



ICAO

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

WORKING PAPER

NAM/CAR/CATC/WG/4 — WP/04
01/06/18

Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/4)
ICAO NACC Regional Office, Mexico City, Mexico, 6 to 8 June 2018

Agenda Item 6: NAM/CAT/CATC/WG Assessment and Corresponding Action Plan

**NACC/WG WORK PROGRAMME UNTIL 2020 AND
REVIEW OF THE TERMS OF REFERENCE (ToRs) AND POINTS OF CONTACT (PoC)**

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
<p>This Working Paper presents proposed changes to the Terms of Reference (ToRs) and Work Programme of the NAM/CAR/CATC/WG considering the last actions assigned to the group and the expectations of the Civil Aviation Authorities. Likewise, it is expected to update the Points of Contact (PoC) for the implementation of tasks and actions of the work programme.</p>	
Action:	Suggested action presented in Section 2
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• Report of the First Meeting of Civil Aviation Training Centres of the NAM/CAR Regions (NAM/CAR/CATC/1), Mexico City, Mexico, 27 to 30 August 2013• Report of the Second NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/2), Mexico City, Mexico, 2 to 5 December 2014• Summary of Discussions of the Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3), Mexico City, Mexico, 19 to 20 October 2016

1. Introduction

1.1 Since the creation of the NAM/CAR/CATC/WG, in its first meeting, the current Terms of Reference (ToRs), Points of Contact (PoC) and Work Programme of the NAM/CAR/CATC/WG were created. Since this, little progress has been made in the tasks assigned and the only basic compliance were the tasks related to the creation of the Group.

1.2 Due to several reasons, the group has not given a complete and regular follow-up to its assigned tasks, nor to the objectives for which it was created. This group should have met each year to carry out with its functions and to follow-up on assigned tasks between meetings through teleconferences and electronic communications. The last meeting of the group was carried out in 2016.

2. Discussion

2.1 Considering the last changes in air navigation, safety and security aspects, this group should review its ToRs and work programme so they are consistent with the changes in the ICAO Global Aviation Safety Plan – Doc 10004, the Global Air Navigation Plan (GANP) – Doc 9750 and soon the Global Aviation Security Plan (GASeP).

2.2 Considering that during this Meeting, several Training Centres will agree to establish a regional cooperation framework for training in order to face their growing needs and the development of the aviation industry in the regions, and, to facilitate coordination and collaboration agreements among Civil Aviation Training Centres, **Appendix A** contains an update to the Terms of Reference (ToRs) of the Group.

2.3 Likewise, in order to guarantee a better communication and coordination between Training Centres, the Meeting should update the information of their Points of Contact (PoC) (Appendix B) and based on the revised terms of reference, it should update the Work Programme of the NAM/CAR/CATC/WG (Appendix C). These updates are to be presented to the Eighth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/8) for approval.

2.4 With these guidelines, the NAM/CAR/CATC/WG Meeting should also review their work programme and associated training tasks. It is important to mention that the NAM/CAR/CATC/WG has not updated its work programme since the Second NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/2).

2. Suggested Action

2.1 The Meeting is invited to:

- a) review and update the Terms of Reference (ToRs) proposed in Appendix A;
- b) Update the Points of Contact (PoC) and Work Programme of the NAM/CAR/CATC/WG contained in Appendixes B and C to this paper; and
- b) recommend other actions as deemed necessary during the Meeting.

APPENDIX A
NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP (NAM/CAR/CATC/WG)
TERMS OF REFERENCE

1. Background

In order to support and improve training aspects for development of air navigation and security in the NAM/CAR Region in accordance with ICAO guidance, national needs and following the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP), the Directors of Training Centres of the NAM/CAR Regions proposed the establishment of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

During the NAM/CAR/CATC/4 Meeting, several Training Centres agreed to establish a regional cooperation framework for training in order to face growing needs and the development of the aviation industry in the region and to accelerate coordination and collaboration agreements between Civil Aviation Training Centres.

2. Responsibilities

The NAM/CAR/CATC/WG is responsible for:

- a) Management of its work programme
- b) Recommending a framework for harmonization of aviation training in the NAM/CAR Region, including but not limited to training programmes, quality assurance aspects, instructor qualifications, Training Centre coordination.
- c) Promoting the association of training organizations in the NAM/CAR Region
- d) Establishing a mechanism to analyse aviation training needs and capacities in the NAM/CAR Region, considering the NAM/CAR Training Plan and the existing implementation groups for State training needs
- e) Providing assistance for improving training matters for States and Training organizations in the NAM/CAR Regions

3. Working Methods

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

- b) The NAM/CAR/CATC/WG will *have the following obligations*:
- i. Present its work programme containing 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 organize clearly defined tasks and activities
 - v. Coordinate its work to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls, and hold meetings when necessary
 - vi. Report and coordinate the progress of assigned tasks to meetings of Directors of Civil Aviation of the NAM/CAR Region and as requested by the NAM/CAR Air Navigation Implementation Working Group (ANI/WG).
- c) *Regarding the Memorandum of Cooperation (MoC), the NAM/CAR/CATC/WG will facilitate the preparation of specific agreements, their follow-up and compliance. The NAM/CAR/CATC/WG should:*
- i. *Propose collaboration possibilities and refer them to the competent groups within each entity;*
 - ii. *Follow-up on the activities;*
 - iii. *Clarify doubts and controversies that may arise from the interpretation and implementation of this MoC and Specific Agreements; and*
 - iv. *Establish the internal operation rules for the MoC.*

The Secretariat will be provided by the ICAO NACC Regional Office.

APPENDIX B
NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP MEETING
(NAM/CAR/CATC/WG)
MEMBERSHIP

All NAM/CAR Training Centres and ICAO member States and Territories to which the ICAO NACC Regional Office is accredited and international organizations can be members of the NAM/CAR/CATC/WG.

State/International Organization Training Centre	Working Group Member Name:	E-mail
Barbados – The Barbados Civil Aviation Training Centre		
Cuba – Centro de Adiestramiento de la Aviación (CAA)	Gustavo Brito	gustavo.brito@caac.cacsa.avianet.cu
Dominican Republic – Academia Superior de Ciencias Aeronáuticas (ASCA)	Juan Thomas Burgos	jthomas@asca.edu.do
Jamaica – Civil Aviation Authority Training Institute (CAATI)	Coral McLaren	Coral.McLaren@jaa.gov.jm
Mexico – Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIIASA)	Aline Becerril Vega	abecerrilv@asa.gob.mx
Trinidad and Tobago – Civil Aviation Training Centre (CATC)	Malcolm de Peiza	mdepeiza@caa.gov.tt
United States – Federal Aviation Administration Academy	Carlos Agueda	carlos.agueda@faa.gov
COCESNA – Instituto Centroamericano de Capacitación Aeronáutica (ICCAE)	Jorge Fernández	jorge.fernandez@cocesna.org

NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP
GRUPO DE TRABAJO NAM/CAR DE LOS CENTROS DE INSTRUCCIÓN DE AVIACIÓN CIVIL
(NAM/CAR/CATC/WG)
WORK PROGRAMME / PROGRAMA DE TRABAJO

No.	Activity / Actividad	Objective / Objetivo	Responsible / Responsable	Deliverable or Status Entregable o Estado	Date / Fecha
1.	NAM/CAR/CATC/WG Creation Creación del NAM/CAR/CATC/WG	Apoyar el NAM/CAR/CATC/WG Support NAM/CAR/CATC/WG	<i>States / Territories / International Organizations</i> <i>Estados / Territorios / Organizaciones Internacionales</i>	Support to Group Apoyo al grupo	<i>Continuous / Continuo</i>
	Provide plans and priority training guidance for air navigation implementation, safety and aviation security Proveer planes y orientaciones de prioridades en instrucción para la implementación de la navegación aérea y seguridad operacional y seguridad de la aviación	<i>Ensure Regional and national priorities are included and covered by the Training Centers and on the regional Collaboration within the Working Group.</i> <i>Garantizar que las prioridades regionales y nacionales estén incluidas y sean cubiertas por los Centros de Instrucción y en la colaboración regional dentro del Grupo de Trabajo.</i>	ICAO / OACI	Every Meeting	<i>Periodically</i> <i>Periódicamente</i>
	Working Paper for the NACC/DCA/5 Meeting on the establishment of the NAM/CAR/CATC/WG Nota de Estudio para reunión NACC/DCA/5 sobre aprobación del NAM/CAR/CATC/WG		NAM/CAR/CATC/WG	<i>Working Paper</i> <i>Nota de Estudio</i>	Mar 2014 <i>Completed</i> <i>Finalizado</i>
	Webpage creation to support the NAM/CAR/CATC/WG Creación de página web en apoyo al NAM/CAR/CATC/WG	<i>Webpage for the NAM/CAR/CATC/WG is available on the ICAO NACC website</i> <i>La página web del NAM/CAR/CATC/WG está disponible en la página web de la Oficina NACC</i>	ICAO / OACI	<i>Webpage for the NAM/CAR/CATG/WG</i> <i>Página web para el NAM/CAR/CATC/WG</i>	Nov 2014 <i>Completed</i> <i>Finalizado</i>
*	Urge State Centres that did not attend the first Meeting of Centre Directors to join the NAM/CAR/CATC/WG and work programme Instar a los Centros de los Estados que no están presentes en la 1a Reunión de Directores de Centros a integrarse al NAM/CAR/CATC/WG y el programa de trabajo	Expand and increase representation of NAM and CAR members in the NAM/CAR/CATC/WG Ampliar y hacer una representación más significativa de miembros NAM y CAR en el NAM/CAR/CATC/WG	ICAO/OACI, NAM/CAR/CATC/WG	Valid Válida	Permanent Permanente
2.	Annual Needs Survey Levantamiento Anual de las necesidades/ oferta de instrucción de la región 2014-2016	Assessment of Regional training to complete and reduce training gaps Evaluación de instrucción regional para completar y reducir brechas en la capacitación		Provide recommendations for improvements Dar recomendaciones para mejoras	Performance evaluation: June 2014 Evaluación de rendimiento: junio 2014 Assessment: June 2015 Evaluación: junio 2015
	Prepare forms to request training needs Preparación de formatos para requerir necesidades de instrucción		NAM/CAR/CATC/WG	Survey Encuestas	Feb 2014

No.	Activity / Actividad	Objective / Objetivo	Responsible / Responsable	Deliverable or Status Entregable o Estado	Date / Fecha
	Prepare forms to request CATCs offers/ training courses Preparación de formatos para requerir ofertas/cursos de instrucción		NAM/CAR/CATC/WG		Jul 2014
	Dissemination of training needs information request Difusión de solicitud de información de necesidades de instrucción		ICAO / OACI		Jul 2014
	State responses Respuesta de los Estados		StatesEstados		Sep 2014
	Annual analysis and improvement recommendations for annual training Análisis anual y recomendaciones de mejoras para instrucción anual		NAM/CAR/CATC/WG		Oct 2014
	NAM/CAR/CATC/WG/2 Meeting Reunión NAM/CAR/CATC/WG/2		ICAO/OACI NAM/CAR/CATC/WG		2 to 5 December 2014 2 al 5 de diciembre de 2014
	Prepare forms to request training needs Preparación de formatos para requerir necesidades de instrucción		NAM/CAR/CATC/WG		Feb 2015
	Prepare forms to request CATCs offers/ training courses Preparación de formatos para requerir ofertas/cursos de instrucción		NAM/CAR/CATC/WG		Feb 2015
	Dissemination of training needs information request Difusión de solicitud de información de necesidades de instrucción		ICAO / OACI		Mar 2015
	State responses Respuesta de los Estados		StatesEstados		May 2015
	Annual analysis and improvement recommendations for annual training Análisis anual y recomendaciones de mejoras para instrucción anual		NAM/CAR/CATC/WG		Jun 2015
	NAM/CAR/CATC/WG/3 Meeting Reunión NAM/CAR/CATC/WG/3		ICAO-NAM/CAR/CATC/WG		Jun 2015

No.	Activity / Actividad	Objective / Objetivo	Responsible / Responsable	Deliverable or Status Entregable o Estado	Date / Fecha
3.	Analysis to define priority training programmes in the Region Análisis para definir programas de instrucción prioritarios en la región /	Improve quality of regional training Mejorar la calidad de la instrucción regional		Improvement recommendations Recomendaciones de mejoras	
	Curricula and course information exchange Intercambio de información de cursos y currícula		NAM/CAR/CATC/WG		Jan-Apr 2014
	Analysis of course quality improvements Análisis de mejoras a la calidad en los cursos		NAM/CAR/CATC/WG		Jun 2014
	Curricula and course information exchange Intercambio de información de cursos y currícula		NAM/CAR/CATC/WG		Jan-Apr 2015
	Analysis of course quality improvements Análisis de mejoras a la calidad en los cursos		NAM/CAR/CATC/WG		Jun 2015
4.	Analysis/Review of the ICAO NAM/CAR Regional Training Plan Análisis/visión del plan Regional de Instrucción NAM/CAR NACC de la OACI	Develop a Regional Training Guidance Plan (Conclusion NACC DCA/x) Desarrollar un plan regional Guía de instrucción (Conclusión NACC DCA/x)		NAM/CAR Regional Training Plan 2014-2016 Plan Regional de Instrucción NAM/CAR 2014-2016	
	Initial review of the Plan Revisión inicial del Plan		NAM/CAR/CATC/WG/1		Aug 2013
	Formulation of initial surveys to collect information for the Plan Formulación de encuestas iniciales para recolección de información para el Plan		NAM/CAR/CATC/WG/1		Aug 2013
	Completion of survey forms Finalización de formatos de encuestas		NAM/CAR/CATC/WG		Sep 2013
	Submit surveys to States and training service providers Envío de la encuesta a Estados y Proveedores de servicio de instrucción		ICAO / OACI		Sep 2013

No.	Activity / Actividad	Objective / Objetivo	Responsible / Responsable	Deliverable or Status Entregable o Estado	Date / Fecha
	Response to surveys by States and providers Respuesta a encuestas por parte de los Estados y Proveedores		StatesEstados		Dec 2013
	Information analysis and Plan updating Análisis de la información y actualización del Plan		NAM/CAR/CATC/WG		Jan-Mar 2013
	Plan modification – Completion of proposal Modificación al plan - propuesta terminada		NAM/CAR/CATC/WG		Mar 2015
5.	Model training agreements Modelos para acuerdos sobre instrucción	Streamline agreements Agilizar los acuerdos		Models Modelos	
	Course exchange Intercambio de cursos		NAM/CAR/CATC/WG-TF1		Nov 2014
	Conduct specific courses Realización de cursos específicos		NAM/CAR/CATC/WG-TF2		Nov 2014
	Instructor exchange Intercambio de instructores		NAM/CAR/CATC/WG-TF3		Nov 2014
	Educational material exchange Intercambio de material didáctico		NAM/CAR/CATC/WG-TF4		Nov 2014
6.	Framework to harmonize aviation training in the NAM and CAR Regions Marco de referencia para armonizar la instrucción de la aviación en las regiones NAM y CAR	Promote collaboration and support among the Centres Promover la colaboración y apoyo entre Centros		Training Harmonization Framework Marco de referencia armonización de la capacitación	
	Exchange of ideas Intercambio de ideas		NAM/CAR/CATC/WG		Aug 2014
	Initial Framework Proposal Propuesta inicial de marco		NAM/CAR/CATC/WG		Sep 2014

No.	Activity / Actividad	Objective / Objetivo	Responsible / Responsable	Deliverable or Status Entregable o Estado	Date / Fecha
	Review and agreements on final version Revisión y acuerdos para versión final		NAM/CAR/CATC/WG		Oct 2014
7.	Key events Eventos Clave				
	NACC Working Group - NACC/WG/4 Grupo de Trabajo NACC - NACC/WG/4				24 to 28 March 2014 24 al 28 de marzo de 2014
	Review at the forthcoming Meeting of Directors– NACC/DCA/5 Revisión en la próxima reunión de Directores – NACC/DCA/5			Completed Finalizado	28 to 30 April 2014 28 al 30 de abril de 2014
	NAM/CAR/CATC/WG/2 Meeting Reunión NAM/CAR/CATC/WG/2				Dec 2014

— END/FIN —