



ICAO

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

WORKING PAPER

NCMC/5 — WP/06
15/11/22

**Fifth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators
(NCMC/5)**

Mexico City, Mexico, 15 – 16 November 2022

Agenda Item 6: NCMC Work Programme

NCMC WORKING GROUP PROPOSED WORK PROGRAMME

(Presented by Secretariat)

EXECUTIVE SUMMARY

This Working Paper presents and describes the primary tasks of the NCMC in the States in a sequential manner and the tasks and tentative work plan of the NCMC working groups that will support the States, escalating common safety issues in the region, coordinating and providing systematic solutions with the support of the ICAO NACC Regional Office.

Action:	Participants in this session are asked to see section 6 of this working paper.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety
<i>References:</i>	<ul style="list-style-type: none">• ICAO Doc 9735

1. Introduction

1.1 The Second NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCMC/2), held in Mexico City, Mexico, from 14 to 16 November 2017, agreed to propose the establishment of the National Coordinators Working Group of NAM/CAR Continuous Monitoring (NAM/CAR/NCMC/WG) to support and improve the effective implementation of the Safety Oversight Systems of the NAM/CAR States, improving the preparation for the activities of the USOAP-CMA in accordance with ICAO requirements.

1.2 During the teleconferences held during the pandemic, a review of the progress of the work programme was carried out, which led to the adjustment of the existing work methodology of the WG, and the formation of 2 groups (the English and Spanish speaking countries) was agreed. , coordinated and monitored by the ICAO NACC Regional Office.

1.3 The establishment of the NAM/CAR/NCMC/WG and its Terms of Reference (ToRs) are based on the Declaration of Intent (DoI) for the No Country Left Behind Strategy (NCLB) of the ICAO NACC Regional Office, agreed during the Sixth Meeting of Directors of Civil Aviation of North America, Central America and the Caribbean (NACC/DCA/6), held in Nassau, Bahamas from 10 to 12 May 2016.

2. Responsibilities of NCMCs Working Groups

- a) Establishment and management of its work programme.
- b) Establish a mechanism to identify common challenges and propose appropriate solutions according to regional and/or individual needs and resources.
- c) Promote collaboration between NCMCs in the NAM/CAR Regions.
- d) Emphasize the empowerment of the role of the NCMC, and highlight its importance for the Effective Implementation of the actions included in the CAPs, ensuring their quality, value and suitability.
- e) Identify opportunities for improvement of the ICAO USOAP and ensure their notification through the ICAO NACC Regional Office.
- f) Identify the training needs of the NCMC to coordinate with the NACC office and/or the respective authorities the delivery of said training.
- g) Meet with the members of the WG periodically as stipulated in the work program and maintain constant communication between the States and the NACC Regional Office.
- h) Maintain awareness among States of the need to comply with the self-assessment provided for in the work program.
- i) Oversee and monitor revisions of annexes and guidance material to discuss trends and necessary actions to be taken by NCMCs and/or States.

3. Objectives of the working group

3.1 The main objective of the NAM/CAR/NCMC/WG is to support States under the Systemic Assistance Programme (SAP) for North America, Central America and the Caribbean (NACC) to improve the effective implementation of Surveillance Systems of the Safety of NAM/CAR States, improving preparation for USOAP CMA activities in accordance with ICAO requirements, through:

- work collaboratively, share best practices, promote efficient and effective collaboration among States;
- promote the empowerment of NCMC activities and functions towards the quality of the information uploaded to the OLF;
- The verification and supervision of the actions and work programs resulting from the CAPS and their follow-up; and
- escalation in the WG and Secretariat, situations that jeopardize the continuous improvement of States' safety oversight capabilities (as required), eg lack of training at the regional or individual level.

4. **NCMC Generic Duty Cycle in your States**

SAAQ update

4.1 Collection of State Safety Information

Self assessment

4.2 Protocol questions 2020 and paying special attention to priority protocols.

CC and EFOD Review

4.3 Compliance Checklists (CC) in the Electronic Filing of Differences System (EFOD)

Corrective Action Plan

- Identify the technical area(s) responsible for taking the proposed measures.
- The responsible areas must carry out a risk analysis on the non-conformity
- The necessary coordination will be carried out, as applicable, with other affected areas and/or the NCMCs working group or the NACC Office.
- Realistic implementation dates should be established and implementation dates monitored, where appropriate.
- The management of the authority must be kept informed at all times to take action if necessary.

5. **NCMC WG 2023 Tentative Work Program**

5.1 The rapporteurs will coordinate 4 meetings during the year which will be held quarterly (may be modified as needed). Meetings will be virtual and coordinated with the Secretariat.

5.2 First meeting (March 2023)

- Establish methodology for collecting information on common problems
- Identification of technical areas that require support
- Identification of training needs
- Identification of internal problems for carrying out the self-assessment or any phase of the activity cycle of the NCMCs in their states.
- Establishment of lines of action on the issues found
- Preparation of the meeting report and coordination with the Secretariat

5.3 Second meeting (June 2023)

- Classification of issues by critical element
- Creation of a task subgroup by technical area
- Coordinate with the secretary and raise training needs to the directors.
- Establish, together with the NACC Regional Office and RSOOs, technical support lines to solve difficulties in fulfilling the functions of the NCMCs.
- Preparation of the meeting report and coordination with the Secretariat

- 5.3 Third meeting (September)
- Follow-up of actions taken in previous meetings
 - Evaluations of the progress achieved by the states regarding the functions of the national coordinators, in the tasks designated in the working group and goals achieved.
 - Preparation of the meeting report and coordination with the Secretariat
 - Exhibition of work done and in progress during the annual meeting of NCMCs
 - Rendering of accounts to the directors through a formal report.
- 5.4 Fourth meeting. (December)
- Review of processes and identification of possible opportunities for improvement
 - Count of achieved goals
 - Recount of lessons learned
 - Preparation of the meeting report and coordination with the Secretariat
 - Rendering of accounts to the directors through a formal report.
 - Preparation of plan for 2024

6. Suggested Actions

- 6.1 The Meeting is invited to:
- a) take note of the proposed work program; and
 - b) Evaluate and provide comments on the work programme as applicable for its improvement and approval by those attending the meeting.