

TERMS OF REFERENCE

NAM/CAR NATIONAL CONTINUOUS MONITORING COORDINATORS WORKING GROUP (NAM/CAR/NCMC/WG)

1. Background

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

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

2. Objective

The principal objective of the NAM/CAR/NCMC/WG is to support States under the Systemic Assistance Program (SAP) for North America, Central America and Caribbean (NACC) to improve the effective implementation of the NAM/CAR States' Safety Oversight Systems, enhancing the preparation for the USOAP CMA activities in accordance with ICAO requirements, by working collaboratively, sharing best practices, and promoting efficient and effective collaboration.

3. Responsibilities

The NAM/CAR/NCMC/WG is responsible for:

- a) Managing its work programme
- b) Establishing a mechanism to analyse regional Safety services office (SSO) Effective Implementation, to identify common challenges, and to propose adequate solutions according to Regional and/or individual needs and resources
- c) Promoting the collaboration among NCMCs in the NAM/CAR Region
- d) Emphasizing the empowerment of NCMC's role, and enhancing its importance for the Effective Implementation of the SSO
- e) Identifying opportunities for the improvement of the ICAO USOAP Programme, and
- f) Identifying minimum qualifications of the NCMCs and training needs

4. Working Methods

- a) The NAM/CAR/NCMC/WG will be led by a Rapporteur who will be elected for a three-year term. The duties of the NAM/CAR/NCMC/WG Rapporteur are the following:
 - i. Chair the NAM/CAR/NCMC/WG meetings
 - ii. Coordinate tasks and the fulfilment of the work programme
 - iii. Maintain close coordination with the Secretariat for the development of meeting agendas and planning
 - iv. Inform NACC Directors of Civil Aviation meetings on NAM/CAR/NCMC/WG meetings results

- b) The NAM/CAR/NCMC/WG will:
 - i. Present its work programme activities in terms of objectives, responsibilities, deliverables and timelines
 - ii. Avoid duplication of work with the regional implementation groups, and maintain close coordination among the existing entities to optimize the use of available resources and experience
 - iii. Use “draft conclusions” to record recommendations and actions in meeting reports
 - iv. Designate, as necessary, Ad hoc groups to work on specific topics and activities, and clearly organize defined tasks and activities
 - v. Coordinate its work to maximize efficiency and reduce costs via electronic, written correspondence, telephone and teleconference calls, and hold meetings when necessary
 - vi. Coordinate and report the progress of the work programme and assigned tasks to NACC Directors of Civil Aviation meetings, and
 - vii) Implement a communication platform where NCMC's can communicate freely, express experiences, share concerns and suggest solutions

- c) The ICAO NACC Regional Office will act as Secretariat.

5. Membership

All National Continuous Monitoring Coordinators of ICAO States and International Organizations accredited to the ICAO NACC Regional Office.

6. Work Programme

The NAM/CAR/NCMC/WG Work Programme 2020-2022 will be determined during 2019 and, the interim programme is presented in a separate document.