



# ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

WORKING PAPER

NAM/CAR/CATC/WG/10 — WP/02

07/04/26

**Tenth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/10)**

San Jose, Costa Rica, 21 – 23 April 2026

**Agenda Item 2: Follow-up on Valid Conclusions and Decisions from previous Meetings**

**STATUS OF OUTSTANDING CONCLUSIONS AND DECISIONS**

(Presented by the Secretariat)

<b>EXECUTIVE SUMMARY</b>	
This working paper presents the status of the valid Conclusions and Decisions from previous meetings of the NAM/CAR Civil Aviation Training Centres Working Group.	
<b>Action:</b>	Presented in Section 3.
<i>Strategic Goals 2026-2050:</i>	<ul style="list-style-type: none"><li>• Every flight is safe and secure</li><li>• Aviation is environmentally sustainable</li><li>• Aviation delivers seamless, accessible, and reliable mobility for all</li><li>• No country left behind</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• Final Report of the Ninth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/9), San Salvador, El Salvador, 7 to 9 May 2025</li></ul>

**1. Introduction**

1.1 For the reference of the Meeting, the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) records its activities as Draft Conclusions and Decisions as follows:

**Draft**

**Conclusions:** Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

**Decisions:** Internal activities of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

**2. Development**

2.1 The status and follow-up remarks for Draft Conclusions and Decisions is the result of a review by the Secretariat based on information available. The status for each Conclusion and Decision is designated as valid, completed or superseded.

2.2 The table below lists the decisions and conclusions of previous meetings, with their respective statuses resulting from the analysis carried out by the Secretariat:

<b>Number</b>	<b>Conclusion/Decision</b>	<b>Responsible for action</b>	<b>Target Completion Date</b>	<b>Status (Valid, Completed, Superseded)</b>
<b>C/9/1</b>	<b>DESIGNATION OF FOCAL POINT FROM THE CAA FOR THE EXCHANGE OF TRAINING NEEDS INFORMATION WITH TRAINING CENTRES</b>			
	That, in order to ensure the exchange of training needs information between Civil Aviation Authorities (CAAs) and the training centres in the region, the CAAs designate a focal point to interact with the NAM/CAR/CATC/WG regarding the provision of information on training needs in all areas that make up the State’s civil aviation system (including those eventually under the management of other authorities), informing the Secretariat by 5 September 2025.	States	By 5 September 2025	<b>Completed</b>
<b>D/9/2</b>	<b>COMPILATION AND SUBMISSION OF COURSES FOCUSED ON MANAGERIAL AND SOFT SKILLS</b>			
	That, in order to support the development of leadership, managerial and soft skills among technical personnel within Civil Aviation Authorities (CAAs), all NAM/CAR/CATC/WG members shall compile and submit ICAO a list of available courses in these areas, including course objectives, modality, target audience and duration, by 5 September 2025.	NAM/CAR/CATC/WG members	By 5 September 2025	<b>Completed</b>

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Status (Valid, Completed, Superseded)
D/9/3	<b>ESTABLISHMENT OF THE TASK FORCE “DEVELOPMENT OF REGIONAL GUIDANCE ON ON-THE-JOB TRAINING (OJT)”</b>			
	That, to address the lack of structured On-the-Job Training (OJT) programmes in the region, the NAM/CAR/CATC/WG establish a Task Force, led by Mexico and composed of Honduras (UNAH) and United States (FAA), to develop a regional guide on OJT designing and implementation and present a first draft at the NAM/CAR/CATC/WG/10.	NAM/CAR/CATC/WG	NAM/CAR/CATC/WG/10	Valid
D/9/4	<b>ESTABLISHMENT OF THE REGIONAL DATABASE OF QUALIFIED INSTRUCTORS</b>			
	That, as a next step in the implementation of the regional database of aviation instructors:			
	a) the Secretariat distribute the data collection form to all NAM/CAR/CATC/WG members by 5 September 2025;	Secretariat	By 5 September 2025	
	b) the NAM/CAR/CATC/WG members submit the completed form to the Secretariat by 30 September 2025; and	NAM/CAR/CATC/WG members	By 30 September 2025	
	c) the Secretariat compile and publish the information in the Group’s restricted-access area by 31 October 2025.	Secretariat	By 31 October 2025	

### 3. Suggested Action

3.1 The Meeting is invited to take note on the completion of previous Decisions/Conclusions and take action for implementing the valid ones.