



ICAO

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

WORKING PAPER

NAM/CAR/CATC/WG/2 — WP/08  
19/10/14

**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 7 NAM/CAR/CATC/WG Work Programme**

**NAM/CAR REGIONS CIVIL AVIATION TRAINING CENTRES WORKING GROUP  
WORK PROGRAMME FOR 2015**

(Presented by the Secretariat)

**EXECUTIVE SUMMARY**

This Working Paper presents a proposed work programme for the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) based on its primary goal to be the focal point to promote cooperation among its members and promote harmonization and standardization of aviation training programme in the North American, Central American, and Caribbean (NAM/CAR) Regions.

|                              |  |
|------------------------------|--|
| <b>Action:</b>               | Action is presented in Section 3.  |
| <i>Strategic Objectives:</i> | <ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Security &amp; Facilitation</li><li>• Economic Development of Air Transport</li><li>• Environmental Protection</li></ul>   |
| <i>References:</i>           | <ul style="list-style-type: none"><li>• First NAM/CAR Regions Civil Aviation Training Centres Meeting (NAM/CAR/CATC/1) ICAO NACC Regional Office, Mexico City, Mexico, 27 to 30 August 2013</li><li>• Fifth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/5), Port-of-Spain, Trinidad and Tobago, from 28 to 30 April 2014</li></ul> |

**1. Introduction**

1.1 During the First NAM/CAR Regions Civil Aviation Training Centres Meeting (NAM/CAR/CATC/1) held at the ICAO NACC Regional Office, Mexico City, Mexico, from 27 to 30 August 2013, the Secretariat formed three Ad hoc groups to analyse, discuss and share ideas to develop the NAM/CAR/CATC/WG Work Programme, which is presented in the Appendix to this working paper.

1.2 During the Fifth Meeting of Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA/5) held in Port-of-Spain, Trinidad and Tobago, from 28 to 30 April 2014, the Directors approved Conclusion 5/9 and, in particular, item a) – the establishment of the NAM/CAR/CATC/WG is hereby approved along with its Terms of Reference (ToRs) and Work Programme.

## **2. Discussion**

2.1 The NAM/CAR/CATC/WG will be a supporting body to the Directors of Civil Aviation and will work in coordination with existing implementation working groups, namely the North American, Central American and Caribbean Working Group (NACC/WG), NAM/CAR Air Navigation Implementation Working Group (ANI/WG) and the Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG).

2.2 Taking into consideration the need to establish minimum requirements and harmonized implementation by the CATCs of the NAM/CAR Regions, the NAM/CAR/CATC/1, agreed to develop a Work Programme for the successful completion of the planning strategy for managing navigation services staff competence, with the understanding that the work programme is dynamic and will eventually require an annual review to meet new requirements.

## **3. Suggested actions**

3.1 The Meeting is invited to:

- a) take note of the information presented in this working paper;
- b) review and update the Work Programme for 2015; and
- c) recommend other appropriate actions.

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**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP**  
**GRUPO DE TRABAJO NAM/CAR DE LOS CENTROS DE INSTRUCCIÓN DE AVIACIÓN CIVIL**  
**(NAM/CAR/CATC/WG)**  
**WORK PROGRAMME / PROGRAMA DE TRABAJO**  
**2013-2015**

| No. | Activity / Actividad   | Objective / Objetivo   | Responsible / Responsable     | Deliverable or Status Entregable o Estado  | Date / Fecha  |
|-----|--|--|-------------------------------|--|---|
| 1.  | <b>NAM/CAR/CATC/WG Creation</b><br><b>Creación del NAM/CAR/CATC/WG</b>   | <b>Apoyar el NAM/CAR/CATC/WG</b><br><b>Support NAM/CAR/CATC/WG</b>   |                               | <b>Support to Group</b><br><b>Apoyo al grupo</b>   |   |
|     | Provide plans and priority training guidance for air navigation implementation, safety and aviation security<br>Proveer planes y orientaciones de prioridades en instrucción para la implementación de la navegación aérea y seguridad operacional y seguridad de la aviación                |  | ICAO/OACI                     |  | 15 Sep 2014   |
|     | Working Paper for the NACC/DCA/5 Meeting on the establishment of the NAM/CAR/CATC/WG<br>Nota de Estudio para reunión NACC/DCA/5 sobre aprobación del NAM/CAR/CATC/WG   |  | NAM/CAR/CATC/WG               | Completed<br>Finalizada  | Mar 2014  |
|     | Webpage creation to support the NAM/CAR/CATC/WG<br>Creación de página web en apoyo al NAM/CAR/CATC/WG  |  | ICAO/OACI                     | Completed<br>Finalizada  | Nov 2014  |
| *   | Urge State Centres that did not attend the first Meeting of Centre Directors to join the NAM/CAR/CATC/WG and work programme<br>Instar a los Centros de los Estados que no están presentes en la 1a Reunión de Directores de Centros a integrarse al NAM/CAR/CATC/WG y el programa de trabajo | Expand and increase representation of NAM and CAR members in the NAM/CAR/CATC/WG<br>Ampliar y hacer una representación más significativa de miembros NAM y CAR en el NAM/CAR/CATC/WG | ICAO/OACI,<br>NAM/CAR/CATC/WG | Valid<br>Válida  | Permanent<br>Permanente   |
| 2.  | <b>Annual Needs Survey/Regional Training Offered 2014-2016</b><br><b>Levantamiento Anual de las necesidades/ oferta de instrucción de la región 2014-2016</b>  | <b>Assessment of Regional training to complete and reduce training gaps</b><br><b>Evaluación de instrucción regional para completar y reducir brechas en la capacitación</b>         |                               | <b>Provide recommendations for improvements</b><br><b>Dar recomendaciones para mejoras</b> | <b>Performance evaluation: June 2014</b><br><b>Evaluación de rendimiento: junio 2014</b><br><b>Assessment: June 2015</b><br><b>Evaluación: junio 2015</b> |
|     | Prepare forms to request training needs<br>Preparación de formatos para requerir necesidades de instrucción  |  | NAM/CAR/CATC/WG               | Survey<br>Encuestas  | Feb 2014  |

| No. | Activity / Actividad  | Objective / Objetivo | Responsible / Responsable    | Deliverable or Status Entregable o Estado | Date / Fecha  |
|-----|---|----------------------|------------------------------|---|---|
|     | Prepare forms to request CATCs offers/ training courses<br>Preparación de formatos para requerir ofertas/cursos de instrucción            |                      | NAM/CAR/CATC/WG              |   | Jul 2014  |
|     | Dissemination of training needs information request<br>Difusión de solicitud de información de necesidades de instrucción                 |                      | ICAO/OACI                    |   | Jul 2014  |
|     | State responses<br>Respuesta de los Estados   |                      | StatesEstados                |   | Sep 2014  |
|     | Annual analysis and improvement recommendations for annual training<br>Análisis anual y recomendaciones de mejoras para instrucción anual |                      | NAM/CAR/CATC/WG              |   | Oct 2014  |
|     | NAM/CAR/CATC/WG/2 Meeting<br>Reunión NAM/CAR/CATC/WG/2  |                      | ICAO/OACI<br>NAM/CAR/CATC/WG |   | 2 to 5 December 2014<br>2 al 5 de diciembre de 2014 |
|     | Prepare forms to request training needs<br>Preparación de formatos para requerir necesidades de instrucción                               |                      | NAM/CAR/CATC/WG              |   | Feb 2015  |
|     | Prepare forms to request CATCs offers/ training courses<br>Preparación de formatos para requerir ofertas/cursos de instrucción            |                      | NAM/CAR/CATC/WG              |   | Feb 2015  |
|     | Dissemination of training needs information request<br>Difusión de solicitud de información de necesidades de instrucción                 |                      | ICAO/OACI                    |   | Mar 2015  |
|     | State responses<br>Respuesta de los Estados   |                      | StatesEstados                |   | May 2015  |
|     | Annual analysis and improvement recommendations for annual training<br>Análisis anual y recomendaciones de mejoras para instrucción anual |                      | NAM/CAR/CATC/WG              |   | Jun 2015  |
|     | NAM/CAR/CATC/WG/3 Meeting<br>Reunión NAM/CAR/CATC/WG/3  |                      | ICAO-<br>NAM/CAR/CATC/WG     |   | Jun 2015  |

| No. | Activity / Actividad  | Objective / Objetivo  | Responsible / Responsable | Deliverable or Status Entregable o Estado  | Date / Fecha |
|-----|---|---|---------------------------|--|--------------|
| 3.  | <b>Analysis to define priority training programmes in the Region</b><br><b>Análisis para definir programas de instrucción prioritarios en la región /</b> | <b>Improve quality of regional training</b><br><b>Mejorar la calidad de la instrucción regional</b>   |                           | <b>Improvement recommendations</b><br><b>Recomendaciones de mejoras</b>                                  |              |
|     | Curricula and course information exchange<br>Intercambio de información de cursos y curricula   |   | NAM/CAR/CATC/WG           |  | Jan-Apr 2014 |
|     | Analysis of course quality improvements<br>Análisis de mejoras a la calidad en los cursos   |   | NAM/CAR/CATC/WG           |  | Jun 2014     |
|     | Curricula and course information exchange<br>Intercambio de información de cursos y curricula   |   | NAM/CAR/CATC/WG           |  | Jan-Apr 2015 |
|     | Analysis of course quality improvements<br>Análisis de mejoras a la calidad en los cursos   |   | NAM/CAR/CATC/WG           |  | Jun 2015     |
| 4.  | <b>Analysis/Review of the ICAO NAM/CAR Regional Training Plan</b><br><b>Análisis/visión del plan Regional de Instrucción NAM/CAR NACC de la OACI</b>      | <b>Develop a Regional Training Guidance Plan (Conclusion NACC DCA/x)</b><br><b>Desarrollar un plan regional Guía de instrucción (Conclusión NACC DCA/x)</b> |                           | <b>NAM/CAR Regional Training Plan 2014-2016</b><br><b>Plan Regional de Instrucción NAM/CAR 2014-2016</b> |              |
|     | Initial review of the Plan<br>Revisión inicial del Plan   |   | NAM/CAR/CATC/WG/1         |  | Aug 2013     |
|     | Formulation of initial surveys to collect information for the Plan<br>Formulación de encuestas iniciales para recolección de información para el Plan     |   | NAM/CAR/CATC/WG/1         |  | Aug 2013     |
|     | Completion of survey forms<br>Finalización de formatos de encuestas   |   | NAM/CAR/CATC/WG           |  | Sep 2013     |
|     | Submit surveys to States and training service providers<br>Envío de la encuesta a Estados y Proveedores de servicio de instrucción                        |   | ICAO/OACI                 |  | Sep 2013     |
|     | Response to surveys by States and providers<br>Respuesta a encuestas por parte de los Estados y Proveedores   |   | States/Estados            |  | Dec 2013     |

| No. | Activity / Actividad  | Objective / Objetivo  | Responsible / Responsable | Deliverable or Status Entregable o Estado   | Date / Fecha |
|-----|---|---|---------------------------|---|--------------|
|     | Information analysis and Plan updating<br>Análisis de la información y actualización del Plan   |   | NAM/CAR/CATC/WG           |   | Jan-Mar 2013 |
|     | Plan modification – Completion of proposal<br>Modificación al plan - propuesta terminada  |   | NAM/CAR/CATC/WG           |   | Mar 2015     |
| 5.  | <b>Model training agreements</b><br><b>Modelos para acuerdos sobre instrucción</b>  | <b>Streamline agreements</b><br><b>Agilizar los acuerdos</b>  |                           | <b>Models</b><br><b>Modelos</b>   |              |
|     | Course exchange<br>Intercambio de cursos  |   | NAM/CAR/CATC/WG-TF1       |   | Nov 2014     |
|     | Conduct specific courses<br>Realización de cursos específicos   |   | NAM/CAR/CATC/WG-TF2       |   | Nov 2014     |
|     | Instructor exchange<br>Intercambio de instructores  |   | NAM/CAR/CATC/WG-TF3       |   | Nov 2014     |
|     | Educational material exchange<br>Intercambio de material didáctico  |   | NAM/CAR/CATC/WG-TF4       |   | Nov 2014     |
| 6.  | <b>Framework to harmonize aviation training in the NAM and CAR Regions</b><br><b>Marco de referencia para armonizar la instrucción de la aviación en las regiones NAM y CAR</b> | <b>Promote collaboration and support among the Centres</b><br><b>Promover la colaboración y apoyo entre Centros</b> |                           | <b>Training Harmonization Framework</b><br><b>Marco de referencia de la armonización de la capacitación</b> |              |
|     | Exchange of ideas<br>Intercambio de ideas   |   | NAM/CAR/CATC/WG           |   | Aug 2014     |
|     | Initial Framework Proposal<br>Propuesta inicial de marco  |   | NAM/CAR/CATC/WG           |   | Sep 2014     |
|     | Review and agreements on final version<br>Revisión y acuerdos para versión final  |   | NAM/CAR/CATC/WG           |   | Oct 2014     |

| No. | Activity / Actividad  | Objective / Objetivo | Responsible / Responsable | Deliverable or Status Entregable o Estado | Date / Fecha                                     |
|-----|---|----------------------|---------------------------|---|--|
| 7.  | <b>Key events</b><br><b>Eventos Clave</b>   |                      |                           |   |  |
|     | NACC Working Group - NACC/WG/4<br>Grupo de Trabajo NACC - NACC/WG/4   |                      |                           |   | 24 to 28 March 2014<br>24 al 28 de marzo de 2014 |
|     | Review at the forthcoming Meeting of Directors– NACC/DCA/5<br>Revisión en la próxima reunión de Directores – NACC/DCA/5 |                      |                           | Completed<br>Finalizado                   | 28 to 30 April 2014<br>28 al 30 de abril de 2014 |
|     | NAM/CAR/CATC/WG/2 Meeting<br>Reunión NAM/CAR/CATC/WG/2  |                      |                           |   | Dec 2014   |

— END/FIN —