



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

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.

List of Contents

Contents	Page
Index	i-1
Historical	ii-1
ii.1 Place and Date of the Meeting	ii-1
ii.2 Opening Ceremony	ii-1
ii.3 Officers of the Meeting	ii-1
ii.4 Working Languages	ii-1
ii.5 Schedule and Working Arrangements.....	ii-1
ii.6 Agenda	ii-2
ii.7 Attendance	ii-2
ii.8 Decisions.....	ii-2
ii.9 Documentation	ii-3
List of Participants	iii-1
Agenda Item 1	1-1
<i>Adoption of the Provisional Agenda and Schedule</i>	
Agenda Item 2	2-1
<i>Exchange of Training Information among Training Centres</i>	
Agenda Item 3	3-1
<i>Contingency measures: Essential resources for Civil Aviation Instruction Organisations (CAIO) to implement a Contingency Plan</i>	
Agenda Item 4	4-1
<i>Other Business</i>	

HISTORICAL

ii.1 Place and Date of the Meeting

The Extraordinary Meeting of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG/EXT) was held at the facilities of the Academia Superior de Ciencias Aeronáuticas (ASCA), Santo Domingo, Dominican Republic, from 17 to 18 October 2023, and was hosted by the Instituto Dominicano de Aviación Civil (IDAC) of Dominican Republic.

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 welcomed participants to the meeting, Mrs. Clara Fernández, Director of ASCA, also provided remarks and officially opened the meeting.

ii.3 Officers of the Meeting

The NAM/CAR/CATC/WG/EXT Meeting was held with the participation of the Rapporteur, Mr. Raúl Melchor, COCESNA/ICCAE and the Vice-Rapporteur, Mrs. Clara Fernández, ASCA, Dominican Republic. 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: Exchange of Training Information among Training Centres

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

Agenda Item 4: Other Business

ii.7 Attendance

The Meeting was attended by 7 States from the North American and Caribbean Regions (NAM/CAR), and 2 International Organizations, totalling 15 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 Decisions

Number	Title	Page
EXT/1	Provision of Training Offer Information	2-1
EXT/2	Design of Contingency Measures Task Force Work Plan Proposal	3-2

ii.9 Documentation

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule	17/10/23	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Date	Prepared and Presented by
P/01	4	ALTA Educational Hub & Training Committee	18/10/23	ALTA
P/02	4	Advancing your Aviation Career	18/10/23	Secretariat

Refer to the Meeting web page:

<https://www.icao.int/NACC/Pages/meetings-2023-namcarcatcext.aspx>

LIST OF PARTICIPANTS

BARBADOS

1. Samuel Philgence

CUBA

2. Inés Álvarez Izaguirre
3. Tamara Nigzan Gómez Candelario

CURAÇAO

4. Morwenna Minguel-Meijer

DOMINICAN REPUBLIC

5. Clara Fernandez
6. Vanessa Byas Lizardo
7. Jarvik Rafael Corsino Rondón
8. Juan Perez-Richiez
9. George Báez José

HONDURAS

10. Omri Alberto Amaya Carias

TRINIDAD AND TOBAGO

11. Cary Price

UNITED STATES

12. Deborah S. Stephenson
13. Adrian M. Hoefler

ALTA

14. Ana Persiani

COCESNA

15. Raúl Melchor

ICAO

16. Fernando Camargo
17. Pedro Avella Carrillo

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. 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:

DECISION	
NAM/CAR/CATC/WG/EXT/1	PROVISION OF TRAINING OFFER INFORMATION
<p>What:</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 by 15 January 2024.</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>To guide the NAM/CAR/CATC/WG's activities in search of a more synergistic and efficient action</p>	
<p>When: By 15 January 2024</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 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 the **Appendix**, 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:

DECISION	
NAM/CAR/CATC/WG/EXT/2	DESIGN OF CONTINGENCY MEASURES TASK FORCE WORK PLAN PROPOSAL
What: 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: a) provide the NAM/CAR/CATC/WG with information on the available resources (facilities, technological resources and human talent) in their training organizations by 15 January 2024 ; and b) respond to the training needs survey by 15 January 2024 .	Expected impact: <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
Why: To support States in the NAM/CAR Region in adopting contingency measures for their training organizations when necessary.	
When: By 15 January 2023	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 checked="" type="checkbox"/> Other:	NAM/CAR Training Centres and NAM/CAR/CATC/WG

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.

APPENDIX
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 A**), 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 B**, 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 A TO THE APPENDIX

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			

Recommended Training Contingency Flowchart

