



ICAO

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

## **Extraordinary Meeting of the NAM/CAR Civil Aviation Training Centres Working Group**

**NAM/CAR/CATC/WG/EXT**

### **Final Report**

Santo Domingo, Dominican Republic  
17 to 18 October 2023

**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.

1.2           The Meeting approved the agenda with no changes as presented in the historical section of this report.

**Agenda Item 2: Exchange of Training Information among Training Centres**

*Processing and presentation of information gathered regarding training offer, training needs and focal points.*

2.1 The Rapporteur presented the spreadsheet that each focal point should have completed and sent to the Secretariat as agreed at the previous meeting (**Appendix A**). Due to the lack of available information, the Meeting decided to allocate some time so that those present could fill out the spreadsheet to resolve any doubts.

2.2 The Meeting agreed that all focal points that still needed to do so must send the completed spreadsheet by 15 January 2024.

2.3 As a result of the discussions, the Meeting agreed on the following Decision:

<b>DECISION</b>	
<b>NAM/CAR/CATC/WG/EXT/1</b>	<b>PROVISION OF TRAINING OFFER INFORMATION</b>
<p><b>What:</b></p> <p>That, to ensure the exchange of training information among the States and foster the appropriate development of training to support the needs in the NAM/CAR Regions, all Members who have not yet done so fill out the training offer spreadsheet and send it to the Secretariat <b>by 15 January 2024</b>.</p>	<p><b>Expected impact:</b></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><b>Why:</b></p> <p>To guide the NAM/CAR/CATC/WG's activities in search of a more synergistic and efficient action</p>	
<p><b>When:</b> By 15 January 2024</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>NAM/CAR Training Centres and  NAM/CAR/CATC/WG</p>

2.4 The Secretariat communicated the Meeting that the information received would be published in the area dedicated to the Group in the NACC Regional Office website, and the States would be formally informed by the Secretariat.

**Agenda Item 3: Contingency measures: Essential resources for Civil Aviation Instruction Organisations (CAIO) to implement a Contingency Plan**

*Processing information gathered regarding training resources and disseminating recommendations on contingency measures.*

3.1 Under this Agenda item, the Rapporteur presented the consolidation of the information provided by some Members about their available resources.

3.2 The Meeting agreed that the information related to available resources should be kept private to the Group and not publicly available on the Group's website. There was also an agreement that the Secretariat should reiterate the request for Members who have not yet done so, to send information on their available resources.

3.3 The Meeting developed the process contained in **Appendix B**, through which a member of the Group may request support from another member using the information mentioned above on resources available for contingency cases.

3.4 The Meeting also analysed the results of the survey sent to collect information regarding the training needs of States of the NAM/CAR Regions. It was found that few States responded to the survey, which prevents the Group from moving forward in establishing lines of action for the future. Consequently, the Group agreed that the survey should be resent to States that had not responded previously.

3.5 As a result of the discussions, the NAM/CAR/CATC/WG agreed on the following Decision:

<b>DECISION</b>	
<b>NAM/CAR/CATC/WG/EXT/2</b>	<b>DESIGN OF CONTINGENCY MEASURES TASK FORCE WORK PLAN PROPOSAL</b>
<p><b>What:</b></p> <p>That, in order to ensure the continuity of critical training services in the NAM/CAR Regions in case of unforeseen severe (crisis) situations, the States that have not yet done so:</p> <p>a) provide the NAM/CAR/CATC/WG with information on the available resources (facilities, technological resources and human talent) in their training organizations <b>by 15 January 2024</b>; and</p> <p>b) respond to the training needs survey <b>by 15 January 2024</b>.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input checked="" type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>To support States in the NAM/CAR Region in adopting contingency measures for their training organizations when necessary.</p>	
<p><b>When:</b> By 15 January 2023</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>NAM/CAR Training Centres and                  NAM/CAR/CATC/WG</p>

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**Agenda Item 4: Other Business**

*Presentation of the Latin American and Caribbean Air Transport Association (ALTA)*

4.1 Under P/01, ALTA informed the Meeting on the activities of the Association in its training committee and the educational hub, as well as the main elements of the Memorandum of Understanding (MoU) that must be signed to become partners of the Association and promote the academic offer of the training centres in the hub. These alliances have no cost for the training centres. Through this collaboration, the continuous development of personnel is sought to develop the skills necessary to carry out safe and efficient operations.

4.2 ALTA made itself available to training centres interested in being partners and placing their academic offer at the educational hub, asking them to contact their focal point directly.

*Presentation of the ICAO Global Aviation Training (GAT) Office*

4.3 Under P/02, the Secretariat provided an overview of the GAT and its ongoing initiatives, highlighting those with which GAT could contribute to the Group, which are:

- Improve TRAINAIR PLUS members to share their conventional training offer.
- Organize workshops within the NAM/CAR/CATC/WG to prepare training needs analysis exercises across the different Aviation Training Areas to support the regional training offer.
- Organize workshops/seminars focused on course development and instructors' standardization meetings (CDI/STD) to continue sharing best practices.
- Support Members in the NAM/CAR Regions for improved ICAO courses, develop and deliver coordination aligned with evolving NACC priorities, as well as other emerging needs (such as environment).
- Develop a regional marketing strategy to promote available ICAO training courses.
- Continuous work to strengthen the training capacities of States, specifically those which have low implementation of the Critical Element 4 (CE4), which has been identified in their Universal Safety Oversight Audit Programme (USOAP) and Universal Security Audit Programme (USAP) audits.

*Introduction of the Instituto de Formación Aeronáutica (IFA) from Costa Rica*

4.4 The Chief Executive Officer of the IFA presented the Institute to the Meeting as an Aeronautical Education Centre, and the region's leader in the preparation of professionals for the aviation industry, with over 25 years of experience. The services provided by IFA are aeronautical careers, specialized courses, qualifications, consulting services, among other aeronautical services.

4.5 IFA participated in the Meeting as an observer invited by the host, and the NAM/CAR/CATC/WG thanked IFA for its important contributions along the sessions.



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**APPENDIX B**  
**REPORT ON CONTINGENCY MEASURES FOR CIVIL AVIATION INSTRUCTION ORGANIZATIONS (CAIO)**

**1. Introduction**

During the NAM/CAR/CATC/WG/EXT, an analysis was conducted on the collected information regarding the resources available to the Civil Aviation Instruction Organizations (CAIOs) and the installed capacities that could be shared during a crisis.

*Note: This information will be published on the ICAO website by the NACC Regional Office and will be available for consultation exclusively to members of the NAM/CAR/CATC/WG.*

To collect this information, the Group developed a specific form (**Attachment 1**), which was sent to the States by the NACC Regional Office (Ref. NT-NS2-21 — E.OSG-NACC98965, dated 3 September 2023).

The discussions revolved around the adoption of a contingency plan model tailored to the needs of CAIOs. This model will be presented with the aim of establishing a comprehensive and efficient process that enables the management of contingencies/crises arising from resource unavailability, with the goal of ensuring collaborative actions that allow for the continuity of instructional services in the NAM/CAR regions.

As a model to manage the relevant contingency measures, the Contingency Measures Flowchart is presented in the **Attachment 2**, which describes an analysis procedure, approaches and alternatives to be followed when a contingency occurs in any of the CAIOs.

The objective of this flowchart is to enable the CAIOs to assess the elements that make up the crisis/contingency, as well as guide the reasoning towards a specific decision.

**2. Flowchart Description**

**a. Infrastructure**

The interested CAIO will assess whether the contingency is related to an infrastructure element, whether in technological aspects (simulators, virtual learning platform - Moodle and virtual communication channels) or related to the physical infrastructure and will analyse the possibility of changing the training delivery mode.

In this analysis, it will also be verified, through the matrix of available resources in the CAIOs, whether any of the Civil Aviation Instruction Organizations are available to assist in managing the contingency in question.

**b. Staff**

The interested CAIO will assess whether the contingency is related to the availability of qualified teaching staff linked to the contingency or to aspects of staff qualifications/competences.

In this analysis, it will also be verified, through the matrix of resources available in the CAIOs, if any of the Civil Aviation Instruction Organizations are available to assist in managing the contingency in question.

**c. Study Programmes**

The interested CAIO will assess whether the contingency is associated with aspects concerning the design of the study programme, such as the availability of subject matter experts, programme developers, and Instructional Systems Design (ISD) validators.

In this analysis, it will also be verified, through the matrix of resources available in the CAIOs, if any of the Civil Aviation Instruction Organizations are available to assist in managing the contingency in question.

**d. Expert Consultation/Advisory**

Prior to making final decisions regarding crisis/contingency management, a consultation with experts/consultants on specific training and instructional centre management topics will be carried out. The purpose is to exchange experiences and best practices that can serve as a reference for managing the relevant contingency, as an additional resource before making decisions regarding the postponement/cancellation of scheduled deliveries.

**e. Satisfaction Evaluation**

Mechanisms for evaluating the satisfaction of the CAIOs will be generated to assess the collective response to contingencies/crises using the proposed model. This will allow measurement, through an indicator, of the model's effectiveness and other aspects related to contingency management.

NAM/CAR/CATC/WG/EXT  
ATTACHMENT 1 TO APPENDIX B

Civil Aviation Training Organizations Resources Template			
Available resources			
<b>Organization's name / State</b>			
<b>Point of contact (PoC) (name and e-mail):</b>			
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			

### ATTACHMENT 2 TO APPENDIX B Recommended Training Contingency Flowchart

