

**NAM/CAR Regional Working Group for National Continuous Monitoring Coordinators  
(NAM/CAR/NCMC/WG)  
Terms of Reference  
2026-2028**

**1. Background**

The NAM/CAR NCMC Working Group is a State-driven regional mechanism established to enhance the coordination, effectiveness, and sustainability of the USOAP Continuous Monitoring Approach (CMA) activities within the North American, Central American, and Caribbean (NAM/CAR) Region. The Working Group serves as the primary platform through which National Continuous Monitoring Coordinators (NCMCs) collaborate to strengthen safety oversight capabilities, improve the quality and accuracy of USOAP-related information, and support the implementation of the NACC Safety Action Plan (SAP).

Composed of the officially designated NCMCs from all participating NAM/CAR States and Territories, the Working Group enables direct cooperation, peer support, and collective problem-solving to address common challenges related to PQ updates, evidence quality, Corrective Action Plan monitoring, documentation control, training needs, and preparation for the ICAO USOAP CMA cycles.

The Working Group operates under the guidance and facilitation of the ICAO NACC Regional Office, which serves as its Secretariat, while maintaining a structure that ensures State leadership, active participation, and shared responsibility for planning, executing, and monitoring its Work Programme. Through periodic meetings, continuous communication, and reporting mechanisms, the Working Group promotes harmonization, transparency, and sustained improvement of safety oversight performance across the Region.

**2. Objective**

The main objective of the NAM/CAR/NCMC/WG is to support/coordinate NAM/CAR States under the NACC SAP to strengthen USOAP EI, safety oversight capability, and CMA readiness, ensuring accurate and timely USOAP CMA OLF updates.

This main objective includes the following:

- a) Working collaboratively, sharing best practices, promoting efficient and effective collaboration among States,
- b) Promoting the empowerment of the activities and functions of the NCMCs toward the quality of information uploaded in the OLF,
- c) The verification and supervision of the actions taken and work programs resulting from the CAPS and its follow-up.
- d) Escalating in the WGs and the secretariat, situations endangering the continuous improvement of the safety oversight capabilities of the states (as required), ex: lack of training at regional or individual level.

### **3. Responsibilities**

The WG's Responsibilities include:

- a) structured CAP monitoring, PQ quality improvement, OLF accuracy assurance, and alignment with NACC SAP.
- b) Establish and manage the work programme.
- c) Develop a mechanism to identify common challenges and propose appropriate solutions based on regional or individual needs and available resources.
- d) Promote collaboration among NCMCs in the NAM/CAR Region.
- e) Emphasize the empowerment of NCMCs, enhancing their role and significance in the effective implementation of CAP actions by ensuring their quality, value, and adequacy.
- f) Identify opportunities for improvement within the ICAO USOAP and ensure these are communicated through the ICAO NACC Office.
- g) Assess the training needs of NCMCs and coordinate with the NACC Office and/or respective authorities to deliver the required training.
- h) Meet periodically with WG members as outlined in the work programme and maintain continuous communication among States and the NACC Office.
- i) The WG shall remain informed of Annex amendments, PQ updates, and changes to ICAO guidance, ensuring coordinated actions across States.

### **4. Working Methods and Roles**

This updated Terms of Reference (ToR) reflects the transition to OLF 2.0. The Working Group includes two rapporteurs (English/Spanish), elected by the States, to enhance bilingual coordination. They will fulfill the following roles and adhere to the following working methods:

Rapporteur functions:

- a) Rapporteurs may be proposed by either the NACC Office or the States. In all cases, candidates must be selected by a majority vote of the WG Members, ensuring transparency and State-driven leadership.
- b) Rapporteurs coordinate meeting agendas with the NACC Regional Office and states, collaborate and oversee progress on the work programme and its implementation, including:
  - i. Coordinate the Working Group's programme of activities with the Secretariat, clearly outlining the objectives, assigned responsibilities, expected deliverables, and established timelines.
  - ii. Ensure effective coordination with regional implementation groups to prevent duplication of efforts and to promote optimal use of available resources, expertise, and shared regional experience.

- iii. Develop and incorporate draft conclusions in meeting reports to capture recommendations and proposed actions, facilitating effective follow-up and monitoring by the Secretariat.
- iv. Propose the establishment of ad hoc groups, when required, to address specific subjects or activities, ensuring that each group has clearly defined tasks, deliverables, and reporting expectations.
- v. Promote efficient and cost-effective coordination, primarily through electronic and written communications, telephone calls, and virtual meetings, while convening in-person sessions only when operationally necessary.
- vi. Provide regular progress updates on the work programme and assigned tasks during NACC Directors of Civil Aviation meetings (NACC/DCA), ensuring transparency and alignment with regional priorities.
- vii. Support the implementation of information-sharing practices that enable NCMCs to interact openly, exchange experiences, raise concerns, and collaboratively propose solutions.

#### **Rapporteur's selection criteria**

Since the rapporteur of the WG will coordinate the assigned tasks to the group of states under his/her responsibility, the nomination for this position will be done by The NACC Office of the states, based on the EI of the states, the verifiable capacity of the NCMCs and the compliance with the following criteria:

- a) Should have a minimum of 3 years of experience as NCMC of the State.
- b) Should have the support and authorization from the DG of his/her authority to collaborate with ICAO as rapporteur
- c) Should have the willingness to collaborate with the ICAO as rapporteur and freely accept the nomination.
- d) Should be voted acceptable by the states conforming the working group

#### **Functions of the Secretariat (ICAO NACC Regional Office)**

The Secretariat of the NAM/CAR NCMC Working Group, provided by the ICAO NACC Regional Office, shall support the effective functioning, coordination, and continuity of the Working Group. In fulfilling this role, the Secretariat shall:

- a) **Monitor the implementation of the Work Programme**  
Continuously oversee and assess the progress made by States on the tasks, milestones, and deliverables established in the NCMC Working Group's Work Programme. This includes tracking timelines, identifying delays or areas requiring attention, and maintaining updated records of implementation progress.

- b) **Facilitate the follow-up and support required for timely completion of activities**  
Inform States of any gaps, pending actions, or inconsistencies identified during the monitoring process and coordinate the provision of technical support, guidance, or clarifications as necessary to advance implementation.
- c) **Channel regional issues and emerging needs**  
Identify regional-level challenges, trends, or systemic issues observed either during Working Group meetings or through continuous monitoring under the NACC SAP framework. The Secretariat shall bring these matters to the attention of the Working Group and, when appropriate, coordinate their elevation to higher regional mechanisms or propose targeted actions to address them.
- d) **Ensure alignment with ICAO provisions and regional priorities**  
Verify that the activities carried out by the Working Group remain consistent with ICAO global frameworks (USOAP CMA, SSP/SMS, GASP) and regional priorities, providing guidance to States to maintain coherence and harmonization across the NAM/CAR Region.
- e) **Coordinate communication and information exchange**  
Maintain communication channels and platforms enabling agile and transparent information exchange among States. The Secretariat shall issue meeting invitations, circulate documentation, and ensure timely dissemination of relevant guidance material.
- f) **Maintain the official records of the Working Group**  
Prepare and distribute meeting agendas, working papers, draft conclusions, meeting reports, and consolidated progress reports, ensuring that these documents accurately reflect the actions and decisions of the Working Group.
- g) **Support the organization of meetings and activities**  
Coordinate virtual and in-person meetings, webinars, capacity-building activities, and follow-up sessions as required to support the implementation of the Work Programme.

## **5. Membership and Observers**

### **Membership**

Membership of the NAM/CAR NCMC Working Group is composed of all personnel officially designated by their respective States/ territory/RSOO to perform functions directly related to the role of the National Continuous Monitoring Coordinator (NCMC). This includes both primary NCMCs and any alternate or supporting personnel formally appointed to assist in the execution of NCMC responsibilities. Designated members are expected to actively participate in the Working Group's activities, contribute to the fulfilment of its objectives, and represent their State in all related tasks and engagements.

### **Definition of Observers**

Observers are individuals who may participate in meetings or sub-groups of the NAM/CAR NCMC Working Group without holding direct responsibilities related to the functions of National Continuous Monitoring Coordinators (NCMCs). This category includes personnel from Civil Aviation Authorities who are not directly involved in NCMC duties, as well as representatives from the aviation industry and international organizations such as ALTA, IATA, IFALPA, among others. Their participation as observers aims to provide additional perspectives, promote information exchange, and support regional collaboration, without influencing decision-making processes reserved for Member States.

Observers may be approved by consensus following consultation with the Secretariat to increase participation flexibility.

## **6. Work Programme**

The WG adopts a structured three-year work programme aligned with the rapporteur term, updated as needed based on regional priorities and OLF changes.

The frequency of meetings required to fulfill the tasks outlined in the Work Programme will depend on the scope and complexity of each activity. Tasks that demand detailed planning, close coordination among States, or technical review may require more frequent virtual sessions, while broader or long-term actions may be addressed during periodic or quarterly meetings. The rapporteur, in coordination with the Secretariat and WG members, will establish the appropriate meeting schedule to ensure timely progress and completion of all Work Programme deliverables.