Oversight Systems, and enhance the preparation for the USOAP CMA activities in accordance with ICAO requirements, the Second National Continuous Monitoring Coordinators of the NAM/CAR Regions meeting agreed to propose the establishment of the NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG).

2. Responsibilities

Under the framework of the Declaration of Intent for the ICAO NACC Regional Office NCLB Strategy the NAM/CAR/NCMC/WG is responsible for:

- a) Management of its work programme
- b) Establishing a mechanism to analyse regional SSO effective implementation, identify common challenges and propose adequate solutions according to regional and/or individual needs and resources.
- c) Promoting the collaboration among the NCMCs in the NAM/CAR Region
- d) Enhance the role of the NCMC, and its importance for the effective implementation of the SSO.
- e) Identify opportunities for improvement of the ICAO USOAP Programme.
- f) Identify minimum qualifications of the NCMCs and training needs.

3. Working Methods

- a) The NAM/CAR/NCMC/WG will be led by a Rapporteur who will be elected for a three-year term. The duties of the NAM/CAR/NCMC/WG Rapporteur are the following:
 - i. Chair the NAM/CAR/NCMC/WG meetings
 - ii. Coordinate tasks and work programme fulfilment
 - iii. Maintain close coordination with the Secretariat for development of meeting agendas and planning

- iv. Inform the NACC Directors of Civil Aviation meetings on NAM/CAR/NCMC/WG meeting results
- b) The NAM/CAR/NCMC/WG will:
 - i. Present its work programme activities in terms of objectives, responsibilities, deliverables and timelines
 - ii. Avoid duplication of work with the regional implementation groups and maintain close coordination among the existing entities to optimize the use of available resources and experience
 - iii. Use “draft conclusions” to record recommendations and actions in meeting reports
 - iv. Designate, as necessary, Ad hoc Groups to work on specific topics and activities, and clearly organize defined tasks and activities
 - v. Coordinate its work to maximize efficiency and reduce costs via electronic, written correspondence, telephone and teleconference calls, and hold meetings when necessary
 - vi. Coordinate and report the progress of the work programme and assigned tasks to NACC Directors of Civil Aviation meetings.
- c) The ICAO NACC Regional Office will act as Secretariat.

4. Membership

All National Continuous Monitoring Coordinators of ICAO States and International Organizations accredited to the ICAO NACC Regional Office.

5. Work Programme

National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) Work Programme (2018-2021)

To be determined.