



ICAO

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

Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting

NAM/CAR/CATC/WG/5

Report

San Salvador, El Salvador, 28 to 30 May 2019

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HISTORICAL

ii.1 Place and Date of the Meeting

The Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5) was held at the *Instituto Centroamericano de Capacitación Aeronáutica* (ICCAE) of COCESNA facilities located in San Salvador, El Salvador from 28 to 30 May 2019.

ii.2 Opening Ceremony

Mr. Fernando Camargo, Regional Officer, Technical Assistance of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) provided opening remarks and thanked the ICCAE of COCESNA for hosting the meeting. Mr. Camargo acknowledged the presence of Dominica, the newest ICAO Member State, since its integration on 13 April 2019, already taking part on the Organization's activities. Mr. Mario Martínez, Director of the *Instituto Centroamericano de Capacitación Aeronáutica* (ICCAE) of COCESNA addressed the Meeting and stressed out the importance of the NAM/CAR/CATC/WG for the coordinated development of training in the NAM/CAR Regions, thanking the support received from the Civil Aviation Authority of El Salvador. Cnel. René Roberto López Morales, President Director of the Civil Aviation Steering Council (CDAC) of El Salvador, welcomed the participants to El Salvador, stressing that the training is fundamental for aviation safety and efficiency and officially opened the meeting.

ii.3 Officers of the Meeting

The NAM/CAR/CATC/WG/5 Meeting was held with the participation of the Rapporteur and Vice-Rapporteur, Mr. Mario Martinez, Director of the ICCAE and Mrs. Coral McLaren, Principal of the Jamaica Civil Aviation Authority Training School, respectively. Mr. Martínez chaired the meeting plenary. Mr. Fernando Camargo, Regional Officer, Technical Assistance of the ICAO NACC Regional Office served as Secretary of the Meeting.

ii.4 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and 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 15:30 hours daily with adequate breaks. Ad hoc Groups were created during the Meeting to do further work on specific items of the Agenda.

ii.6 Agenda

Agenda Item 1: Approval of the Provisional Agenda and Schedule

Agenda Item 2: Review of Valid Conclusions of Previous Meetings

- 2.1 Compliance verification on conclusions/agreements from the NAM/CAR/CATC/WG/4
- 2.2 Review of conclusions/agreements from the last Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA) related to training issues

Agenda Item 3: Updates on the Training Field

- 3.1 Trends of aeronautical training in the short, medium and long terms and updated information of the TRAINAIR Plus Programme
- 3.2 Presentation of CATCs participating in the NAM/CAR/CATC/WG; summary of 2018 activities and 2019 projections.

Agenda Item 4: Subscription and Implementation Status of the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the NAM/CAR Regions

Agenda Item 5: Identification and Analysis of Training Needs in the NAM/CAR Regions for 2019-2021

- 5.1 Analysis of the optimum mechanism for the identification of training offer in CATCs who are part of the NAM/CAR/CATC/WG
- 5.2 Study for the establishment of the ideal method to determine training demand in the NAM/CAR Regions

Agenda Item 6: NAM/CAT/CATC/WG Terms of Reference and Work Programme

Agenda Item 7: Other Business

ii.7 Attendance

The Meeting was attended by 11 States/Territories from the NAM/CAR Regions, and one International Organization, totalling 18 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) 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).

Decisions: Internal activities of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

List of Draft Conclusions

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List of Decisions

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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-2019-catcw5.aspx>

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule	20/05/19	Secretariat
WP/02	2 2.1 2.2	Status of Outstanding Conclusions and Decisions	21/05/19	Secretariat

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/03	5	Identification and Analysis of Training Needs	21/05/19	Secretariat
WP/04	6	Review of the NAM/CAR/CATC/WG Work Programme, Terms of Reference (ToRs) and Points of Contact (PoC)	21/05/19	Secretariat
WP/05	4	Implementation of the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres in the NAM/CAR Regions	22/05/19	Dominican Republic
WP/06	5.2	Study for the establishment of the ideal method to determine training demand in the NAM/CAR Regions	23/05/19	COCESNA / ICCAE
WP/07	5.1	Analysis of the optimum mechanism for the identification of training offer in CATCs who are part of the NAM/CAR/CATC/WG	23/05/19	COCESNA / ICCAE
WP/08	3.1	Report on the Implementation of the ICAO Civil Aviation Training Policy and Global Aviation Training Activities during 2017 and 2018	24/05/19	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01 REV.	--	List of Working Papers, Information Papers and Presentations	29/05/19	Secretariat
IP/02	4	Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the NAM/CAR Regions	22/05/19	Secretariat
NI/03	3.2	Desarrollo del Conjunto de material didáctico de la OACI (CMDO) "Gestión de la seguridad operacional en pistas de aeródromos (Safety Management in Aerodrome Runway Operations)" <i>Available only in Spanish</i>	29/05/19	México / CIIASA

PRESENTATIONS

Number	Agenda Item	Title	Date	Prepared and Presented by
P/01	3.1	TRAINAIR PLUS Programme update and Status (May 2019)	27/05/19	Secretariat
P/02	3.2	Guidelines for the Development of Online Courses Instituto Centroamericano de Capacitación Aeronáutica <i>Available only in Spanish</i>	28/05/19	COCESNA / ICCAE

LIST OF PARTICIPANTS

BARBADOS

1. Angela Gaskin Haynes

COSTA RICA

2. Ronald León Camacho

CUBA

3. Inés Bárbara Álvarez Izaguirre
4. Pedro Ortega Amador
5. Vivian Travieso Sautié

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6. Benoit Bardouille

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NAM/CAR/CATC/WG/5
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iv – 2

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Agenda Item 1: Approval of the Provisional Agenda and Schedule

1.1 The Secretariat presented WP/01 inviting the Meeting to approve the provisional agenda and schedule and referred to IP/01 with the list of associated documentation and presentations.

1.2 The Meeting approved the agenda as presented in the historical section of this report as well as the schedule (Appendix B to WP/01).

Agenda Item 2: Review of Valid Conclusions of Previous Meetings

Review of conclusions/agreements from the last Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA) related to training issues

2.1 The Secretariat presented WP/02, guiding the NAM/CAR/CATC/WG to discuss the open items from previous Meetings.

2.2 The Rapporteur commented that ICCAE already plans and conducts courses based on manuals and requirements of States made through COCESNA. However, he emphasized that the objectives must be concentrated in the NAM/CAR Regions instead of single States. Regarding the valid conclusions of the NACC/DCA/6 Meeting, it was recommended to retake *Conclusion NACC/DCA/6/2 – Sharing of Training Programmes for Safety Oversight* and link it to Agenda Item 5.

2.3 Regarding *Conclusion NACC/DCA/6/10 – Organization Feasibility for the Establishment of an Association of Training Organizations in the NAM/CAR Regions (ATO-NACC)* the Rapporteur commented that the Training Centres should form a net in some way, to foster the objectives of the NAM/CAR/CATC/WG. Trinidad and Tobago agreed and mentioned that this should be a priority. The Secretariat observed that there is a difference between the need to coordinate and the need to form an Association.

2.4 United States mentioned that there is a risk of losing all the analysis already done by the NAM/CAR/CATC/WG if no further actions are taken and, with that in mind, it would be good to have some form of organization.

2.5 Jamaica commented that the participants of the NAM/CAR/CATC/WG would not have time to perform all the tasks that would raise from the discussions, and that there is belief that along the Meeting the representatives would probably have a clearer picture. Therefore, an association funded by the States would be beneficial, since it could develop tasks for which the representatives would not have time to.

2.6 Dominican Republic explained that this idea of an association came from the example of Africa, where they have formed a sort of a company, to which each State pays for membership, and that achieved good results. However, there is no certainty that this form of association would fit into the NAM/CAR Regions and, in fact, there would be no need for an association if the NAM/CAR/CATC/WG acts effectively and efficiently.

2.7 Dominican Republic added that the document signed by State Directors was meant to substitute the association. Dominican Republic also claimed that the Secretariat should have been more active in the past, for example, by handling sensitive information that the training centres would not feel comfortable to share directly with other centres, or by advising the group on the changes in the Standards and Recommended Practices (SARPs). Furthermore, Dominican Republic expressed frustration with the fact that a representative from the ICAO Global Aviation Training (GAT) Office did not attend the Meeting, since GAT participation in meetings of the NAM/CAR/CATC/WG is essential to the group's work.

2.8 The Secretariat acknowledged that the position of Regional Officer Technical Assistance having been vacant for a long period in the Regional Office may have been somehow reflected in the pace of progress of the NAM/CAR/CATC/WG, noting that he had recently joined ICAO. However, he noted that the NAM/CAR/CATC/WG belongs to the States and the Secretariat's role is to support the group and their decisions and conclusions.

2.9 Dominican Republic reminded that for the NAM/CAR/CATC/WG to succeed it is necessary that every member makes an effort, since it would not be reasonable to increase the costs of States with the creation of an association, especially taking into account that training is becoming more and more expensive.

2.10 The Rapporteur said that the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the NAM/CAR Regions was a good starting point. However, the NAM/CAR/CATC/WG needs to take concrete actions now.

2.11 The Meeting decided to form an Ad hoc group with the participation of Costa Rica, Cuba, El Salvador, Mexico, Nicaragua and COCESNA/ICCAE to conduct an in-depth assessment on previous conclusions and decisions.

2.12 Considering the results of the Task Force discussions, the Meeting agreed that the two NACC/DCA/6 conclusions related to training matters remain valid, and decided to provide follow up to the Directors of Civil Aviation as follows:

Conclusion/Decision	Follow-up to inform DCAs
Conclusion C/2 SHARING OF TRAINING PROGRAMMES FOR SAFETY OVERSIGHT That, in order to improve training programmes for safety inspectors b) the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) analyse the training needs regarding safety oversight in the NAM/CAR Regions;	Under their work programme NAM/CAR/CATC/WG will analyse all training needs in the NAM/CAR Regions and inform the DCAs on 2020.

Conclusion/Decision	Follow-up to inform DCAs
<p>C/10 ORGANIZATION FEASIBILITY FOR THE ESTABLISHMENT OF AN ASSOCIATION OF TRAINING ORGANIZATIONS IN THE NAM/CAR REGIONS (ATO-NACC)</p> <p>That, in order to evaluate the risks while still ensuring the availability and even profitability of providing and meeting the regional training capacity needs versus the demand needs, together with the ICAO GAT Office, the ICAO NACC Regional Office, and the Member States, the NAM/CAR/CATC/WG:</p> <p>a) evaluate the viability of a regional association of training centres considering the following Initial items:</p> <ul style="list-style-type: none">i. evaluate the need and benefit of such an associationii. review possible structure of the associationiii. possible management structure (i.e. managed through the Regional Office or managed by the Member States in a rotational basis);	<p>In the next two years, the NAM/CAR/CATC/WG will prioritize the strengthening of the group through the application of Dol and its annexes, resuming the validation of establishing an association of training centres in 2021, through a feasibility study.</p>

2.13 Similarly, the Meeting considered valid conclusions NACC/DCA/C/6/2, C/3/1, C/3/2 and C/4/2 from previous meetings as described in **Appendix B**.

Agenda Item 3: Updates on the Training Field

3.1 Trends of aeronautical training in the short, medium and long terms and updated information of the TRAINAIR Plus Programme

3.1.1 The ICAO Global Aviation Training (GAT) Office made a remote presentation of WP/08 and P/01, which provided a summary of achievements of the GAT, as well as reports on the implementation of the ICAO Civil Aviation Training Policy, GAT and TRAINAIR Plus activities during 2018.

3.1.2 In particular, the presentation highlighted the importance of:

- noting the various training programmes, activities, methods and tools made available by the ICAO GAT Office;
- encouraging additional training organizations in the NAM/CAR Regions to join the TRAINAIR PLUS Programme (TPP) to benefit from the Programme's numerous training solutions and competency development activities;
- encouraging States in the NAM/CAR Regions to deliver courses listed in the ICAO Global Aviation Course Catalogue; and
- evaluating and advising GAT which ICAO courses existing in other languages would be important to translate into Spanish, to increase the offer of ICAO Training Packages (ITPs) in Spanish corresponding with NACC States training needs.

3.1.3 Trinidad and Tobago questioned about the access to the fellowship programme mentioned in WP/08, and GAT informed that this programme is mostly directed to the States with lower levels of effective implementation in of the Universal Safety Oversight Audit Programme (USOAP), as well as for those that benefit from the No Country Left Behind Campaign. The Meeting was informed that the points of contact for this issue are Mrs. Elena Olalquiaga (GAT), and Mr. Fernando Camargo, Regional Officer, Technical Assistance.

3.2 Presentation of CATCs participating in the NAM/CAR/CATC/WG; summary of 2018 activities and 2019 projections.

3.2.1 During the Meeting, the unveiling ceremony of the plaque and delivery of certificate which credits the *Instituto Centroamericano de Capacitación Aeronáutica* (ICCAE) as an ICAO Regional Training Centre of Excellence (RTCE) took place on Wednesday 29 May 2019. The ceremony was attended by Mr. Juan Carlos Trabanino, Executive President of COCESNA; Cnel. René Roberto López Morales, President Director of the Civil Aviation Steering Council (CDAC) of El Salvador; and Mr. Mario Martínez, Director of the ICCAE and his personnel. The RTCE recognition plaque was delivered by Mr. Fernando Camargo, Regional Officer, Technical Assistance, in representation of Mr. Melvin Cintron, Regional Director of the ICAO NACC Regional Office. The photos of the event are published on the ICAO NACC Regional Office Facebook page.

3.2.2 COCESNA/ICCAE presented P/02 which provided an overview of the ICCAE, detailing aspects related to the current offer of courses of the Institute, its infrastructure, instructors, projects in progress, and future trends and perspectives.

3.2.3 COCESNA/ICCAE also emphasized on the importance of:

- Strengthening the articulation of ICAO and CIAC'S in specific initiatives regarding industry trends, audit results and others that impact in the field of aeronautical instruction;
- Improving planning mechanisms and coordination of activities in the working group under a realistic approach and focusing on the priorities identified in the area of regional instruction;
- Establishing an effective organization for the implementation and monitoring of the agreed activities within the annual work plans; and
- Jointly managing projects / funds to formulate training components that come to meet unmet needs or for new training on a regional basis.

3.2.4 Dominican Republic congratulated the presentation of ICCAE, commenting that it serves as a model for other centres regarding the use of data for planning. Still, the Dominican Republic understands that this kind of planning could be done jointly by the centres.

Agenda Item 4: Subscription and Implementation Status of the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the NAM/CAR Regions

4.1 Dominican Republic presented WP/05, stressing the importance of the points contained in the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the NAM/CAR Regions, and how necessary it would be for all the States in the NAM/CAR Regions to commit to the DoI.

4.2 The Secretariat presented IP/02, detailing that so far Barbados, Cuba, Dominican Republic, Jamaica, Mexico, Trinidad and Tobago, United States and COCESNA had signed the DoI.

4.3 After the presentation of WP/05 and IP/02, the Meeting agreed on the following conclusion:

DRAFT CONCLUSION	
NAM/CAR/CATC/WG/5/1	SIGNATURE OF THE DECLARATION OF INTENT (DoI) FOR REGIONAL COLLABORATION ON TRAINING AMONG THE CIVIL AVIATION TRAINING CENTRES OF THE NAM/CAR REGIONS BY REMAINING TRAINING CENTRES
<p>What:</p> <p>That, in order for the different Training Centres in the NAM/CAR Regions to take advantage of the benefits of cooperation amongst the Training Centres in the NAM/CAR Regions and to face rising needs, those States who have not yet signed the DoI, consider signing it as soon as practicable and no later than the NACC/DCA/9 Meeting and notify the Secretariat of their intention to do so no later than 15 June 2019.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>All the points described in the DoI are essential for the coordinated development of training and serves as a support to the activities of the Training Centres of the NAM/CAR Regions.</p>	
<p>When: 15 June 2019</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>States aviation Training Centres in the NAM/CAR Regions that are interested in becoming a part of this agreement.</p>

Agenda Item 5: Identification and Analysis of Training Needs in the NAM/CAR Regions for 2019-2021

Analysis of the optimum mechanism for the identification of training offer in CATCs who are part of the NAM/CAR/CATC/WG

Study for the establishment of the ideal method to determine training demand in the NAM/CAR Regions

5.1 The Secretariat presented WP/03, being followed by the presentation of WP/06 and WP/07 by COCESNA/ICCAE. With the material contained in these papers, the Meeting decided to form an Ad hoc Group with the participation of Barbados, Dominica, Dominican Republic, Jamaica, Trinidad and Tobago and United States to discuss all the subjects related to the offer and demand of training in the NAM/CAR Regions, especially the need to establish a mechanism to consistently identify the demands for training within the NAM/CAR Regions, as well as to determine the actual and potential capacity of the Training Centres.

5.2 The Ad hoc Group proposed a set of activities with timelines so that the training offers and demands could be established.

5.3 After the discussions, the Meeting agreed on the following Conclusions:

DRAFT CONCLUSION	
NAM/CAR/CATC/WG/5/2	AVAILABLE TRAINING COURSES
<p>What:</p> <p>That, to allow an appropriate planning of the training centres, as well as to ensure the fulfilment of the training needs of the States in the NAM/CAR Regions, the points of contact of all the States' training centres of the NAM/CAR Regions send a list of all available training courses, as well as their descriptions, language, durations and target audiences to the Secretariat (nacc-tc@icao.int) and the Vice-Rapporteur (coral.mclaren@jcaa.gov.jm) by 30 June 2019.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>Appropriate planning requires coordination and awareness of the existing offer of training in the NAM/CAR Regions, thus avoiding the redundancy of efforts.</p>	
<p>When: 30 June 2019</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>Training Centres</p>

DRAFT CONCLUSION NAM/CAR/CATC/WG/5/3		LIST OF AVAILABLE TRAINING COURSES FOR THE NAM/CAR REGIONS
What: That, to allow an appropriate planning of the training centres, as well as to ensure the fulfilment of the training needs of the States in the NAM/CAR Regions: a) Barbados develop a “Training Needs” survey process for approval by the NAM/CAR/CATC/WG by 31 July 2019 ; and b) Jamaica combine all the courses available into a comprehensive list of available training courses for the NAM/CAR Regions by 9 August 2019 .	Expected impact: <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical	
Why: Appropriate planning requires coordination and awareness of the existing training offer and needs in the NAM/CAR regions, thus avoiding the redundancy of efforts. An appropriate tool is essential to gather good and valid information to support planning.		
When: 31 July 2019 and 9 August 2019	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed	
Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:		

Agenda Item 6: NAM/CAT/CATC/WG Terms of Reference and Work Programme

6.1 The Secretariat presented WP/04 and proposed the Meeting to evaluate the need to update the Terms of Reference and the Work Programme.

6.2 The Meeting conducted a thorough revision of those documents and, considering the last changes in air navigation and safety, the Meeting agreed to update the Work Programme only.

6.3 As a result of the discussions, the Meeting agreed on the following Conclusion:

DRAFT CONCLUSION		APPROVAL OF THE UPDATED WORK PROGRAMME	
NAM/CAR/CATC/WG/5/4			
What: That, in order to update the Work Programme, a) ICCAE consolidate the input provided by the Ad hoc Group to be circulated by the Secretariat to participants of the NAM/CAR/CATC/WG/5, for their comments by 14 June 2019 ; and b) the NAM/CAR/CATC/WG submit the revised Work Programme for approval of the NACC/DCA/9 meeting.		Expected impact: <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical	
Why: To allow the appropriate development and provision of training for the NAM/CAR Regions.			
When: On the NACC/DCA/9 meeting		Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed	
Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:		Training Centres and COCESNA	

6.4 Along the discussions, it became clear that the list of points of contact contained in WP/04 needed to be updated and the Meeting observed that it should be extended to other States that do not have Training Centres, as it is important to establish lines of communication to those States to deal with training issues since they are potential clients. This considered, the Meeting agreed on the following Conclusion:

CONCLUSION	
NAM/CAR/CATC/WG/5/5	PERMANENT FOCAL POINTS FOR TRAINING-RELATED MATTERS
<p>What:</p> <p>That, to facilitate the establishment of lines of communication for the treatment of training-related matters, each State:</p> <p>a) designate/maintain a focal point to ensure the continuous interaction with the NAM/CAR/CATC/WG for training-related matters; and</p> <p>b) inform the Secretariat, through the official channels of communication, the name and means of contact of the designated focal point to interact with the NAM/CAR/CATC/WG about training-related matters no later than 20 July 2019.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>NAM/CAR/CATC/WG identified that the participation of some States in the NAM/CAR/CATC/WG activities has been made under different representatives, and that this frequent changes in the representation does not allow for the continuity of the established initiatives, thus impacting the efficiency of the group. In addition, it has also been identified the need to have focal points in States that, although not having training centres, do have needs related to training and with which coordination and exchange of information is essential to allow the appropriate planning on the development and provision of training for the NAM/CAR Regions.</p>	
<p>When: No later than 20 July 2019</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>COCESNA and Training Centres</p>

Agenda Item 7: Other Business

Next Meeting Venue and Dates

7.1 The Meeting discussed the convenience of linking the date of future meetings to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA) and concluded that NAM/CAR/CATC/WG Meetings should be held from 30 to 40 days before NACC/DCA meetings.

7.2 Furthermore, the Meeting also agreed that if there is any interested State that would like to offer to be the host for the meeting of the NAM/CAR/CATC/WG, it should consider sending its hosting proposal to the Secretariat, by the end of September of the previous year. Potential host States should consider the requirements involved with hosting these meetings. In case there is no offer to host, the NAM/CAR/CATC/WG will be held at the premises of the ICAO NACC Regional Office.

7.3 As a consequence, the Meeting agreed on the following Decision:

DECISION	
NAM/CAR/CATC/WG/5/6	FUTURE MEETINGS OF THE NAM/CAR/CATC/WG
<p>What:</p> <p>That, regarding the convening of future meetings of the NAM/CAR/CATC/WG</p> <p>a) meetings shall occur between 30 to 40 days prior to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA) of the corresponding year; and</p> <p>b) the Secretariat will inform the members, through the official channels of communication, of the period assigned to the NAM/CAR/CATC/WG meeting as soon as the dates for the NACC/DCA are defined, and observing the antecedence of 30 to 40 days.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>To allow for the preparation of decisions and relevant conclusions to be appropriately presented in the NACC/DCA meetings</p>	
<p>When:</p> <p>Meetings will be held 30 to 40 days prior to the NACC/DCA Meeting. Dates will be sent as soon as NACC/DCA dates are defined</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	COCESNA and Training Centres

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

Number	Conclusion/Decision	Responsible for action	Deadline
C/5/1	SIGNATURE OF THE DECLARATION OF INTENT (DoI) FOR REGIONAL COLLABORATION ON TRAINING AMONG THE CIVIL AVIATION TRAINING CENTRES OF THE NAM/CAR REGIONS BY REMAINING TRAINING CENTRES		
	That, in order for the different Training Centres in the NAM/CAR Regions to take advantage of the benefits of cooperation amongst the Training Centres in the NAM/CAR Regions and to face rising needs, those States who have not yet signed the DoI, consider signing it as soon as practicable and no later than the NACC/DCA/9 Meeting and notify the Secretariat of their intention to do so no later than 15 June 2019 .	States aviation Training Centres in the NAM/CAR Regions that are interested in becoming a part of this agreement.	15 June 2019
C/5/2	AVAILABLE TRAINING COURSES		
	That, to allow an appropriate planning of the training centres, as well as to ensure the fulfilment of the training needs of the States in the NAM/CAR Regions, the points of contact of all the States' training centres of the NAM/CAR Regions send a list of all available training courses, as well as their descriptions, language, durations and target audiences to the Secretariat (nacc-tc@icao.int) and the Vice-Rapporteur (coral.mclaren@jcaa.gov.jm) by 30 June 2019 .	States Secretariat Training Centres	30 June 2019
C/5/3	LIST OF AVAILABLE TRAINING COURSES FOR THE NAM/CAR REGIONS		
	That, to allow an appropriate planning of the training centres, as well as to ensure the fulfilment of the training needs of the States in the NAM/CAR Regions:		
	a) Barbados develop a "Training Needs" survey process for the approval by the NAM/CAR/CATC/WG by 31 July 2019 ; and	Barbados	31 July 2019

Number	Conclusion/Decision	Responsible for action	Deadline
	b) Jamaica combine all the courses available into a comprehensive list of available training courses for the NAM/CAR Regions by 9 August 2019 .	Jamaica	9 August 2019
C/5/4	APPROVAL OF THE UPDATED WORK PROGRAMME		
	That, in order to update the Work Programme,		
	a) ICCAE consolidate the input provided by the Ad hoc Group to be circulated by the Secretariat to participants of the NAM/CAR/CATC/WG/5, for their comments by 14 June 2019 ; and	ICCAE	14 June 2019
	b) the NAM/CAR/CATC/WG submit the revised Work Programme for approval of the NACC/DCA/9 meeting.	NAM/CAR/CATC/WG	NACC/DCA/9
C/5/5	PERMANENT FOCAL POINTS FOR TRAINING-RELATED MATTERS		
	That, to facilitate the establishment of lines of communication for the treatment of training-related matters, each State:		
	a) designate/maintain a focal point to ensure the continuous interaction with the NAM/CAR/CATC/WG for training-related matters; and	States, COCESNA and Training Centres	
	b) inform the Secretariat, through the official channels of communication, the name and means of contact of the designated focal point to interact with the NAM/CAR/CATC/WG about training-related matters no later than 20 July 2019 .	States, COCESNA and Training Centres	20 July 2019
D/5/6	FUTURE MEETINGS OF THE NAM/CAR/CATC/WG		
	That, regarding the convening of future meetings of the NAM/CAR/CATC/WG		
	a) meetings shall occur between 30 to 40 days prior to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA) of the corresponding year; and	Secretariat	Permanent

Number	Conclusion/Decision	Responsible for action	Deadline
	b) the Secretariat will inform the members, through the official channels of communication, of the period assigned to the NAM/CAR/CATC/WG meeting as soon as the dates for the NACC/DCA are defined, and observing the antecedence of 30 to 40 days.	Secretariat	Permanent

**ESTADO Y SEGUIMIENTO DE LAS CONCLUSIONES (C) Y DECISIONES (D)
DEL GRUPO DE TRABAJO NAM/CAR DE LOS CENTROS DE INSTRUCCIÓN DE AVIACIÓN CIVIL (JUNIO 2019)**

C/D No.	Título de la Conclusión/Decisión	Texto de la Conclusión / Decisión	Seguimiento y Observaciones	Responsable	Resultado entregable	Fecha límite	Estado (Válida, Finalizada, Reemplazada)
NACC/DCA/C /6/2	COMPARTICION DE PROGRAMAS DE ENTRENAMIENTO PARA LA SUPERVISION DE LA SEGURIDAD OPERACIONAL	Que, con el fin de mejorar los programas de entrenamiento para los inspectores en seguridad operacional: a) los Estados de la Región CAR: i. determinen las necesidades de instrucción del personal involucrado en la supervisión de la seguridad operacional; ii. identifiquen los centros de instrucción con capacidad de impartir la capacitación adecuada sobre la supervisión de la seguridad operacional acorde a los requisitos del Anexo 19; iii. compartan los planes y programas de instrucción con otros Estados a fin de incrementar la capacidad regional de supervisión de la seguridad operacional; b) el Grupo de Trabajo NAM/CAR de los Centros de Instrucción de Aviación Civil (NAM/CAR/CATC/WG), analice las Necesidades de Instrucción sobre la supervisión de la seguridad operacional en la Regiones NAM/CAR; y c) se presenten los resultados de las acciones a) y b) a la reunión NACC/DCA/7.	Bajo su programa de trabajo, la NAM/CAR/CATC/WG analizará las necesidades de capacitación con respecto a la vigilancia de la seguridad operacional en las Regiones NAM/CAR e informará a los/las DCA de cualquier progreso para la próxima Reunión DCA.	Barbados	Informe de Análisis de Necesidades IGS	Octubre 2019	Válida
3/1	CREACIÓN DE UNA BASE DE DATOS REGIONAL DE INSTRUCTORES	Que el NAM/CAR/CATC/WG cree una base de datos regional de instructores de acuerdo con las calificaciones estandarizadas como se especifica en 4.2.2 a más tardar el primer trimestre de 2017.	Que el NAM/CAR/CATC/WG defina el mecanismo para hacer efectivo el intercambio de instructores, mediante la aplicación del anexo específico, creando un formato estándar de currículo y nombrando un representante para la administración de la correspondiente base de datos. El reporte de avances por el CIDC responsable e informado por el relator del NAM/CAR/CATC/WG	Jamaica	Mecanismo de intercambio de instructores. Formato estándar de currículo Base de datos regional de instructores. Informe de avance	Diciembre 2019 Enero 2020 Marzo 2020 Semestralmente	Valida
3/2	CREACIÓN DE UNA COMISIÓN PARA TRABAJAR EN EL DESARROLLO E IMPLEMENTACIÓN DE LA ASOCIACIÓN DE CENTROS DE INSTRUCCIÓN NAM/CAR	Que el NAM/CAR/CATC/WG cree y apoye una comisión para trabajar en el desarrollo e implementación de la Asociación de Centros de Instrucción NAM/CAR a más tardar en el primer trimestre de 2017.	Priorizar el fortalecimiento del grupo a través de la aplicación del Dol y sus anexos, en función de la experiencia del trabajo del Grupo, retomar en el mediano plazo el validar la factibilidad de crear una asociación de CIAC's. Avances y estatus del fortalecimiento del Dol y sus anexos Estudio de viabilidad para la asociación de CIAC's	Relator del NAM/CAR/CATC/WG	Informes de avances Estudio de viabilidad	Al final de cada año hasta 2021	Valida

C/D No.	Título de la Conclusión/Decisión	Texto de la Conclusión / Decisión	Seguimiento y Observaciones	Responsable	Resultado entregable	Fecha límite	Estado (Válida, Finalizada, Reemplazada)
4/1	FIRMA DE LA DoI PARA COLABORACIÓN REGIONAL EN CAPACITACIÓN	Que, con el fin de que los diferentes centros de instrucción en las Regiones NAM/CAR para aprovechar los beneficios de cooperación entre los centros de instrucción en las Regiones NAM/CAR y enfrentar las crecientes necesidades, aquellos Centros de Instrucción que no hayan firmado aun la DoI, consideren firmarla tan pronto como sea posible y antes de la Reunión NACC/DCA/8.	Que aquellos CIACs que no hayan firmado aun la DoI, consideren firmarla tan pronto como sea posible y antes de la Reunión NACC/DCA/9. Al día de hoy la DoI ha sido firmada por 8 Estados y organizaciones internacionales.	CIACs pendientes de firma	Control de firmas actualizada de la DoI	Tercer trimestre de 2019	Reemplazada por Conclusión 5/1
4/2	SEGUIMIENTO DE LA DoI	Que, para asegurar los resultados apropiados y la implementación eficiente de la DoI, el NAM/CAR/CATC/WG: a) implemente las diferentes tareas para seguimiento y apoyo como se detalla en la parte 5 de la DoI; b) implemente la tarea necesaria en su programa de trabajo; e c) informe a los Directores de Aviación Civil del avance de estas tareas a más tardar en la Reunión NACC/DCA/8.	a) crear el modelo de anexo para la implementación de iniciativas específicas. b) Dar seguimiento a la aplicación de los respectivos anexos c) informe a los Directores de Aviación Civil del avance de estas tareas a más tardar en la Reunión NACC/DCA/9. A la fecha no existen iniciativas concretas enmarcadas en la DoI firmada por los CIACs	CIACs signatarios de el NAM/CAR/CATC/WG	Creación del Modelo Aplicación del modelo Informe de seguimiento	Julio 2019 De conformidad con el programa de trabajo aprobado	Valida
4/3	TÉRMINOS DE REFERENCIA Y PROGRAMA DE TRABAJO PARA 2019-2021 REVISADOS	Que, los Centros de Instrucción aprueben los ToR y el Programa de trabajo provisional a más tardar el 20 de julio de 2018 con el fin de presentarlos a la Reunión NACC/DCA/8 para aprobación.	Que, los CIACs actualicen el Programa de trabajo provisional a más tardar el 18 de junio de 2019 con el fin de presentarlos a la Reunión NACC/DCA/9 para aprobación. Se considera que en la actividad no se requiere cambiar a nivel de los ToR.	Relator NAM/CAR/CATC/WG	Programa de Trabajo actualizados	Junio 2019	Reemplazada por Conclusión 5/4