NACC/WG/4 — WP/20
17/01/14

**Fourth North American, Central American and Caribbean Working Group Meeting
(NACC/WG/4)**
Ottawa, Canada, 24 to 28 March 2014

Agenda Item 4	**Regional Cooperation and training matters to support implementation**
	4.2 **Review of air navigation implementation and performance-based monitoring human factor and training matters**
	4.2.2 **Results from the First Meeting of Directors of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1)**

**RESULTS OF THE FIRST MEETING OF CIVIL AVIATION TRAINING CENTRES OF THE
NAM/CAR REGIONS (NAM/CAR/CATC/1) AND THE CREATION OF THE WORKING
GROUP ON TRAINING**

(Presented by the Secretariat)

EXECUTIVE SUMMARY
This working paper presents the results of the NAM/CAR/CATC/1 Meeting and the creation of NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

Action:	Action is presented in Section 3
Strategic Objectives:	• Safety • Air Navigation Capacity and Efficiency • Security & Facilitation • Economic Development of Air Transport • Environmental Protection
References:	• Fourth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/4), San Pedro Sula, Honduras, from 20 to 24 June 2011 • State Letter EMX0382, NS 2-21, dated 17 May 2013, regarding the First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1) • First Meeting of Civil Aviation Training Centres of the NAM/CAR Regions (NAM/CAR/CATC/1) ICAO NACC Regional Office, Mexico City, Mexico, 27 to 30 August 2013

1. Introduction

1.1   Training is a core factor for human development and performance, and a key element for all phases of aeronautical activities planning, implementation, operation and improvement.

1.2   During the Fourth Meeting of Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA/4) held in San Pedro Sula, Honduras, from 20 to 24 June 2011, the Directors of Civil Aviation approved Conclusion 4/8 and in particular item g) – *Civil Aviation Training in the CAR Region*, which stated: *"the ICAO NACC Regional Office convene a CAR Region Civil Aviation Training Centres meeting during the first quarter in 2012."* Moreover, the CAR Region State representatives who attended the Fifth Regional Symposium on the Next Generation of Aviation Professionals (NGAP) and TRAINAIR PLUS – The Americas held in Montego Bay, Jamaica, from 5 to 7 February 2013, requested ICAO to convene a CAR Region civil aviation training centres meeting during 2013.

1.3   This meeting was replaced with the invitation and participation of CAR Region States/Territories at the Twelfth Meeting of Directors of Civil Aviation Training Centres (CIAC/12), which was held in 2012 at the ICAO SAM Regional Office in Lima, Peru.

1.4   The Civil Aviation Training Centres (CATCs) are an essential part of this training structure. Considering the training needs in the CAR Region and the update of the Regional Training Plan, the CAR Region CATCs requested ICAO to convene the First NAM/CAR Civil Aviation Training Centres Meeting (NAM/CAR/CATC/1) at the ICAO NACC Regional Office, Mexico City, Mexico, which was held from 27 to 30 August 2013.

1.5   In accordance with ICAO Assembly Resolution A38-12, Appendix D, ICAO shall assist and advise operators of training facilities and Member States in achieving and maintaining competency of aviation personnel through the ICAO Aviation Training Programme.

2. Discussion

2.1   The NAM/CAR/CATC/1 Meeting took note of the ICAO NACC Regional Office role in planning and implementation of training programmes in the NAM/CAR Regions. The role of the Regional Office is to promote cooperation among its members; encourage expertise sharing among its members and other aviation organizations; develop a framework for standardization of training programmes and instructor qualifications; and publish a report on the status of aviation training needs and resources in the regions.

2.2   At this meeting the Secretariat proposed the formal establishment of a technical support entity for NAM/CAR/CATC training matters, including the Terms of Reference and Work Programme. The establishment of a working group is supported by the CAA Directors' mandate for improving training and human factors based on the experience in planning/implementation of aviation systems in all areas and by adopting a more effective structure based on subject matter experts.

2.3   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), the NAM/CAR Air Navigation Implementation Working Group (ANI/WG), and the Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG).

2.4   The final report of the First NAM/CAR Civil Aviation Training Centres Meeting (NAM/CAR/CATC/1) is now available on the event webpage at the following address: http://www.icao.int/NACC/Pages/meetings-2013-namcarcatc1.aspx

2.5   From the experience in the planning/implementation of aviation systems in all areas and adopting a more effective structure based on experts in the matter, the creation of a working group in support of the Directors mandate for improving training and human factors is being proposed based on the experience and involvement of the training stakeholders like the ones in the NAM/CAR/CATC/1 Meeting. The denomination of this working group was proposed to be Civil Aviation Training Centres Working Group (CATC/WG). Therefore, the NAM/CAR/CATC/1 adopted the following draft conclusion:

DRAFT CONCLUSION
NAM/CAR/CATC/1/10   ESTABLISHMENT OF THE CIVIL AVIATION TRAINING
**   CENTRES WORKING GROUP (NAM/CAR/CATC/WG)**

That in order to improve and coordinate training to benefit aviation development in the NAM/CAR Region with participation of users and training services providers, the establishment of the NAM/CAR/CATC/WG is hereby approved along with its Terms of Reference (ToRs) and Work Programme as presented in the Appendix to this part of the report.

2.6   The Appendix to this working paper presents the Terms of Reference (ToRs) and Work Programme of the NAM/CAR/CATC/WG for the Directors' approval. During the Meeting, Mr. Juan Thomas, representative of Dominican Republic, was elected as the NAM/CAR/CATC/WG Rapporteur.

2.7   The structure of the NAM/CAR/CATC/WG, its ToRs and Work Programme will be submitted to the NACC/DCA/5 Meeting for the Directors of Civil Aviation approval, as shown in the Appendix to this working paper.

2.8   The next action of the NAM/CAR/CATC/WG is to develop Training Needs Survey/Regional Training Offered for 2015-2016. This survey will be disseminated to the States and the Civil Aviation Training Centres of the NAM/CAR Region by June 2014.

3. **Suggested Action**

3.2 The Meeting is invited to:

a) take note of the efforts presented in this Working Paper to improve training and competencies of Technical Aviation Personnel;

b) support the establishment of the NAM/CAR/CATC/WG;

c) support the NAM/CAR/CATC/WG ToRs as presented in the Appendix to this Working Paper;

d) support the work programme for the NAM/CAR/CATC/WG as presented in the Appendix to this Working Paper;

e) to start collecting the information requested in the survey, as detailed in paragraph 2.8; and

f) recommend other appropriate actions.

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APPENDIX
NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP
(NAM/CAR/CATC/WG)
TERMS OF REFERENCE

1.   Background

          In order to support and improve training aspects for development of air navigation and security in the NAM/CAR Region in accordance with ICAO guidance, national needs and following the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP), the Directors of Training Centres of the NAM/CAR Regions proposed the establishment of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

2.   Responsibilities

          The NAM/CAR/CATC/WG is responsible for:

a)   Management of its work programme
b)   Recommending a framework for harmonization of aviation training in the NAM/CAR Region, including but not limited to training programmes, quality assurance aspects, instructor qualifications, Training Centre coordination.
c)   Promoting the association of training organizations in the NAM/CAR Region
d)   Establishing a mechanism to analyze aviation training needs and capacities in the NAM/CAR Region, considering the NAM/CAR Training Plan and the existing implementation groups for State training needs
e)   Providing assistance for improving training matters for States and Training organizations in the NAM/CAR Regions

3.   Working Methods

a)   The NAM/CAR/CATC/WG will be led by a Rapporteur who will be elected for a three-year term. The duties of the NAM/CAR/CATC/WG Rapporteur are the following:

  i.   Chair the NAM/CAR/CATC/WG meetings
 ii.   Coordinate fulfillment of tasks and the work programme
iii.   Maintain close coordination with the Secretariat for development of meeting agendas and planning
 iv.   Inform the NAM/CAR Directors of Civil Aviation meetings on the NAM/CAR/CATC/WG meeting results

b)   The NAM/CAR/CATC/WG will:

   i.   Present its work programme containing activities in terms of objectives, responsibilities, deliverables and timelines
   ii.   Avoid duplication of work with the regional implementation groups and maintain close coordination among the existing entities to optimize the use of available resources and experience
   iii.   use "draft conclusions" to record recommendations and actions in meeting reports
   iv.   Designate, as necessary, Ad hoc Groups to work on specific topics and activities and organize clearly defined tasks and activities
   v.   Coordinate its work to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls, and hold meetings when necessary
   vi.   Report and coordinate the progress of assigned tasks to meetings of Directors of Civil Aviation of the NAM/CAR Region and as requested by the NAM/CAR Air Navigation Implementation Working Group (ANI/WG).

The Secretariat will be provided by the ICAO NACC Regional Office.

4.   Membership

All NAM/CAR Training Centres and ICAO member States and Territories to which the ICAO NACC Regional Office is accredited and international organizations can be members of the NAM/CAR/CATC/WG.

WG Member- Name:	Training Center/State/T/IO	Email
	Centro de Adiestramiento de la Aviación (CAA), Cuba	
	Academia Superior de Ciencias Aeronáuticas (ASCA), Dominican Republic	
	Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIIASA), Mexico	
	Civil Aviation Authority Training Institute (CAATI), Jamaica	
	Federal Aviation Administration Academy, United States	
	Instituto Centroamericano de Capacitación Aeronáutica (ICCAE), COCESNA	

5. Work Programme

CIVIL AVIATION TRAINING CENTRES WORKING GROUP (NAM/CAR/CATC/WG) WORK PROGRAMME (2013-2015)

No.	Actividad/ Activity	Objetivo/ Objective	Responsable/ Responsible	Entregable/ Deliverable	Fecha/ Date
1.	**Creación del NAM/CAR/CATC/WG - NAM/CAR/CATC/WG Creation**	**Apoyar el NAM/CAR/CATC/WG - Support NAM/CAR/CATC/WG**		**Apoyo al grupo/ Support to Group**	
	Proveer planes y orientaciones de prioridades en instrucción para la implementación de la navegación aérea y seguridad operacional y seguridad de la aviación / Provide plans and priority training guidance for air navigation implementation, safety and aviation security		OACI / ICAO		15 Sep 2013
	Nota de Estudio para reunión NACC/DCA/5 sobre aprobación del NAM/CAR/CATC/WG - Working Paper for the NACC/DCA/5 Meeting on the esablishment of the NAM/CAR/CATC/WG		NAM/CAR/CATC /WG		Mar 2014
	Creación de página web en apoyo al NAM/CAR/CATC/WG / Webpage creation to support the NAM/CAR/CATC/WG		OACI / ICAO		May 2014
*	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 / Urge State Centres that did not attend the first Meeting of Centre Directors to join the NAM/CAR/CATC/WG and work programme	Ampliar y hacer una representación más significativa de miembros NAM y CAR en el NAM/CAR/CATC/WG / Expand and increase representation of NAM and CAR members in the NAM/CAR/CATC/WG	OACI, NAM/CAR/CATC /WG		Permanente / Permanent
2.	**Levantamiento Anual de las necesidades/ oferta de instrucción de la región 2014-2016 / Annual Needs Survey / Regional Training Offered 2014-2016**	**Evaluación de instrucción regional para completar y reducir brechas en la capacitación / Assessment of Regional training to complete and reduce training gaps**		**Dar recomendaciones para mejoras / Provide recommendations for improvements**	**Evaluación de rendimiento: junio 2014 Performance evaluation: June 2014** **Evaluación: junio 2015 Assessment: June 2015**
	Preparación de formatos para requerir necesidades de instrucción / Prepare forms to request training needs		NAM/CAR/CATC /WG		Feb 2014
	Preparacion de formatos para requerir ofertas/cursos de instrucción / Prepare forms to request CATCs offers/ training courses		NAM/CAR/CATC /WG		Feb 2014
	Difusion de solicitud de información de necesidades de instrucción / Dissemination of training needs information request		OACI / ICAO		Mar 2014
	Respuesta de los Estados / State responses		Estados / States		May 2014
	Analisis anual y recomendaciones de mejoras para instrucción anual / Annual analysis and improvement recommendations for annual training		NAM/CAR/CATC /WG		Jun 2014

No.	Actividad/ Activity	Objetivo/ Objective	Responsable/ Responsible	Entregable/ Deliverable	Fecha/ Date
	Reunión NAM/CAR/CATC/WG/2 / NAM/CAR/CATC/WG/2 Meeting		ICAO-NAM/CAR/CATC/WG		Jun 2014
	Preparacion de formatos para requerir necesidades de instrucción / Prepare forms to request training needs		NAM/CAR/CATC/WG		Feb 2015
	Preparacion de formatos para requerir ofertas/cursos de instrucción / Prepare forms to request CATCs offers/ training courses		NAM/CAR/CATC/WG		Feb 2015
	Difusion de solicitud de información de necesidades de instrucción / Dissemination of training needs information request		OACI / ICAO		Mar 2015
	Respuesta de los Estados / State responses		Estados / States		May 2015
	Analisis anual y recomendaciones de mejoras para instrucción anual / Annual analysis and improvement recommendations for annual training		NAM/CAR/CATC/WG		Jun 2015
	Reunión NAM/CAR/CATC/WG03 / NAM/CAR/CATC/WG03 Meeting		ICAO-NAM/CAR/CATC/WG		Jun 2015
3.	**Análisis para definir programas de instrucción prioritarios en la región / Analysis to define priority training programmes in the Region**	**Mejorar la calidad de la instrucción regional / Improve quality of regional training**		**Recomendaciones de mejoras/ Improvement recommendations**	
	Intercambio de información de cursos y curricula / Curricula and course information exchange		NAM/CAR/CATC/WG		Jan-Apr 2014
	Análisis de mejoras a la calidad en los cursos / Analysis of course quality improvements		NAM/CAR/CATC/WG		Jun 2014
	Intercambio de información de cursos y curricula / Curricula and course information exchange		NAM/CAR/CATC/WG		Jan-Apr 2015
	Análisis de mejoras a la calidad en los cursos / Analysis of course quality improvements		NAM/CAR/CATC/WG		Jun 2015
4.	**Análisis / revisión del plan Regional de Instrucción NAM/CAR NACC de la OACI - Analysis / Review of the ICAO NAM/CAR Regional Training Plan**	**Desarrollar un plan regional Guía de instrucción (Conclusión NACC DCA/x) / Develop a Regional Training Guidance Plan (Conclusion NACC DCA/x)**		**Plan Regional de Instrucción NAM/CAR 2014-2016 / NAM/CAR Regional Training Plan 2014-2016**	
	Revision inicial del Plan / Initial review of the Plan		NAM/CAR/CATC/WG/01		Aug 2013
	Formulacion de encuestas iniciales para recolección de información para el Plan /Formulation of initial surveys to collect information for the Plan		NAM/CAR/CATC/WG/01		Aug 2013
	Finalizacion de formatos de encuestas / Completion of survey forms		NAM/CAR/CATC/WG		Sep 2013
	Envío de la encuesta a Estados y Proveedores de servicio de instrucción / Submit surveys to States and training service providers		OACI / ICAO		Sep 2013
	Respuesta a encuestas por parte de los Estados y Proveedores / Response to surveys by States and providers		Estados / States		Dec 2013

No.	Actividad/ Activity	Objetivo/ Objective	Responsable/ Responsible	Entregable/ Deliverable	Fecha/ Date
	Analisis de la información y actualización del Plan / Information analysis and Plan updating		NAM/CAR/CATC /WG		Jan-Mar 2013
	Modificación al plan - propuesta terminada / Plan modification – Completion of proposal		NAM/CAR/CATC /WG		Mar 2013
5.	**Modelos para acuerdos sobre instrucción / Model training agreements**	**Agilizar los acuerdos/ Streamline agreements**		**Modelos / Models**	
	Intercambio de cursos / Course exchange		NAM/CAR/CATC /WG-TF1		May 2014
	Realización de cursos específicos / Conduct specific courses		NAM/CAR/CATC /WG-TF2		May 2014
	Intercambio de instructores / Instructor exchange		NAM/CAR/CATC /WG-TF3		May 2014
	Intercambio de material didáctico / Educational material exchange		NAM/CAR/CATC /WG-TF4		May 2014
6.	**Marco de referencia para armonizar la instrucción de la aviación en las regiones NAM y CAR / Framework to harmonize aviation training in the NAM and CAR Regions**	**Promover la colaboración y apoyo entre Centros/ Promote collaboration and support among the Centres**		**Marco de referencia amonizacion de la capacitacion / Training Harmonization Framework**	
	Intercambio de ideas / Idea exchange		NAM/CAR/CATC /WG		Sep 2013-Jan 2014
	Propuesta inicial de marco / Initial Framework Proposal		NAM/CAR/CATC /WG		Feb 2014
	Revision y acuerdos para version final / Review and agreements on final version		NAM/CAR/CATC /WG		Jun 2014
7.	**Eventos Clave/ Key events**				
	Grupo de Trabajo NACC - NACC/WG/04 / NACC Working Group - NACC/WG/04				24-28 Mar 2014
	Revisión en la próxima reunión de Directores – NACC/DCA/05 / Review at the forthcoming Meeting of Directors– NACC/DCA/05				27-31 Apr 2014
	Reunión NAM/CAR/CATC/WG/02 / NAM/CAR/CATC/WG/02 Meeting				Jun 2014

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