
**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 the development of air navigation and aviation security in the NAM/CAR Regions in accordance with ICAO guidelines, national needs and complying with the respective air navigation, safety and aviation security plans, 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).

The essential purpose of the NAM/CAR/CATC/WG, is the establishment of regional cooperation for training in order to face growing needs and the development of the aviation industry in the NAM/CAR Regions and to accelerate coordination and collaboration agreements between entities in charge of providing civil aviation training, through the impulse of exchanging experiences among its members as well as other sector organizations. At the same time, the group will develop a framework for the standardization of training programmes and instructor qualifications, as well as the periodic study of needs and training offer under a NAM/CAR regional scope.

Considering that training is recognized as a critical matter in order to guarantee a safe and efficient air transport in the regions and that training must be coordinated, standardized and efficiently harmonized in order to obtain the highest levels of safety and aviation security and in order to face emerging needs and the growth of the aviation industry in the NAM/CAR regions, the corresponding responsibilities and work methods are hereby established.

2. Integration

The working group is integrated by participating training centres, which are the entities in charge of providing instruction in civil aviation matters, established by the various States, International Organizations and other public and private entities with a capacity to act and/or interest to contribute to the development of aviation in the NAM/CAR Regions (hereinafter jointly referred to as Civil Aviation Instruction Organisations or simply "CAIOs").

In the case of Approved training organization (ATO), as defined by ICAO Doc 9841, these are, represented by the Director General of Civil Aviation (or its equivalent), or its designated person.

Note: In accordance with Doc 9841 - Manual on the Approval of Training Organizations, an Approved training organization (ATO) is an "organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training."

3. Reach

- a) Identify the aviation training needs in the States, and establish a framework to manage training activities, in order to meet these needs and contribute to compliance with International Agreements and other specific requirements for their management;
- b) Coordinate and foster cooperation among CAIOs in order to deliver courses related to the achievement of ICAO strategic objectives, such as the Aviation System Block Upgrade (ASBU) approach, and adopting as reference the Global Civil Aviation Safety Plan (GASP), the Global Aviation Security Plan (GASeP), and the Global Air Navigation Plan (GANP);
- c) Become a key instance for the fostering of aviation safety and aviation security awareness and a driving force for integral and continuous professionalization of civil aviation personnel;
- d) Become an entity for technical, administrative and management coordination for the sustained development of opportunities of the CAIOs in the NAM/CAR Regions;
- e) Encourage the exchange of information, best practices and standardization among CAIOs and the projection of their academic offer to civil aviation;
- f) Support the generation of State capacities, expanding opportunities and improvement in aeronautical training in the NAM/CAR Regions;
- g) Contribute to the strategic use of resources in States and in training centres from the operation and risk data analysis and management.

4. Responsibilities

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

- a) Proposing lines of action aimed to harmonize the aviation training activities in the NAM/CAR Regions including, but not limited to, the instruction programmes, quality assurance aspects, instructor qualifications and coordination among the CAIOs;
- b) Present and manage its work programme; establishing activities in terms of objectives, responsibilities, deliverable results and deadlines;
- c) Designate, if necessary, Ad hoc Groups to work on specific issues and activities; and organize clearly defined tasks and activities;
- d) Establish a mechanism to analyse aviation instruction needs and capacities in the NAM/CAR Regions, considering the NAM/CAR Training Plan and the existing implementation groups for the instruction needs of the State;
- e) Provide technical assistance to improve training issues in States and training organizations in the NAM/CAR Regions;
- f) Coordinate their work to maximize efficiency and to reduce costs through electronic means, written correspondence, telephone and teleconferences and will convene meetings whenever necessary;
- g) Convene a yearly face-to-face meeting for the analysis, decision-making, planning, organization, coordination and follow-up on aspects associated to the work plan as well as other interests related to the scope and responsibilities of the NAM/CAR/CATC/WG.
 - i. The annual meetings should be convened between 30 and 40 days prior to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA); and
 - ii. The Secretariat will inform the members, using the appropriate means of communication, the assigned period for the NAM/CAR/CATC/WG meeting, as soon as the NACC/DCA dates have been defined.

5. Working Methods

- a) The NAM/CAR/CATC/WG will be led by a Rapporteur who will be elected for a three-year term.
- b) The NAM/CAR/CATC/WG will have a Vice-Rapporteur during the same three-year term and will assist the Rapporteur in the development of his/her obligations and will stand in for his/her functions in case of absence.
- c) If for any reason, there is a need to replace the Rapporteur or Vice-Rapporteur before the end of their term, a new election will be held to fill the vacancy(ies) at the next meeting of the Group, which will also determine the length of the mandate assigned to the new Chairpersonship (Rapporteur or Vice-Rapporteur), and will not exceed over three years.
- d) The duties of the NAM/CAR/CATC/WG Rapporteur are the following:
 - i. Chair the NAM/CAR/CATC/WG meetings;
 - ii. Coordinate fulfilment of tasks and the work programme;
 - iii. Manage planning and follow-up of the convening of meetings, both face-to-face or virtual, work planning, preparation and approval of reports;
 - iv. Maintain close coordination with the Secretariat for development of meeting agendas and planning of the work sessions;
 - v. Inform the NAM/CAR Directors of Civil Aviation meetings on the NAM/CAR/CATC/WG meeting results; and
 - vi. Represent the NAM/CAR/CATC/WG in the coordination related with other international instances linked to aeronautical training.
- e) Regarding the implementation of the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the North America (NAM), Central America and Caribbean (CAR) Regions, the NAM/CAR/CATC/WG will facilitate the preparation of specific agreements, its follow-up and compliance. In addition, the NAM/CAR/CATC/WG will:
 - i. propose collaboration activities;
 - ii. follow-up on activities;
 - iii. clarify doubts and controversies that may arise during the interpretation and implementation of the DoI and when appropriate its Annexes; and
 - iv. establish the internal operation dispositions of the DoI.

- f) The NAM/CAR/CATC/WG will have the following responsibilities:
- 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 suggested actions in its meeting reports which require the endorsement of the Directors of Civil Aviation, Deans of Universities or other individuals on which the CAIO depends on;
 - iv. Use “Decisions” to record in its meeting reports the internal actions of the NAM/CAR/CATC/WG that are within its mandate;
 - v. Designate, as necessary, Ad hoc Groups to work on specific topics and activities and organize clearly defined tasks and activities;
 - vi. Coordinate its work to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls, and hold meetings when necessary; and
 - vii. Coordinate the progress of assigned tasks and notify said progress to the Directors of Civil Aviation, Deans of Universities or other persons on which the CAIO depends.
- g) The Secretariat will be provided by the ICAO NACC Regional Office.