



ICAO

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

WORKING PAPER

NCMC/6 — WP/05
14/12/23

Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCMC/WG/6)

Mexico City, Mexico, 14 – 15 December 2023

Agenda Item 6: Presentation of the 2024 Tentative Work Programme

Proposed Work Programme of the NCMC WG

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This Working Paper describes the primary tasks of the NCMCs in the States in a sequential manner and the tasks and tentative work plan of the Task Group(s) (WG) that will support the development of specific documents, escalating common safety issues in the region, coordinating, and providing systematic solutions with the support of the ICAO NACC Regional Office.

Action:	See Section 6
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety
<i>References:</i>	<ul style="list-style-type: none">• ICAO Document 9735.

1. Introduction

1.1 The Fifth Meeting of National Continuous Monitoring Coordinators for the NAM/CAR Regions (NCMC/5), held in Mexico City, Mexico, 15-16 November 2022, the Meeting recorded its activities, and the following conclusions and decisions were agreed upon:

1.2 An executive summary of these conclusions/decisions is presented in the **Appendix** to this Working Paper to this report which captures the following elements:

2. Responsibilities of the NCMC 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) Promoting collaboration among NCMCs in the NAM/CAR Region

- d) Emphasise the empowerment of the role of the NCMC, and enhance its importance for the Effective Implementation of the actions included in the CAPs by ensuring their quality, value and appropriateness.
- e) Identify opportunities for improvement of the ICAO USOAP and ensure their notification through the ICAO NACC office,
- f) Identify training needs of NCMCs to coordinate with the NACC office and/or the respective authorities for the delivery of such training.
- g) Meet with WG members periodically as stipulated in the work programme and maintain ongoing communication between the States and the NACC office.
- h) Maintain awareness among States of the need to comply with the self-assessment foreseen in the work programme.
- i) Oversee and monitor reviews 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 primary objective of the NAM/CAR/NCMC/WG is to support States under the Systemic Assistance Program (SAP) for North America, Central America and the Caribbean (NACC) to enhance the effective implementation of State Safety Oversight Systems in the NAM/CAR Regions by improving preparedness for USOAP CMA activities in accordance with ICAO requirements by:

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

4 Generic Work Cycle of NCMCs in their States

Updating SAAQs

State Safety Information Collection

Self-Assessment

2020 protocol questions and taking special attention to priority protocols.

CC and EFOD Review

Compliance Checklists (CC) in the Electronic Notification of Differences (EFOD) system.

Corrective Action Plan

- Identify the technical area(s) responsible for taking the proposed actions.
- The responsible areas shall perform a risk analysis on the nonconformity.
- Coordinate as appropriate with other affected areas and/or NCMC working group or NACC Regional Office.
- Realistic implementation dates shall be established and implementation dates shall be followed up, when applicable.
- Authority management shall be kept informed at all times to take action if necessary.

5. Tentative NCMC WG 2024 Work Program

5.1 The rapporteurs will coordinate 3 meetings during the year which will be held every four months (may be modified as needed). The meetings will be virtual and will be coordinated by the Secretariat.

First meeting (April 2024)

1. Follow-up of the Task Subgroup for the development of the standard training program.
2. Follow-up of the Task for the replication of the USOAP AMC Workshop to the States that were unable to participate in the one given by headquarters, as well as the development of material appropriate to the needs of the States of the region.
3. Establish in conjunction with the NACC office, RSOOs and regional delivery center the development of the USOAP WFS workshop.
4. Elaboration of the meeting report and coordination with the secretary (NACC office).

Second meeting (August 2024)

1. Follow up on the actions of the subgroups and task groups formed.
2. Follow up on the task of implementation by the States of the Region of the proposed standard training program and coordinate so that the process is achieved with the support of the highest level.
3. Follow up on the operational security situations and/or needs of the States encountered and establish priorities to establish possible solutions.
4. Preparation of the meeting report and coordination with the secretary (NACC office).

Third meeting (December)

1. Establishment of the lines of work for the operational security situations and/or needs of the States.
2. Follow up on the actions taken in the previous meetings and evaluation of the progress achieved.
3. Establishment of the Work Plan for the year 2025.
4. Elaboration of the meeting report and coordination with the secretariat (NACC office).

6. Suggested Actions

6.1 The Meeting is invited to:

- a) take note of this Working Paper and
- b) evaluate and provide comments on work program as applicable for improvement and approval by meeting attendees.
