Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting

NAM/CAR/CATC/WG/7

Final Report

ICAO NACC Regional Office, Mexico City, Mexico, 19 to 21 June 2023 The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

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HISTORICAL

ii.1 Place and Date of the Meeting

The Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/7) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 19 to 21 June 2023.

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, welcomed the participants to the premises of the NACC Regional Office, and officially opened the meeting.

ii.3 Officers of the Meeting

The NAM/CAR/CATC/WG/7 Meeting was held with the participation of the Chairperson, Mr. Raúl Melchor, COCESNA/ICCAE. Mr. Melchor 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, presentations 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 08:00 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: Adoption of the Provisional Agenda and Schedule

Agenda Item 2: Follow-up on Valid Conclusions and Decisions from previous Meetings

Agenda Item 3: Exchange of Training Information among Training Centres Task Force Work Plan

Agenda Item 4: Design of Contingency Measures Task Force Work Plan

Agenda Item 5: Other Business

ii.7 Attendance

The Meeting was attended by 8 States from the North American and Caribbean Regions (NAM/CAR), 1 State from the Asia Pacific (APAC) Region, and 1 International Organization, totalling 19 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).

ii.8.1 List of Draft Conclusions

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7/1	Exchange of Training Information Among Training Centres Task Force Work	3-2
	Plan Proposal	
7/2	Design of Contingency Measures Task Force Work Plan Proposal	4-2
7/3	Confirmation of Membership and Commitment in Participating in the Group's	5-1
	Activities	
7/4	Invitation to the States for the Admission of New Members to the Group	5-2
7/5	Extraordinary Meeting of the NAM/CAR/CATC/WG	5-2

ii.9 List of Working Papers

WORKING PAPERS					
Number	Agenda Item	Title	Date	Prepared and Presented by	
WP/01	1	Provisional Agenda and Schedule	26/05/23	Secretariat	
WP/02	2	Status of Outstanding Conclusions and Decisions	05/06/23	Secretariat	
WP/03	3	Exchange of Training Information among Training Centres Task Force	05/06/23	Rapporteur	
WP/04	4	Design of Contingency Measures Task Force Work Plan	05/06/23	Rapporteur	

Refer to the Meeting web page:

https://www.icao.int/NACC/Pages/meetings-2023-catcwg7.aspx

LIST OF PARTICIPANTS

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- 2. Tamara Nigzan Gómez
- 3. Juan Francisco Alfonso Doval
- 4. Ima Gisela Alba Figuerola

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- 5. Clara Fernández
- 6. Juan Perez-Richiez
- 7. Vanessa Byas Lizardo

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8. Omri Alberto Amaya Carias

JAMAICA

9. Marlon Gooden

MEXICO

- 10. Víctor Manuel Sánchez Domínguez
- 11. Jessica Berenice Castañeda Gutiérrez

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- 12. Wendy Fabiola Roman Mayorga
- 13. Ana Isabel Vidaurre Zuniga

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- 14. Sim Mong Kai
- 15. Deepak S Warrier

TRINIDAD AND TOBAGO

16. Cary Price

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- 17. Deborah Stephenson
- 18. Adrian Hoefer

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19. Raúl Eduardo Melchor Aguiluz

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Agenda Item 1: Adoption of the Provisional Agenda and Schedule

1.1 The Secretariat presented WP/01 inviting the Meeting to approve the provisional agenda and schedule. The Meeting approved the agenda with minor changes as presented in the historical section of this report.

Agenda Item 2: Follow-up on Valid Conclusions and Decisions from previous Meetings

- 2.1 The Secretariat presented WP/02, guiding the Meeting to discuss the open items from the NAM/CAR/CATC/WG/6 Meeting.
- 2.2 The Secretariat commented that the Decisions related to the activities of the Task Forces (D6/1, D6/2 and D6/4) are still valid, while the Conclusion C/3 related to the amendment of the Terms of Reference (ToR) is completed.
- 2.3 As a result of the revision of previous conclusions and decisions made under this Agenda Item, the Meeting established their status as shown in the Appendix to WP/02.

Agenda Item 3: Exchange of Training Information among Training Centres Task Force Work Plan

- Training offer by the Civil Aviation Training Centres
- Identification of training needs of States and industry
- Update procedure of information posted on the NAM/CAR/CATC/WG website
- 3.1 Under this Agenda item, the Coordinator of the Exchange of Training Information among Training Centres Task Force (TF) Work Plan presented a draft proposal for the work plan of the TF (Appendix A).
- 3.2 The Work Plan proposal includes carrying out a gap analysis of the training needs of the States in relation to the existing training offer, in order to base the issuance of recommendations with a view to satisfying the training needs in the NAM/CAR Regions. To this end, the group proposes carrying out a survey with the States, in order to collect relevant information regarding their training needs.
- 3.3 The Group agreed on the need for each State to designate a focal point to respond to the survey, as several of the States have more than one authority acting in civil aviation, which will require internal coordination to collect information for the survey.
- 3.4 In addition, the Group developed a template to collect the existing training offer in the NAM/CAR Regions (**Appendix B**). This information, once collected, will be used for the aforementioned gap analysis and will be made available through the ICAO NACC Regional Office website.
- 3.5 As a result of the discussions, the NAM/CAR/CATC/WG agreed on the following Draft Conclusion:

DRAFT CONCLUSION	
NAM/CAR/CATC/WG/7/1 EXCHANGE	OF TRAINING INFORMATION AMONG TRAINING
CENTRES TA	ASK FORCE WORK PLAN PROPOSAL
What:	Expected impact:
That, in order to ensure the exchange of tra among the States and foster the appropriate training to support the needs in the NAM/ States: a) designate a focal point to inte NAM/CAR/CATC/WG regarding the provisi on training needs in all areas that make u aviation system (including those even- management of other authorities) by 28 J b) respond to the training needs survey w receiving it; and c) approve the Work Plan proposed by Training Information among Training Cent	Inter-regional Inter-regiona
Why:	
To guide the NAM/CAR/CATC/WG's activities	in search of a more synergistic and efficient action
When: By 28 July 2023, and NACC/DCA/11	Status: ⊠ Valid / □ Superseded / □ Completed
Who: ⊠ States □ ICAO ⊠ Other:	NAM/CAR Training Centres and NAM/CAR/CATC/WG

Agenda Item 4: Design of Contingency Measures Task Force Work Plan

- Collection format of lessons learned by the Civil Aviation Instruction Organisations (CAIOs) during the pandemic
- Essential resources for the CAIOs to implement a Contingency Plan
 - Recommended contingency measures
 - Collection format of available resources information by the CAIOs that could be shared during a crisis
- 4.1 Under this Agenda item, the Coordinator of the Design of Contingency Measures Task Force presented a draft proposal for the work plan of the Task Force (**Appendix C**).
- 4.2 The work plan encompasses the collection, analyses and sharing of information regarding the available resources (facilities, technological resources and human talent) within the existing training organizations in the NAM/CAR Regions, so that contingency measures can be designed to ensure the continuity of critical training services. The goal is that civil aviation training organizations have a reference framework for the design of contingency plans for their respective organizations.
- 4.3 In order to make the execution of the plan feasible, a contact list of training centres operating in the NAM/CAR Regions will be drawn up, from whom information regarding existing resources will be requested. In addition, the Group also developed a template to guide the collection of such information (Appendix D).
- 4.4 A comprehensive report will be submitted by the Task Force to the NAM/CAR/CATC/WG with detailed information on the contingency measures designed, available resources and other recommendations.
- 4.5 The Task Force will follow-up, through virtual meetings, on the implementation of the contingency plans in civil aviation training organizations, reporting the results to the NAM/CAR/CATC/WG.
- 4.6 As a result of the discussions, the NAM/CAR/CATC/WG agreed on the following Draft Conclusion:

DRAFT C	ONCLUSION					
NAM/CA	AR/CATC/WG/7/2	DESIGN OF	CONTINGENCY ME	ASURES TAS	K FORCE WORK	(PLAN
		PROPOSAL		•		
What:				Expected in	mpact:	
That, in order to ensure the continuity of critics in the NAM/CAR Regions in case of unforese situations, the States: a) provide the NAM/CAR/CATC/WG with in available resources (facilities, technologi human talent) in their training organizati 2023; and b) Approve the Work Plan proposed by Contingency Measures Task Force.		formation on the cal resources and ons by 18 August	☐ Political ☑ Inter-reg ☑ Econom ☐ Environr ☑ Operation	gional ic		
Why:	Why:					
	pport States in the NAI izations.	M/CAR Regions	in developing co	ntingency p	ans for their t	raining
When:	by 18 August NACC/DCA/11	2023 and	Status: ⊠ Valid	/ □ Superse	ded / 🗆 Comple	eted
Who:	⊠ States □ ICAO 図 O	ther:	NAM/CAR NAM/CAR/CATC/	Training WG	Centres	and

Agenda Item 5: Other Business

Confirmation of active members of the Working Group

- 5.1 The Secretariat commented that the strength of the NAM/CAR/CATC/WG lies in the exchange of knowledge and experiences and that, over the years, some of the training organizations listed as members have not participated in the Group's activities.
- Therefore, considering that interaction is fundamental in the search for synergy in favour of training activity, the Secretariat suggested that States that have institutions that appear as members of the NAM/CAR/CATC/WG be urged to reaffirm their interest in continuing as members and their commitment in supporting the effective participation in the Group's activities.
- 5.3 As a consequence, the Meeting agreed on the following Draft Conclusions:

DRAFT CONCLUSION				
	TION OF MEMBERSHIP AND COMMITMENT IN			
PARTICIPA	TING IN THE GROUP'S ACTIVITIES			
What:	Expected impact:			
That, to ensure effective participation in th NAM/CAR/CATC/WG, States that have train that appear as members of the Working G interest of such organizations in continuing as commitment in supporting their effective p Group's activities by 28 July 2023.	ning organizations roup reaffirm the members and the Inter-regional Economic Environmental			
Why:				
To foster the exchange of knowledge and experiences in benefit of training development in the NAM/CAR Regions.				
When: By 28 July 2023	Status: ⊠ Valid / □ Superseded / □ Completed			
Who: ⊠ States ⊠ ICAO ⊠ Other:	COCESNA			

DRAFT CONCLUSION										
NAM/CAR/CATC/WG/7/4 INVITATION TO THE STATES FOR THE ADMISSION OF NE MEMBERS TO THE GROUP										
What:	Expected impact:									
That, to ensure effective participation in the NAM/CAR/CATC/WG, States that do no organizations as members of the Working having their training organizations join the NAI by 28 July 2023.	t have training ⊠ Inter-regional Group consider □ Economic									
Why:										
To foster the exchange of knowledge and experiences in benefit of training development in the NAM/CAR Region										
When: By 28 July 2023 Status: ⊠ Valid / □ Superseded / □ Complete										
Who: ⊠ States ⊠ ICAO ⊠ Other:	COCESNA									

Additional NAM/CAR/CATC/WG Meeting in 2023

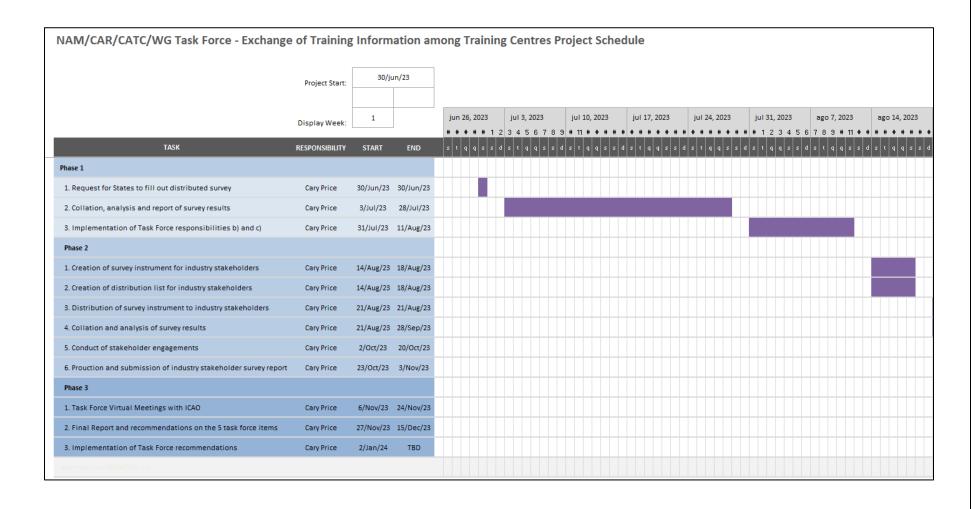
- 5.4 The Rapporteur presented a proposal for the NAM/CAR/CATC/WG to hold an extraordinary meeting in 2023, to consolidate all the inputs to be received as a result of the NAM/CAR/CATC/WG/7 Meeting.
- 5.5 As a consequence, the Meeting agreed on the following DRAFT CONCLUSION:

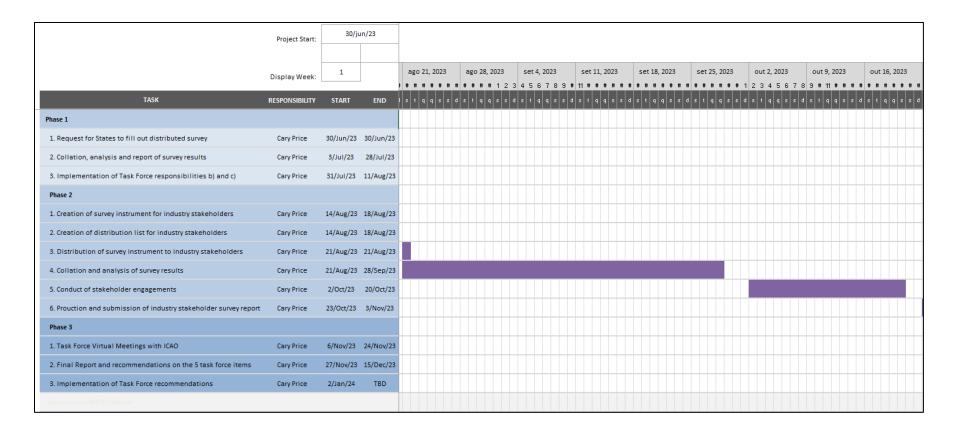
DRAFT CONCLUSION								
NAM/CAR/CATC/WG/7/5 EXTRAORDI	INARY MEETING OF THE NAM/CAR/CATC/WG							
What:	Expected impact:							
That, to allow the consolidation of all the inputas a result of the NAM/CAR/CATC/States/Organizations approve, by 28 July 2023 extraordinary meeting of the Group in the last	WG/7 Meeting, ⊠ Inter-regional □ Economic							
Why:								
To allow for the effective implementation of the activities established under the work plans of the Task Forces								
When: By 28 July 2023	Status: ⊠ Valid / □ Superseded / □ Completed							
Who: ⊠ States ⊠ ICAO ⊠ Other:	COCESNA and Universities							

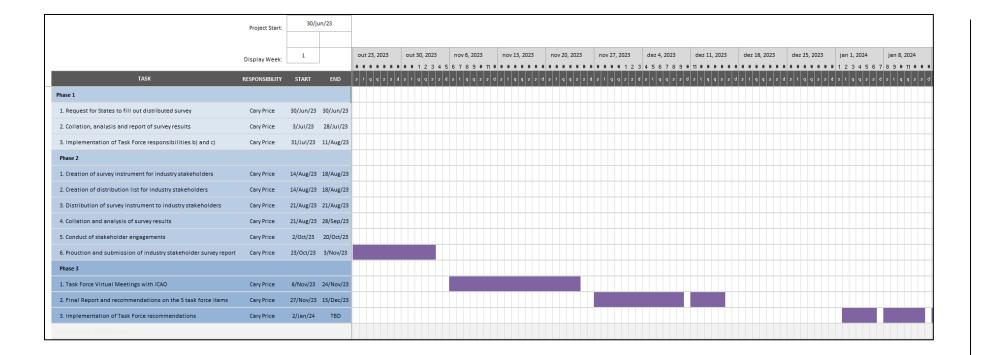
Next Meeting Venue and Dates

- The Meeting discussed the dates of the NAM/CAR/CATC/WG/8 Meeting, the Secretariat reminding everyone that it was agreed that NAM/CAR/CATC/WG meetings should, whenever possible, be scheduled for a period of 2 to 3 months prior to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA).
- 5.7 Therefore, assuming that the NACC/DCA/12 will be held in June 2024, it was agreed that the NAM/CAR/CATC/WG/8 Meeting should be tentatively scheduled for the period from 12 to 14 March 2024.

APPENDIX A EXCHANGE OF TRAINING INFORMATION AMONG TRAINING CENTRES TASK FORCE WORK PLAN PROPOSAL





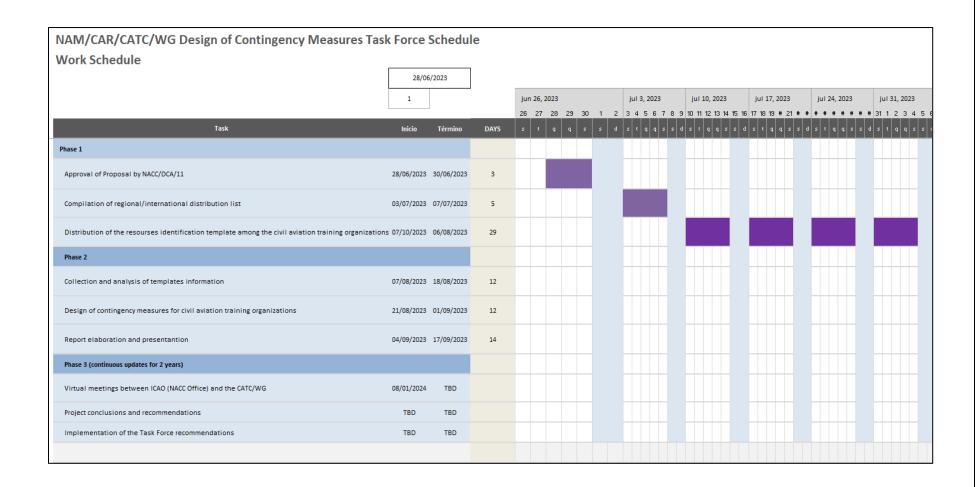


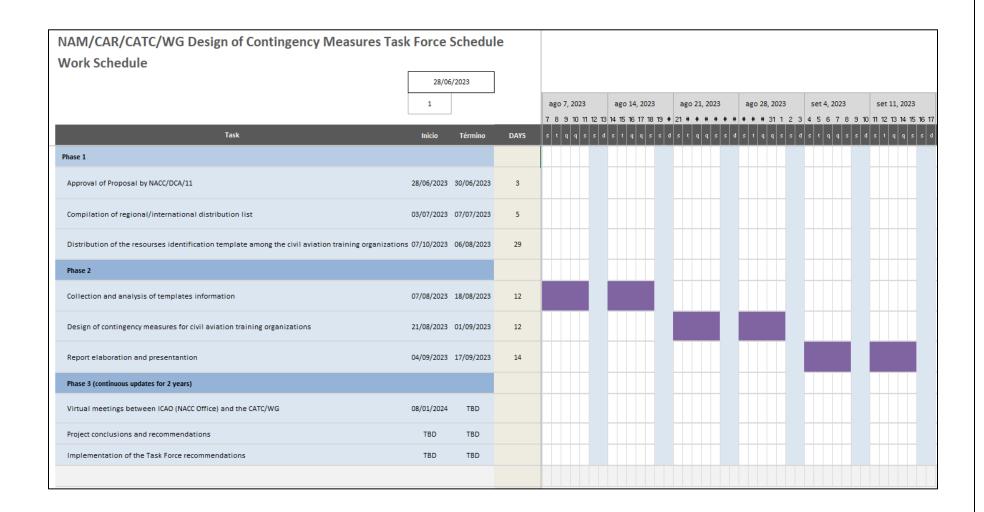
	Project Start:	30/ju	ın/23											
	Display Week:	1		jan 8, 2024	jan 15, 2024		jan 29, 2024	fev 5, 2024	fev 12, 2024	fev 19, 2024	fev 26, 2024	mar 4, 2024	mar 11, 2024	mar 18, 2024
TASK	RESPONSIBILITY	START	END) 7 8 9 # 11 # # : d s t q q s s	# # # # # # d s t q q s	* * * * * * * * * * * * * * * * * * *	# # # # 1 2 3 4 d s t q q s s d	1 5 6 7 8 9 # 1 s t q q s s	11 # # # # # # # d s t q q s s c	1	# # # # 1 2 : s t q q s s 6	8 4 5 6 7 8 9 1 s t q q s s	11 # # # # # # # # # # # # # # # # # #	# # # # # # # d s t q q s s
Phase 1														
Request for States to fill out distributed survey	Cary Price	30/Jun/23	30/Jun/23											
Collation, analysis and report of survey results	Cary Price	3/Jul/23	28/Jul/23											
Implementation of Task Force responsibilities b) and c)	Cary Price	31/Jul/23	11/Aug/23											
Phase 2														
Creation of survey instrument for industry stakeholders	Cary Price	14/Aug/23	18/Aug/23											
2. Creation of distribution list for industry stakeholders	Cary Price	14/Aug/23	18/Aug/23											
3. Distribution of survey instrument to industry stakeholders	Cary Price	21/Aug/23	21/Aug/23											
4. Collation and analysis of survey results	Cary Price	21/Aug/23	28/Sep/23											
5. Conduct of stakeholder engagements	Cary Price	2/Oct/23	20/Oct/23											
6. Prouction and submission of industry stakeholder survey report	Cary Price	23/Oct/23	3/Nov/23											
Phase 3														
1. Task Force Virtual Meetings with ICAO	Cary Price	6/Nov/23	24/Nov/23											
2. Final Report and recommendations on the 5 task force items	Cary Price	27/Nov/23	15/Dec/23											
3. Implementation of Task Force recommendations	Cary Price	2/Jan/24	TBD											

APPENDIX B TEMPLATE TO COLLECT THE EXISTING TRAINING OFFERS IN THE NAM/CAR REGIONS

CIVIL AVIATION TRAINING ORGANIZACION OFFER											
Training Centre	Course	Objetive	Target audience	Instruction Area	Modality	hours	CONTACT	WEBPAGE			

APPENDIX C DESIGN OF CONTINGENCY MEASURES TASK FORCE WORK PLAN PROPOSAL





NAM/CAR/CATC/WG/7 Appendix D to the Report

APPENDIX D TEMPLATE TO COLLECT INFORMATION ON EXISTING RESOURCES

Civil Aviation Training Organizations Resources Template Available resources Organization's name / State Point of contact (PoC) (name and e-mail): **Facilities** Quantity Capacity Description Classrooms Labs Simulators Workshops Auditoriums / meeting rooms Technological Virtual learning environment (Moodle) Online library Virtual communication channels (virtual meetings) Human talent Teachers / instructors Validators **Developers Experts and consultants**