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WORKING PAPER

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**Second NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/2)**

ICAO NACC Regional Office, Mexico City, Mexico, 2 to 5 December 2014

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

STANDARDIZATION OF TRAINING PROGRAMMES

(Presented by Cuba)

EXECUTIVE SUMMARY

According to the programme of the working group of the Civil Aviation Training Centres (NAM/CAR/CAT/WG) for the period 2013-2016, in item 6 referred to: Reference framework to harmonize Aviation Training Centres in the region NAM/CAR in the specific aspects: ideas exchange and Initial Framework Proposal and taking as a reference the lecture delivered on June 20th, 2014, with the participation of training centres from El Salvador, COCESNA, the Dominican Republic, ASCA, the Republic of Cuba, CAA and the Mexican Regional Office.

The Aviation Training Center from the Republic of Cuba was appointed to present a document, according to the agreement, to materialize the main aspects for the standardization of two training programmes in 2015.

Action:	To harmonize and standardize a group of courses in the region in 2015, so as to allow the validation of New Professionals in Civil Aviation in order to avoid the differences in the training courses and to facilitate a proper level of professional competence in the target occupations of Civil Aviation in our countries. It would promote the exchange among the Civil Aviation Training Centers and would provide the graduate with abilities, knowledge and attitudes at the same level.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• Final report of the first meeting of CATCs of the regions NAM/CAR with their respective acronyms NAM/CAR/CIA/1, page 2.1.<ul style="list-style-type: none">○ Decision: NAM/CAR/CIAC/1/7- Optimization of the methodologies of the Training Centres NAM/CAR.• Programme of the working groups of the CATCs (NAM/CAR/CATC/WG) for the period 2013-2016. In item 6 referred to the reference framework to harmonize the aviation instruction in the regions NAM/CAR

1. Introduction

1.1 The harmonization and standardization of training programmes will allow the New Generation of Civil Aviation Graduate Professionals in the region, be trained with a standardized level of contents, abilities, knowledge and attitudes, which enables their rotation in certain situations and at the same time, the rotation of instructors, teaching materials, texts, experiences, and the like. Besides, the courses, further to the basic instruction, will be designed in a harmonized and standardized way.

1.2 The Aviation Training Center (CAA) from the Republic of Cuba, was given the task to elaborate a primary document with the basic ideas to create the methodological basis to achieve the following goal: harmonize and standardize a group of courses in the region so as to facilitate the validation of New Civil Aviation Professionals.

1.3 The Aviation Training Center (CAA) from the Republic of Cuba, proposes this working paper which contains the aspects to fulfil the objective of this meeting and to facilitate exchange of ideas to come to an agreement.

1.4 *Proposal of the harmonization and standardization procedure:*

1.4.1 In terms of the harmonization and standardization, we suggest for the meeting CATC2, the working group to come up with the proposal of the training programmes to be harmonized and they should be approved by the CATCs directors present in the meeting. Using the *TRAINAIR Plus* Methodology gives the possibility to choose one of the 4 variants for its application, specially the one aiming to get closed to or to improve the conventional courses towards *TRAINAIR Plus* Methodology. Even when they wouldn't be designed following the STP procedure, some benefits will result to create materials and standardized and harmonized courses, which do not depend on the instructor.

1.5 *Countries and centers with TRAINAIR Plus offices:*

1.5.1 One of the strengths of the region is having a group of centres within the *TRAINAIR Plus* programme, which shows the methodological potentials. We propose these CATCs to lead this work of harmonization and standardization in the region, together with their academic structures

No.	Civil Aviation Training Centre	Country
1	CIIASA	Mexico
2	ICCAE from COCESNA	El Salvador
3	ASCA	Dominican Republic
4	CAATI	Jamaica
5	CAA	Republic of Cuba

1.6 *Some steps to carry out the harmonization and standardization*

1.6.1 There is a group of training programmes that influence directly at an Operational Safety Level such as: Air traffic Controllers, Flight Dispatchers, Airline Pilots, Aviation Meteorologists, AIS Specialists, Mechanics and Technicians of Aircraft Maintenance, among others. We have selected 2 basic specialties to standardize and harmonize and come up with a final result to the Third Working Group Meeting NAM/CAR of the CATCs in 2015, using the working group for their monitoring and follow-up, according to the schedule proposed in item 2.5.

No.	Task to be held	Months											
		J	F	M	A	M	J	J	A	S	O	N	D
2	Deliver the information to each coordinator of the standardization, including the current programmes and the statements of the aeronautical license rules in every country.												
3	Analyze and work with the documentation and to come to an agreement about a first version of the standardization.												
4	Deliver the information about the first version of the standardization to all CATCs to get feed back												
5	Analyze all criteria gathered												
6	Deliver the final information about the standardized programmes												
7	Approve the standardized training programmes in the Third Working Group Meeting of the CATCs NAM/CAR												
8	Deliver a teleconference about the follow-up of the working group and the ICAO Regional Office. (Every month, on the third Wednesday)												

3. Conclusions

3.1 We consider that this working paper constitutes the basis and a guideline to comply with the agreement of the previous meeting. We encourage all participants in this meeting to give their opinions and to come to an agreement about all actions to be carried out in 2015, with the task of coming up with a result to the third meeting, so as to proceed with the standardization of 2 or more training programmes.

4. Suggested Action

4.1 We suggest the meeting to debate and come to an agreement about the actions to be held, taking as a reference this working paper presented by the Republic of Cuba.