
**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP
(NAM/CAR/CATC/WG)
TERMS OF REFERENCE**

1. Background

In order to support and improve training aspects for development of air navigation and security in the NAM/CAR Region in accordance with ICAO guidance, national needs and following the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP), the Directors of Training Centres of the NAM/CAR Regions proposed the establishment of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

2. Responsibilities

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

- a) Management of its work programme
- b) Recommending a framework for harmonization of aviation training in the NAM/CAR Region, including but not limited to training programmes, quality assurance aspects, instructor qualifications, Training Centre coordination.
- c) Promoting the association of training organizations in the NAM/CAR Region
- d) Establishing a mechanism to analyze aviation training needs and capacities in the NAM/CAR Region, considering the NAM/CAR Training Plan and the existing implementation groups for State training needs
- e) Providing assistance for improving training matters for States and Training organizations in the NAM/CAR Regions

3. Working Methods

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

- b) The NAM/CAR/CATC/WG will:
- i. Present its work programme containing 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 organize clearly defined tasks and activities
 - v. Coordinate its work to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls, and hold meetings when necessary
 - vi. Report and coordinate the progress of assigned tasks to meetings of Directors of Civil Aviation of the NAM/CAR Region and as requested by the NAM/CAR Air Navigation Implementation Working Group (ANI/WG).

The Secretariat will be provided by the ICAO NACC Regional Office.