



**INTERNATIONAL CIVIL AVIATION ORGANIZATION
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE**

**SECOND NAM/CAR CIVIL AVIATION TRAINING
CENTRES WORKING GROUP MEETING**

NAM/CAR/CATC/WG/2

REPORT

MEXICO CITY, MEXICO, 2 TO 5 DECEMBER 2014

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HISTORICAL

ii.1 Place and Date of the Meeting

The Second NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/2) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 2 to 5 December 2015.

ii.2 Opening Ceremony

Mr. Guillermo Vega, Regional Officer, Aeronautical Meteorology of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) provided opening remarks welcoming participants and thanking them for attending the Meeting. Mr. Vega provided a briefing of the topics to be reviewed, stressed-out the importance of this forum for the NAM/CAR Regions, and officially opened the meeting.

ii.3 Officers of the Meeting

The NAM/CAR/CATC/WG/2 Meeting was held with the participation of the Chairperson, Mr. Juan Thomas, Director of the Aeronautical Sciences Superior Academy of the Dominican Republic. Mr. Thomas chaired the meeting plenary. Mr. Julio Garriga, Regional Officer, Technical Assistance of the ICAO NACC Regional Office served as Secretary of the Meeting, assisted by Mr. Guillermo Vega, Regional Officer, Aeronautical Meteorology from the ICAO NACC Regional Office, and Mr. Mekki Lahlou, Planning and Operations Officer, *TRAINAIR Plus* Section, ICAO Headquarters.

ii.4 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and draft report of the meeting were available to participants in both languages.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 15:30 hours daily with adequate breaks. Ad hoc Groups were created during the Meeting to do further work on specific items of the Agenda.

ii.6 Agenda

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Agenda Item 2: Follow-up on Conclusions from Previous Meetings

Agenda Item 3 Follow-up on ICAO Training and Human Resources Activities

- 3.1 *TRAINAIR Plus* Training Programme
- 3.2 ICAO NACC Regional Office Role in the Planning and Implementation of Training Programmes in the NAM/CAR Regions

Agenda Item 4 Civil Aviation Training Centre (CATC) Network in the NAM/CAR Regions

- 4.1 Standardization of Training Programmes
- 4.2 Creation of a Bank of Potential Instructors for the NAM/CAR Regions

Agenda Item 5 Analysis of Courses Offered in Each NAM/CAR Region CATC

- 5.1 Identification and Analysis of NAM/CAR Region Training Needs
- 5.2 Civil Aviation Training Plan for the NAM/CAR Regions
- 5.3 Introduction of CATCs and Respective Offered Instruction

Agenda Item 6 Preparation of Course Instructors and Designers in the NAM/CAR Regions

- 6.1 Competency Assessment for Courses Taught at CATCs
- 6.2 CATC Instructor Preparation Workshops

Agenda Item 7 NAM/CAR/CATC/WG Work Programme

Agenda Item 8 Other Business

ii.7 Attendance

The Meeting was attended by 5 States/Territories from the NAM/CAR Regions and one International Organization, totalling 15 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The meeting recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT

CONCLUSIONS: **Draft Conclusions** deal with matters and activities requiring the endorsement by the Directors of Civil Aviation, which, in accordance with the Group's terms of reference require direct attention from the Training Centres and/or States/Territories and/or International Organizations, or on which further action will be initiated by ICAO in accordance with established procedures.

DECISIONS: Internal activities of the Group to carry out assigned tasks in accordance with its terms of reference.

DRAFT CONCLUSIONS		
Number	Title	Page
2/1	Standardization of Training Programmes in the NAM/CAR Regions	4-2

ii.9 List of Working and Information Papers and Presentations

Refer to the Meeting web page:

<http://www.icao.int/NACC/Pages/meetings-2014-catcwg2.aspx>

WORKING PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule of the Second NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/2)	24/11/14 Rev.	Secretariat
WP/02	2	Status of Outstanding Conclusions from Previous Meetings	13/11/14	Secretariat
WP/03	3.1	New ICAO Training Policy, Resolution 38/12 Appendix D	19/11/14	Secretariat
WP/04	3.1	<i>TRAINAIR Plus</i> Programme	19/11/14	Secretariat
WP/05	4	Standardization of Training Programmes	14/11/14	Cuba
WP/06	4	Creation of a Database of Potential Instructors for the NAM/CAR Regions	14/11/14	Cuba
WP/07	5.2	Aviation Training Needs Questionnaire for the NAM/CAR Regions	01/12/14 Rev.	Secretariat

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/08	7	NAM/CAR Regions Civil Aviation Training Centres Working Group Work Programme for 2015	19/10/14	Secretariat
WP/09	9	RASG-PA/ASTT 2013-2014 Activities Report	24/11/14	Secretariat
WP/10	5.2	Identification of Training Needs in Aeronautical Message Handling System (AMHS) Implementation	26/11/14	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations	02/12/14 Rev.	Secretariat
NI/02	3	Preparación de nuevos pilotos <i>Available only in Spanish</i>	14/11/14	Cuba
NI/03	3	Formación de nuevos controladores de tránsito aéreo <i>Available only in Spanish</i>	14/11/14	Cuba
NI/04	5	Oferta académica del Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares “Ing. Roberto Kobeh González” <i>Available only in Spanish</i>	14/11/14	CIIASA
NI/05	6	Curso mejorado por la metodología <i>TRAINAIR Plus</i> del ASBU <i>Available only in Spanish</i>	14/11/14	Cuba
NI/06	6	La importancia de la instrucción periódica a instructores <i>Available only in Spanish</i>	14/11/14	Cuba
IP/07	9	Regional Aviation Safety Group – Pan America	24/11/14	Secretariat
IP/08	9	Port-of-Spain Declaration	26/11/14	Secretariat
IP/09	9	Aviation Security (AVSEC) and Facilitation (FAL) Training and Assistance Activities in the NAM/CAR Regions	26/11/14	Secretariat
IP/10	5.2	NAM/CAR Regions Civil Aviation Training Plan	28/11/14	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
P/01	5.4	Airports & International Training Division (AMA-800)	United States
P/02	3.3	ICAO Framework for Civil Aviation Training	Secretariat
P/03	3.1	ICAO Global Aviation Training and the TRAINAIR PLUS Programme	Secretariat

LIST OF PARTICIPANTS

BAHAMAS

Wendy Major
Donna Cash

CUBA

Jorge Luis de Armas Bello
Gustavo Brito Pérez

DOMINICAN REPUBLIC

Juan César Thomas Burgos
José Luis Rodríguez
Eduardo Manuel Tejada Echavarría

MEXICO

Rita Adriana Juárez Ramírez
Aline Becerril Vega
Aaron Salvador Villar Bernal
Rafael de Antuñano
José de Jesús Vargas
Salvador Méndez Martínez

UNITED STATES

Carlos Agueda

COCESNA (ICCAE)

Mario Martínez

ICAO SECRETARIAT

Julio Garriga
Mekki Lahlou
Ricardo G. Delgado
Guillermo Vega

CONTACT INFORMATION

Name / Position	Administration / Organization	Telephone / E-mail
BAHAMAS		
Wendy Major Chief Operations Officer	Bahamas Civil Aviation Department	Tel. + 242 377 2004 + 242 377 2008 E-mail wmajor.ats@gmail.com
Donna Cash Operations Officer	Bahamas Civil Aviation Department	Tel. + 242 377 2004 E-mail dlcash@gmail.com
CUBA		
Jorge Luis de Armas Bello Subdirector del Centro de Adiestramiento Aeronáutico	Centro de Adiestramiento Aeronáutico	Tel. + 537 202 3393 + 537 2023765 ext. 123 E-mail jorge.dearmas@caac.cacsa.avianet.cu
Gustavo Brito Pérez Jefe de Oficina <i>TRAINAIR Plus</i>	Centro de Adiestramiento Aeronáutico	Tel. + 537 202 3393 + 537 2023765 ext. 125 E-mail Gustavo.brito@caac.cacsa.avianet.cu
DOMINICAN REPUBLIC		
Juan César Thomas Burgos Director	Academia Superior de Ciencias Aeronáuticas, ASCA	Tel. + 809 796 1932 E-mail jthomas@asca.edu.do
José Luis Rodríguez Director	Escuela de Seguridad de la Aviación Civil (ESAC)	Tel. + 809 880 2000 + 809 796 8574 E-mail directorescuela@cesa.mil.do rod_140@hotmail.com
Eduardo Manuel Tejada Echavarría Coordinador de Dirección	Academia Superior de Ciencias Aeronáuticas, ASCA	Tel. + 809 315 5830 E-mail etejada@asca.edu.do
MEXICO		
Rita Adriana Juárez Ramírez Jefe de Evaluación de Planes y Programas de Capacitación Técnica Aeronáutica	Centro Internacional de Adiestramiento de Aviación Civil (CIAAC)	Tel. + 52 55 5723 9300 ext. 18656 E-mail rjuarezr@sct.gob.mx
Aline Becerril Vega Jefe de Capacitación Técnica Especializada <i>TRAINAIR Plus</i>	Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIASA)	Tel. + 52 55 5133 1000 ext. 2077 E-mail abecerrilv@asa.gob.mx
Aaron Salvador Villar Bernal Coordinador Técnico del Centro ASTC	Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIASA)	Tel. + 52 55 5133 1000 ext. 2528 + 52 55 5068 1970 E-mail avillarb@asa.gob.mx tornadoi@hotmail.com
Rafael de Antuñano Sandoval Encargado de la Subdirección de Capacitación	SENEAM	Tel. + 52 55 5756 0979 E-mail rdeantu@hotmail.com

NAM/CAR/CATC/WG/2
List of Participants – Contact Information

iv – 2

Name / Position	Administration / Organization	Telephone / E-mail
Salvador Méndez Martínez Encargado del Centro de Capacitación de COCTAM	Colegio de Controladores de Tránsito Aéreo de México, A.C. (COCTAM)	Tel. + 52 55 1342 5794 E-mail cenmasalvador@yahoo.com
UNITED STATES		
Carlos Agueda Program Manager	Airports and International Training Division FAA Academy	Tel. + 1 405 954 8175 E-mail carlos.agueda@faa.gov
COCESNA		
Mario Rubén Martínez Guardado Director COCESNA/ICCAE	Instituto Centroamericano de Capacitación Aeronáutica (ICCAE) — Corporación Centroamericana de Servicios de Navegación Aérea (COCESNA)	Tel. + 503 2505 3800 E-mail mario.martinez@cocesna.org
ICAO		
Julio Garriga Regional Officer, Technical Assistance	North American, Central American and Caribbean Office (NACC)	Tel. + 52 55 5250 3211 E-mail jgarriga@icao.int
Mekki Lahlou Planning and Operations Officer <i>TRAINAIR Plus</i> Programme Global Aviation Training Office	ICAO Headquarters	Tel. + 1 514 954 8219 ext. 8171 E-mail mlahlou@icao.int trainair@icao.int
Ricardo G. Delgado Regional Officer, Aviation Security and Facilitation	North American, Central American and Caribbean Office (NACC)	Tel. + 52 55 5250 3211 E-mail rdelgado@icao.int
Guillermo Vega Regional Officer, Aeronautical Meteorology	North American, Central American and Caribbean Office (NACC)	Tel. + 52 55 5250 3211 E-mail gvega@icao.int

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

1.1 The Secretariat presented WP/01 Rev. inviting the Meeting to approve the provisional agenda and schedule and referred to IP/01 Rev. with the list of associated documentation and presentations.

1.2 The Meeting approved the agenda with some changes. The final version is presented in the historical section of this report. The schedule as presented in Appendix B to WP/01 Rev.

Agenda Item 2: Follow-up on Conclusions from Previous Meetings

2.1 The Secretariat presented WP/02 containing the list of conclusions and decisions valid at the end of the NAM/CAR/CATC/1 Meeting held in 2013 for review and comment by the Meeting. The status provided for each outstanding NACC/DCA conclusion and decision was designated as valid, completed or superseded as a result of a review completed by the Secretariat.

2.2 The Meeting agreed that all the NAM/CAR/CATC/1 meeting conclusions had been completed or superseded by time, events or a subsequent action or conclusion of this meeting. The Meeting agreed that the group should continue providing the corresponding follow-up on conclusions in order to update the next NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG), which is to be held in the ICAO NACC Regional Office in Mexico City, Mexico in 2015.

Agenda Item 3 Follow-up on ICAO Training and Human Resources Activities

3.1 TRAINAIR Plus Training Programme

New ICAO Training Policy, Resolution 38/12 Appendix D

3.1.1 Through WP/03, the Meeting took note about ICAO's training policy. The paper presented the specific mechanisms available to support the NAM/CAR/CATC/WG, Civil Aviation Training Centres (CATCs) and States, and offered concrete proposals for joint and coordinated work among the States, CATCs, the Regional Office (RO) and the Global Aviation Training (GAT) Office.

3.1.2 The 38th ICAO Assembly held in 2013 formulated Resolution 38/12 Appendix D on qualified and competent aviation personnel, which textually states:

Whereas the satisfactory implementation of SARPs and PANS is contingent upon having qualified and competent personnel; Whereas difficulties are being experienced by Member States in these matters due to a lack of qualified personnel to support the existing and future air transportation system; Whereas special effort is required to support Member States in meeting their human resource needs; and Whereas learning activities conducted by ICAO are an effective means of promoting a common understanding and the uniform application of SARPs and PANS;

The Assembly resolves that:

1. *ICAO shall assist Member States in achieving and maintaining competency of aviation personnel through the ICAO Aviation Training Programme;*
2. *the ICAO Aviation Training Programme shall be governed by the following principles:*
 - a) *qualification of aviation professionals is the responsibility of Member States;*
 - b) *the highest priority is placed on learning activities that support the implementation of SARPs;*
 - c) *cooperation with Member States and industry is essential to develop and implement learning activities to support the implementation of SARPs; and*
 - d) *priority shall be placed on cultivating the next generation of aviation professionals.*
3. *ICAO advises operators of training facilities but does not participate in the operation of such facilities; and*
4. *Member States assist each other to optimise access to learning activities for their aviation professionals.*

3.1.3 In line with the above, the ICAO civil aviation training policy has been updated, effective 1 January 2014, and the ICAO Global Aviation Training (GAT) Office was created, which reports directly to the Secretary General and, pursuant to the policy, will be responsible for planning, managing, and coordinating all ICAO aviation training activities, thus ensuring efficient, effective, and harmonised application of the policy in response to the training needs of member States, international and regional organisations, the industry, and other associates.

3.1.4 The GAT Office, pursuant to the mandate of Assembly Resolution 38/12, is responsible for planning, managing, and coordinating all ICAO aviation training activities, supported on the four pillars on which their implementation is based: the *TRAINAIR Plus* Programme; the recognition by ICAO of aviation training activities; aviation training activities developed by ICAO; and cooperation and partnership agreements (see Appendix A to WP/03, ICAO Civil Aviation Training Policy).

3.1.5 The States and CATCs were invited to interact with the ICAO GAT Office for the establishment of joint assistance and technical support agreements for the definition and implementation of human resources development strategies that will help the States and their institutions ensure that a sufficient number of qualified and competent personnel is available to operate, manage and maintain current and future air transport system, in accordance with international standards on air navigation safety, capacity and efficiency, security and facilitation, economic development of air transport, and environmental protection.

3.1.6 States and CATCs were invited to review the ICAO catalogue of courses on the website <http://www.icao.int/Training/Pages/default.aspx> and <http://www.icao.int/Training/TrainairPlus/Pages/STP-standardized-training-packages.aspx> and to incorporate the programmes and courses they require into their human resources training and development activities.

3.1.7 Through WP/04 the Meeting took note of the *TRAINAIR Plus* Programme. The paper described its role within the implementation of the ICAO training policy, its capabilities and specific benefits in support of the States, authorities, and CATCs in the implementation of national, regional, and global plans and strategies.

3.1.8 As described in the working paper on the ICAO training policy, the *TRAINAIR Plus* Programme was established as one of the four pillars on which the implementation of the ICAO training policy is based.

3.1.9 The *TRAINAIR Plus* Programme encompasses aviation training on matters related to safety and air navigation capacity and efficiency, and will evolve in due course to include training on matters related to security and facilitation, economic development of air transport, and environmental protection.

3.1.10 The Programme is composed of four modalities of recognition as follows:

Recognised Training Organisations

3.1.11 Training organisations, upon application, will be assessed by ICAO in accordance with the specific requirements of the *TRAINAIR Plus* Programme. Organisations compliant with such requirements will be recognised as *TRAINAIR Plus* members.

Regional Training Centres of Excellence

3.1.12 In order to have the best possible consideration of regional aspects but also with the intent of saving costs, each ICAO Region will have among its *TRAINAIR Plus* members at least one leading training organisation, which will be assessed by ICAO training unit in accordance with a set of high-level criteria. Training organisations that comply with those requirements will be recognised as Regional training centres of excellence. These centres will serve as coordinators of the implementation of specific initiatives (such as NGAP activities, runway safety, search and rescue, etc.) and enable regional solutions towards specific long-term objectives achievement.

Training Courses

3.1.13 The design and development of training courses will be recognised by ICAO in accordance with the *Training Development Guide, Competency-based Training Methodology* (Doc 9941).

Trainers

3.1.14 Trainers shall meet the requirements of ICAO's Instructors Training and Qualification Procedure in order to be qualified.

3.2 ICAO NACC Regional Office Role in the Planning and Implementation of Training Programmes in the NAM/CAR Regions

3.2.1 The Meeting took note that the role of the Regional Office regarding training, is to promote cooperation among its members; as well as to encourage the exchange of experiences along with other aviation organizations. In addition, it is pretended to develop a standardization framework for training programmes and instructor qualifications. Finally, it is also planned to publish reports related with aviation training needs and resources status on the NAM/CAR/CATC/WG Group webpage (<http://www.icao.int/NACC/Pages/nacc-regionalgroups-training.aspx>).

3.2.2 Through P/02, the Secretariat provided a summary on the ICAO civil aviation training framework. The presentation notified the Meeting about the study carried out by ICAO, which revealed a significant future demand of qualified aeronautical personnel from this date until the year 2030, in accordance with global forecasts that identified the required number of commercial aircraft, pilots, maintenance personnel and air traffic controllers. This study revealed that the number of aircraft will surpass the amount of 61,833 in 2010 to approximately 151,565 between 2010 and 2030; and the number of departures from 26 to 52 million. This would represent a global increase of double the current amount of pilots, maintenance personnel and air traffic controllers.

3.2.3 The results of the ICAO study establish that if there are no measures taken to increase the training capacity soon, there will be a deficit of qualified aviation personnel. Thanks to this study, now the member States, the industry and stakeholders are able to better identify the degree and venues where these deficits occur; thus, being able to resolve this problem in a more efficient manner.

3.2.4 Likewise, the presentation numbered the civil aviation training challenges, the ICAO civil aviation training policy, the scope of the policy and the role that training plays in the accomplishment of safety targets.

3.2.5 Through P/03, the Secretariat informed the Meeting about the scope of ICAO training activities, and the vision and mission of the GAT office and its application based on the four pillars.

3.2.6 The Meeting was informed about the benefits of joining as members of the *TRAINAIR Plus* Network; which include, among others, ICAO recognition, training capacity improvement; access and use of Standardized Training Packages (STP) developed by ICAO and business opportunities through the GAT global human resources network.

3.2.7 The Meeting took note of the process to become associated members and full members through the *TRAINAIR Plus* electronic management system.

Agenda Item 4 Civil Aviation Training Centre (CATC) Network in the NAM/CAR Regions

4.1 Standardization of Training Programmes

4.1.1 Under WP/05, the Cuban Civil Aviation Training Centre (CAA) presented the progress of the document to materialize the fundamental aspects to standardize two training programmes in 2015.

4.1.2 The task assigned to the CAA is to harmonize and standardize a group of courses in the Region for 2015, in order to validate new civil aviation professionals, thus, avoiding differences in course training and to facilitate a proper level of work competency in key civil aviation positions in States of the Regions. This will allow an exchange among CATCs and would provide graduates with the same abilities, knowledge and aptitudes.

4.1.3 In order to carry out the harmonization and standardization, there is a group of training programmes that have a direct influence on safety, such as: air traffic controllers, flight dispatchers, airline pilots, aviation meteorologists, AIS specialists, mechanics and aircraft maintenance technicians, among others. The NAM/CAR/CATC/WG Chairman will monitor and follow-up on the standardization and harmonization of the two basic specialties that were selected, so that the final result be presented to the Third Meeting of the NAM/CAR/CATC/WG in 2015.

4.1.4 The standardization of training programmes must include the following information:

- Name or title of the training programme
- General and specific objectives (intermediate and end-of-module objectives)
- Modular subject
- Training programme group of subjects

4.1.5 The content for each assignment must have the following:

- Minimum hours per subject
- Theme aspects
- Minimum total time for the training programme

4.1.6 The standardization must cover and comply with all the aspects set in the regulations to assign Licenses within all the States in the Regions. Therefore, the Meeting agreed to adopt the following Draft Conclusion:

**DRAFT
CONCLUSION**

**NAM/CAR/CATC/WG/2/1 STANDARDIZATION OF TRAINING PROGRAMMES IN THE
NAM/CAR REGIONS**

That the NAM/CAR/CATC/WG Chairman identify the criteria and basis to be used in the standardization of training programmes and provide a report to the NAM/CAR/CATC/WG/3 Meeting.

**4.2 Creation of a Bank of Potential Instructors for the NAM/CAR
Regions**

4.2.1 Though WP/06, the Cuban Civil Aviation Training Centre (CAA) recommended that the CATCs consider the creation of a regional Bank of Potential Instructors (BIP), which allows the consultation and request through the collaboration of the CATCs best instructors, who could be used internationally and who comply with the instructor's model to train the Next Generation of Aviation Professionals (NGAP).

4.2.2 The need to properly train the NGAP is clear. For this purpose, ICAO has made great efforts in all international and regional meetings to increase the awareness of all States regarding the importance of this task for the present and future of civil aviation.

4.2.3 The creation of a regional BIP is a step for the progress of the regional training integration to carry out the NGAP training. This makes it possible for the CATCs to have access to the best instructors for critical situations, such as when they do not have properly trained personnel to teach specific courses. This also facilitates the exchange and collaboration opportunity among centres.

4.2.4 Instructors who are proposed to integrate the BIP should have superior skills than the rest of the instructors in their States. This will allow a distinction from their colleagues, who, at the same time will be encouraged to increase their professional preparation.

4.2.5 The Cuban CAA proposes the following requirements for instructors:

- University degree
- Expert in an aviation subject matter
- Over five years of work experience
- Over five years of teaching experience
- Fluent reading, writing and speaking abilities in English
- High academic results among students
- Master's degree in pedagogy
- Other graduate diplomas, masters, doctorate studies
- Certification as a *TRAINAIR Plus* instructor (not an invalidation requirement)
- Others to be considered

Agenda Item 5 Analysis of Courses Offered in Each NAM/CAR Region CATC

5.1 Identification and Analysis of NAM/CAR Region Training Needs

Aviation Training Needs Questionnaire for the NAM/CAR Regions

5.1.1 Through WP/07, the Secretariat presented the progress of the Aviation Training Needs Questionnaire for the NAM/CAR Regions. Appendices A and B of this working paper presented both questionnaires: Civil Aviation Training Survey for Civil Aviation Training Centres Organizations and Civil Aviation Training Survey for Customer Organizations (States, Air Navigation Service Providers, Airport Service Providers, etc.).

5.1.2 Given the importance of training personnel who is involved in the different areas of civil aviation, the dynamic and constant change processes, as well as the systems to meet the increasing demands and the subsequent technological innovations, the Secretariat will conduct a survey on regional training needs and capacities.

5.1.3 With this information, it will be possible to know directly from States, which specific issues they need to train aviation personnel, as well as to explore the possibilities that could be provided by States through their respective training centres addressed/handled by aeronautical authorities.

5.1.4 This training needs and training centres inventory will be implemented on a yearly basis and it will be assessed by the training centres and by the ICAO NACC Regional Office in order to determine which type of courses should be implemented to comply with the demand based on needs that States have informed.

5.1.5 The Meeting formed an Ad hoc Group to examine, review and propose changes to both surveys. The group determined and proposed to restructure both surveys and to submit them to the consideration of the NAM/CAR/CATC/WG by 30 March 2015.

Identification of Training Needs in Aeronautical Message Handling System (AMHS) Implementation

5.1.6 Through WP/10, the Secretariat presented the AMHS training needs to be considered by the Civil Aviation Training Centres (CATCs) for supporting the implementation, operation and maintenance of the AMHS systems.

5.1.7 The AMHS implementation is a regional air navigation priority as established in the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP). This implementation is currently supported by the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) AMHS Task Force and GREPECAS D CAR Project (ATN infrastructure in the CAR Region and its ground-ground and ground-air applications), as well as different workshops conducted for this purpose.

5.1.8 From the III Workshop/Meeting on the Follow-up to the Implementation of the ATS Message Handling System (AMHS) in the NAM/CAR Regions (III AMHS-IMP) held in Boca Chica, Dominican Republic, from 24 to 26 September 2013, supported by the GREPECAS CAR Project D - ATN infrastructure in the CAR Region and its ground-ground and ground-air applications Meeting on 27 September 2013, the AMHS training needs were commented following ICAO guidance for this type of technical training.

ICAO Training Manual for the Air Traffic Safety Electronics Personnel (ATSEP) (Doc 7192)

5.1.9 The Technical training for the personnel involved in the maintenance and installation of CNS/ATM systems should be aligned with ICAO Doc 7192 - *Training Manual for the Air Traffic Safety Electronics Personnel (ATSEP)*. Doc 7192 should be used in conjunction with Annex 10 — *Aeronautical Telecommunications*, and associated manuals, as well as with the training required for these systems. All personnel directly involved in operation, maintenance and installation activities of CNS/ATM systems should be qualified for their job functions. ATSEP is the ICAO-recognized terminology for personnel involved in the operation, maintenance and installation of a CNS/ATM system.

5.1.10 In order to cover the various backgrounds of trainees and to ensure training standardization worldwide, it is recommended that training be divided into multiple levels as follows:

- *Basic training*: Fundamental knowledge and skills appropriate to the discipline to be pursued in the CNS/ATM environment.
- *Qualification training*: Job-category-related knowledge and skills appropriate to the discipline to be pursued in the CNS/ATM environment. Various applications have been identified that apply to the following five corresponding discipline qualifications: communication, navigation, surveillance, data processing and power supply. A General AMHS concept is considered under the communication discipline.
- *System and equipment rating training (also referred to as “Specific training”)*: System and equipment knowledge and skills leading to acquiring recognized competency, for example specific AMHS System courses. It also includes On-The-Job Training (OJT), which is the practical integration of previously acquired knowledge and skills, under the supervision of a qualified On-The-Job-Training instructor (OJTI), in an operational environment.

- *Follow-up training:* Training given to personnel, designed to augment existing knowledge and skills and/or to prepare for new technologies. It includes refresher, emergency procedures and conversion training. Refresher and emergency training are sometimes called “recurrent training”.
- *Conversion training:* Designed to provide knowledge and skills appropriate to a change in either job category (new discipline or new type rating), environment (new procedures) or system (system upgrade or change).
- *Development training:* Training designed to provide additional knowledge and skills demanded by a change in the job profile, e.g., system monitoring and control, training instructor, installation or engineering technician, or any other career development.

EUR AMHS COM Centre Training Guidelines Manual

5.1.11 The AMHS training needs may be accomplished following existing guidelines such as the AMHS COM Centre Training Guidelines Manual. In April 2012, version 1.0 of the EUR AMHS COM Centre Training Guidelines Manual was published with the purpose to provide information and guidance on the training and expertise required for personnel involved in the operation and maintenance of a COM Centre, defining training process and specifying training guidelines in order to have a common level of training for staff that operates and maintains COM Centres with AMHS capabilities.

5.1.12 The EUR AMHS COM Centre Training Guidelines Manual is applicable to all AMHS involved personnel, e.g. System Supervisors, Operators, Maintenance personnel, Engineers, End Users, etc. (the actual structure, naming and responsibilities of the personnel vary among Air Navigation Service Providers [ANSPs]).

5.2 Civil Aviation Training Plan for the NAM/CAR Regions

5.2.1 Through IP/10, the Secretariat presented the NAM/CAR Regions Regional Aviation Training Plan as an element to consider in the development of national aviation training plans and regional activities to guide CAR States with development of their aviation training programmes.

5.2.2 The Meeting formed an Ad hoc group to examine, review and propose changes to the NAM/CAR Regional Aviation Training Plan. The group determined and proposed to restructure the Plan presented as the Appendix to IP/10 and to submit the revision of the Plan to the consideration of the NAM/CAR/CATC/WG by 15 February 2015.

5.3 Introduction of CATCs and Respective Offered Instruction

Aeropuertos y Servicios Auxiliares International Training Centre “Ing. Roberto Kobeh González” (CIIASA) Academic Offer

5.3.1 Through NI/04, CIIASA informed the Meeting about their academic offer which is aligned to support the objectives and regional implementation actions by ICAO through the NACC Regional Office and to establish cooperation agreements to meet the regional training demand in each speciality area.

5.3.2 CIIASA has developed airport training programmes mainly in safety and aviation security areas. CIIASA has ICAO’s recognition as a *TRAINAIR Plus* Full Member since September 2012. The renewal was recently committed by completing the re-evaluation process and it obtained a certification valid until 2017. The instruction programmes, known as, standardized training packages (STPs) offered by CIIASA are included in the Appendix to NI/04.

5.3.3 The CIIASA academic offer also includes training that has been developed under methodologies known as conventional and through specialized post graduate courses on airports jointly organized with educational institutions recognized in Mexico, such as the National Autonomous University of Mexico and the National Polytechnic Institute. The available training programmes may be consulted in the Appendix to NI/04 and the site <http://cijasa.asa.gob.mx/>.

5.3.4 Through P/01, the Airports & International Training Division (AMA-800) of the FAA Academy described their course offer in the following training categories:

- Air Traffic
- Technical Operations
- Aviation English
- Flight Standards
- Airports
- Flight Procedures
- Management Training
- On-the-Job Training
- Technical Assistance
- Instructor Techniques
- Training Evaluation

5.3.5 The Airports and International Training Division of the FAA Academy supports ICAO training programmes including:

- Approved ICAO Training Facility
- Aviation English Language Training
- Procedures for Air Navigation Services – Operations (PANS/OPS) Training
- ICAO Endorsed Government Safety Inspector (GSI) Training

Preparation for New Pilots

5.3.6 Through NI/02, the Cuban Civil Aviation Training Centre (CAA) presented the Cuban experience to prepare a group of young pilots to transition from the Cuban Agricultural Aviation to airline pilots and assume the future relay of *Cubana de Aviación* of the *Corporación de la Aviación Cubana S.A.*, where the Aviation Training Centre has a leading role in its preparation. The group had 34 men and 18 women totalling 52 young pilots under training.

Formation of New Air Traffic Controllers

5.3.7 Through NI/03, the Cuban Civil Aviation Training Centre (CAA) presented the Cuban experience to prepare new air traffic controllers for Cuba in order to provide continuity to the logical process of manpower reposition and renewal in those areas where safety is essential. The group was formed by 17 men and 12 women, totalizing 29 students who were trained as air traffic controllers. Their preparation is aligned to ICAO's approach for the formation of the NGAP. This new group of controllers are young people who have as a minimum a high school degree and who have approved an English proficiency exam.

5.3.8 The group of subject to prepare these new controllers is included in the following teaching process plan.

Teaching Process Plan for an Aerodrome Controller

TEACHING PROCESS PLAN				
No	ASSIGNMENTS	TOTAL HOURS		
		THEORY	PRACTICE	TOTAL
1.	Aerodynamics	33	-	33
2.	Meteorology	49	27	76
3.	Aerodromes	18	-	18
4.	Aircraft Performance and characteristics	14	2	16
5.	Aeronautical Information Management	20	8	28
6.	Navigation	36	5	41
7.	Aeronautical Charts	22	8	30
8.	ATC telecommunication procedures	23	8	31
9.	Air Law	12	-	12
10.	PANS-OPS Procedures	28	5	33
11.	Air Traffic Management	162	35	197
12.	Introduction to CNS/ATM Systems	25	-	25
13.	Search and Rescue (SAR) System	9	-	9
14.	Safety Management System (SMS).	14	18	32
15.	Air Traffic Controller Team Resource Management (TRM)	22	8	30
16.	Aerodrome Simulator.	5	144	149
	TOTAL:	492	268	760

Teaching Process Plan for a Route and Procedures Air Traffic Controller

TEACHING PROCESS PLAN				
No	ASSIGNMENTS	TOTAL HOURS		
		THEORY	PRACTICE	TOTAL
1.	Aerodynamics	33	-	33
2.	Meteorology	47	25	72
3.	Aerodromes	18	-	18
4.	Aircraft Performance and characteristics	14	2	16
5.	Aeronautical Information Management	20	8	28
6.	Navigation	36	5	41
7.	Aeronautical Charts	22	8	30
8.	ATC telecommunication procedures	23	8	31
9.	Air Law	12	-	12
10.	PANS-OPS Procedures	28	5	33
11.	Air Traffic Management	162	35	197
12.	Introduction to CNS/ATM Systems	25	-	25
13.	Search and Rescue (SAR) System	9	-	9
14.	Safety Management System (SMS).	14	18	32
15.	Air Traffic Controller Team Resource Management (TRM)	22	8	30
16.	Route Procedures Simulator	5	560	565
	TOTAL:	490	682	1172

Agenda Item 6 Preparation of Course Instructors and Designers in the NAM/CAR Regions

6.1 Competency Assessment for Courses Taught at CATCs

ASBU Course improved by the TRAINAIR Plus methodology

6.1.1 Through NI/05, the Cuban Civil Aviation Training Centre (CAA) presented the Cuban experience on the development of an introductory course on the Aviation System Block Upgrade (ASBU) Methodology.

6.1.2 Block upgrades will be the basis for the review of the Global Air Navigation Plan, and they will impose a change in the planning and implementation at a regional level. Block upgrades aim towards the delivery of an improved performance.

6.1.3 Taking this into account, the CAA *TRAINAIR Plus* Office, in coordination with the Airports and Aeronautical Services Unit and the Air Navigation Directorate of the Cuban Civil Aviation Institute, took it upon themselves to prepare a course known as “Aviation System Block Upgrades (ASBU).” This course was prepared in accordance with Chapter 12 of the Guidance Material for the Preparation of ICAO Training Programmes, known as “Conventional Training Course Improvement Dependent on an Instructor.” Using this Chapter, the ASBU course now contains characteristics of the *TRAINAIR Plus* STPs.

6.1.4 The ASBU course was carried out with the participation of 13 students from different Cuban aeronautical specialities that are directly linked with the ASBU implementation in Cuba. A second course was given with the participation of 12 students from Cuba and 4 from Venezuela.

6.1.5 The course is aimed towards aviation personnel from improvement areas such as: airport operations, global data and systems interoperability, capacity optimization and flexible flights, and efficient flight trajectory, among others.

6.1.6 The purpose is to apply the block upgrade methodology guaranteeing its implementation in all aeronautical activities of the aviation system, based on the standards and national procedures as well as the ones that ICAO has established.

6.1.7 The length of the course is five days, 5 daily hours and it allocates time for self-study and independent works when concluding the face-to-face classes.

6.1.8 The fundamental theme aspects of Module 1 are:

Unit	Theme
1.1	Introduction to ASBU
1.1.1	ASBU Background
1.1.2	Aviation System Block Upgrades (ASBU) Methodology Objectives
1.1.3	Operational Concept Elements
1.1.4	ATM Improvement Areas
1.1.5	The Seven Components of the ATM Concept
1.1.6	11 Expectations of ASBU Benefits
1.1.7	Practical Exercise: Determine which modules should be implemented in their area.
1.2	Global Air Navigation Plan (GANP)
1.2.1	GANP Background
1.2.2	GANP New Concepts
1.2.3	GANP Main Policies
1.2.4	Aeronautical Specialties Roadmap
	Final Exam

6.1.9 The fundamental theme aspects of Module 2 are:

Unit	Theme
2.1	Aviation Block Upgrades – General
2.1.1	Specific Objectives of the Module
2.1.2	Current Priorities.
2.1.3	Block upgrades general composition
2.1.4	Block relative sequence
2.1.5	Flight Phase Module Distribution
2.1.6	Areas for improvement (AIP) and Module description
2.1.7	Content of Block 0.
2.1.8	Conducting Threads among Modules.
2.2	ASBU Module Implementation Planning
2.2.1	Airport Operations: Aerodrome efficiency improvement
2.2.2	Data and Systems Global interoperability
2.2.3	Capacity and flexible flight optimization.
2.2.4	Efficient flight trajectories.
2.2.5	Practical Exercise: Define description tables of the selected module.
2.2.6	ASBU Implementation Plan.
2.2.7	Key Area Metrics.
2.2.8	Air Navigation Report Form (ANRF) Implementation Progress.
2.2.9	Regional Performance Panel
2.2.10	Practical Exercise: Air Navigation Report Form (ANRF) development using the ASBU planning methodology.

6.2 CATC Instructor Preparation Workshops

The Importance of Instructor Periodical Training

6.2.1 Through NI/06, the Cuban Civil Aviation Training Centre (CAA) shared the CAA experiences related to the periodical training of instructors who are related to operational areas and civil aviation techniques. This is an element that CATCs need to pay attention to, considering that it is a fact that most instructors are not fully dedicated to teaching activities, since they only teach on a temporary basis.

6.2.2 To that effect and as foreseen in the Cuban Training and Procedural Manual (MIP), the CAA has designed and approved a training programme for those instructors who carry out additional work for the school or who are dedicated to internal training in companies whose training programmes are overseen by the CAA; this programme is known as “Periodical Training for Instructor Assistant.” Their preparation is aligned to what ICAO has established for the formation of NGAP, where instructors play a crucial educational role.

6.2.3 The purpose is to certify the categories of professors, instructors and instructor assistant from the technical-methodology point of view. This will allow perfecting training forms and modalities which contribute to improve training quality based on work competencies demanded by diverse specialities of the Cuban civil aviation system.

6.2.4 It also seeks to develop teaching-educational skills that allow using updated strategies, methods and learning styles, thus, guaranteeing the training effectiveness of aviation companies. It is aimed at accredited professors, instructors and/or instructor assistant according to the requirements established in CACSA RAC 29 to implement training within the civil aviation system un Cuba, after receiving preparation level II.

Agenda Item 7 NAM/CAR/CATC/WG Work Programme

7.1 The Secretariat presented, through WP/8, the proposal of a work programme for the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG), based on its main goal to be the focal point to promote cooperation among its members and harmonization and standardization of aviation training programmes in North America, Central America and the Caribbean (NAM/CAR).

7.2 During the Fifth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/5), held in Trinidad and Tobago, 28 to 30 April 2014, Conclusion 5/9 was approved, in particular item a) – *which approves the establishment of the NAM/CAR/CATC/WG, along with its Terms of Reference (ToRs) and Work Programme.*

7.3 The NAM/CAR/CATC/WG will be an assistance entity for Civil Aviation Directors and will work in coordination with the actual implementation working groups, specifically with the North American, Central American and Caribbean Working Group (NACC/WG), the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) and the Eastern Caribbean Network Technical Group (E/CAR/CATG).

7.4 Considering the necessity to establish minimum requirements and harmonic implementation by the CATCs of the NAM/CAR regions, the NAM/CAR/CIAC/1 agreed to develop a Work Programme for a successful achievement of the planning strategy for the navigation management services' personnel proficiency, with the understanding that the work programme is dynamic and will eventually require an annual review to achieve new requirements.

7.5 The Meeting created an Ad hoc Group to examine, revise and propose changes to the Work Programme. The group determined and proposed the review of the Work Programme to submit it for consideration by the NAM/CAR/CIAC/WG by 30 March 2015. A teleconference will be held to discuss the Work Programme during the first quarter of 2015.

Agenda Item 8 Other Business

Regional Aviation Safety Group – Pan America (RASG-PA)

8.1 The Meeting was informed about the activities carried on by RASG-PA, taking note that even with limited in-kind resources and participation by Civil Aviation Authorities in RASG-PA activities and projects, the Group has been able to successfully perform its tasks through great commitment and dedication.

8.2 The Meeting was reminded that RASG-PA is fulfilling its objective to enhance safety in the Pan American Region by reducing duplication of efforts as well as human and financial resource expenditure.

8.3 The Meeting was informed that RASG-PA meeting reports, and various material and documentation related with the detailed activities of the Group, including training material and the 2014 activity programme is available on the RASG-PA webpage: <http://www.icao.int/RASGPA/Pages/default.aspx>.

8.4 The Fifth Edition of the RASG-PA Annual Safety Report (ASR) reveals that the top three risk areas in the Pan American Region continue to be Runway Excursion (RE), Controlled Flight Into Terrain (CFIT), and Loss of Control In-Flight (LOC-I). Recently, Mid-Air Collision (MAC) was added to the list as the fourth risk area in the Region.

8.5 These four risk areas are considered among the highest priorities of the RASG-PA work programme through development of Safety Enhancement Initiatives (SEIs) and corresponding Detailed Implementation Plans (DIPs), which are voluntarily led by RASG-PA members. Several of these tasks have been successfully completed leading to the development and implementation of additional SEIs for which RASG-PA strongly advocates participation of States and other stakeholders.

PASG-PA ASTT 2013- 2014 Activities Report

8.6 Under this Agenda Item, the Secretariat presented the IP/9, which informed to the Meeting about RASG-PA and updated 2014 activities of the Aviation Safety Training Team (ASTT).

8.7 The RASG-PA/ASTT was established to assess, identify and categorize available aviation safety training and provide access to RASG-PA members and the aviation community through the RASG-PA website and deliver training activities. The training material, along with aviation safety seminars/workshops, is aligned with the data-driven aviation risk areas as identified by RASG-PA.

8.8 As part of its work programme, the ASTT also delivers aviation safety seminars/workshops, collects and posts aviation safety training material on the RASG-PA website and holds meetings, as required, to coordinate implementation of ASTT objectives.

8.9 The aviation safety seminars/workshops include sharing specific RASG-PA data-driven safety information to mitigate the identified risk areas in the Pan American Region and also provide ICAO information on improving safety oversight systems, implementing the ICAO State Safety Programme (SSP) and Safety Management Systems (SMS), promoting implementation of Runway Safety Teams (RSTs), utilization of ICAO Electronic Safety Tools, information on Fatigue Risk Management System (FRMS), pilot monitoring, Performance Based Navigation (PBN), etc.

8.10 The seminars/workshops assist States and stakeholders with raising awareness, preparing and informing personnel and the local aviation community on up-to-date safety related issues. The activity programme of RASG-PA ASTT could be found in the Appendix to the WP/9.

Port-of-Spain Declaration

8.11 Under this Agenda Item, the Secretariat presented the IP/08, which informed to the Meeting the safety and air navigation targets established for the ICAO NAM/CAR Regions, inserted in the new ICAO Regional Performance Dashboards in support of transparency and information sharing.

8.12 Preliminary safety targets were determined by the First CAR Region Safety and Air Navigation Directors Meeting (CAR/DCA/OPSAN/1). The air navigation targets were proposed by the First NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/1) and amended by the Fourth North American, Central American and Caribbean Working Group Meeting (NACC/WG/4).

8.13 Based on input received from States on the safety and air navigation targets, the Port-of-Spain Declaration was signed by all NAM/CAR Directors of Civil Aviation, Ministers or their authorized representatives during the Fifth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/5) held in Trinidad and Tobago, 28 to 30 April 2014, as shown in the Appendix to IP/08.

Aviation Security and Facilitation

8.14 Under this Agenda Item, the Secretariat presented the IP/09, which provided data on NAM/CAR Aviation Security (AVSEC) and Facilitation (FAL) training and assistance activities and related relevant information to be considered by the appropriate authorities on these fields to accomplish the provisions of Annex 9 – *Facilitation* and Annex 17 - *Security*.

8.15 The Aviation Security Training Centres (ASTCs) conducted the following training activities in 2014:

- an AVSEC Certification Systems Workshop in April, and a Risk Management Workshop in October, at the ASTC Port of Spain, Trinidad and Tobago;
- an AVSEC Instructors Course in March, and a National Civil Aviation Security Training Programme Workshop in October, at the ASTC/ESAC Santo Domingo, Dominican Republic; and
- a Cargo and Mail Security Course in April, at the ASTC/CIASA Ciudad de México, México

8.16 As part of the ICAO/*Transport Canada* Aviation Security Project, ICAO has conducted State or enhanced assistance plans for Haiti, Honduras, and ECCAA, involving onsite experts to improve legal framework and AVSEC programmes within those States. This has also included training for work teams designated by the civil aviation authorities in order to involve other governmental entities in this objective. A new project for Bahamas started this November 2014.

8.17 Regarding FAL issues, the NACC Regional Office, in coordination with ISD – SEC and ISD – FAL, has conducted three NAM/CAR and SAM regional seminars: one in Santiago, Chile, in February 2012, another in Mexico City, Mexico, in May 2013, and the last one in Lima, Peru, in September 2014. The seminars provided information regarding updates and latest amendments to Annex 9 Standards and Recommended Practices (SARPs), independent from Machine Readable Travel Document (MRTD) information. It is important to mention that the MRTD programme only covers a portion of Annex 9 SARPs; there are many other SARPs that require implementation by other government authorities from the States besides the Civil Aviation Authority, being the training on these issues of utmost importance to achieve the compliance objective of ICAO SARPs. The next Facilitation NAM/CAR and SAM Regional Seminar will be conducted tentatively in Colombia, from 1 to 4 September 2015.