



Agenda Item 5: Other air navigation matters

HUMAN RESOURCES AND TRAINING PLANNING

(Presented by the Secretariat)

SUMMARY This Working Paper presents a Human Resources and Training Planning form approved by the NACC/DCA/2 Meeting and proposes to the Caribbean Working Group to provide updated information.
References: • Report of the NACC/DCA/2, (Tegucigalpa, Honduras, 11 to 14 October 2005).
Strategic Objective: D: Efficiency – <i>Enhance the efficiency of aviation operations..</i>

1. Introduction

1.1 The NACC/DCA/2 Meeting through Conclusion 2/27 adopted - *Human Resources and Training Planning*, and the States/Territories/International Organizations were requested to consider as an urgent matter the need of a human resources planning for the next five years, within the air navigation services units, including a training programme related to the CNS/ATM systems.

2. Discussion

2.1 In accordance to the Chicago Convention, the air navigation services should be provided in a safe and orderly manner. The final objective of Annex 1 requirements, establishes that the air navigation services should have duly trained personnel to perform their tasks in an efficient manner.

2.2 The NACC/DCA/2 carried out a review of the Conclusion on Human Resources Training Planning, recognizing that the human resources and training planning requires greater attention and priority by the Administrations. The objective of the format in the **Appendix** to this working paper is to determine the regional needs for human resources and training in the different aeronautical fields.

2.3 The Meeting also recognized the important steps given in this subject by the CAR Region, highlighting Cuba, Barbados, Jamaica, Trinidad and Tobago, and COCESNA/ICCAE who has modernized equipment and installation and has obtained TRAINAIR certification. Some of the elements to be considered when developing a human resources plan are:

- audit the existing levels of personnel;
- project the needs of the personnel (all categories);
- plan the required human resource in the different services;
- draft a forecast of the need for personnel at all the categories
- determine the effect that automation and new systems cause;
- plan HR projects for the transition and implementation of the new systems;
- plan the human resources training with a quality assurance focus (QA);
- review the selection criteria and personnel qualifications;
- plan the preparation of new instruction programmes;
- plan the instructor's training in new techniques;
- review the personnel's current training and plan the future training;
- review, if necessary, the organizational structures and fit them to the new needs;
- review the aeronautical technical personnel tasks and functions; and
- determine if the new systems will create new work disciplines.

2.4 The aim of human resources planning is to ensure that Aeronautical Administration count in a timely manner with sufficient and duly trained personnel at the different services, which the CAAs should begin as soon as possible the required human resources and training planning process.

2.5 The lack of personnel affects the service capability hence an inadequate impact in the safety and efficiency, this deficiency has been incorporated in the GANDD. The States/Territories/International Organizations should foster the planning on sufficient human resources and training needs planning, qualification and competency in air navigation services personnel, in short and medium terms.

3. Suggested action

3.1 The meeting is invited to:

- a) take note of the information contained in this working paper;
- b) urge the States/Territories/International Organizations to provide reports of their respective human resources planning, covering the needs for the next five years including a training programme for the civil aviation staff involved, according the Appendix to this working paper; and,
- c) take the necessary actions as deem convenient.

APPENDIX

TRAINING NEEDS-CAR REGION STATES (PERIOD 2005-2009)

State/Territory/Organisation _____

(Please indicate in each column the estimated total number of personnel to be trained each year locally or abroad and by specialty)

AREA	CATEGORY/SPECIALTY	LOCAL INSTRUCTION					EXTERNAL INSTRUCTION					Total HR required	
		2005	2006	2007	2008	2009	2005	2006	2007	2008	2009	Local	E x t.
AIG	Officer - Accident Investigation and Prevention												
AIR	Inspector - Shop Specialist												
	Inspector - Fixed wing												
	Inspector - Helicopter												
	Specialist - Avionics												
	Inspector - Airworthiness certification												
	Specialist - RVSM												
AIS	Directorate/Supervisor AIS												
	AIS Officer												
	Aeronautical Cartography (MAP)												
	Specialist Data Base/Automation and Quality Assurance AIS												

- NOTE:**
- 1) The information required in the blank columns will be provided by the Administrations
 - 2) Useful information for the Administration's training programmes planning
 - 3) Information considered by the CATCs, GREPECAS and ICAO's for the programming of courses, seminars, etc.

[illegible]

[illegible]

AREA	CATEGORY/SPECIALTY	LOCAL INSTRUCTION					EXTERNAL INSTRUCTION					Total HR required	
		2005	2006	2007	2008	2009	2005	2006	2007	2008	2009	Local	E x t.
PLNG	Human Resources Planning												
Q.A.	Specialist – Quality Assurance												
TRNG	Instructors training -TRAINAIR												

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