



ICAO

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North American, Central American and Caribbean Office

WORKING PAPER

NCMC/2 — WP/04
13/11/17

Second Regional Meeting for National Continuous Monitoring Coordinators (NCMC/2)
Mexico City, Mexico, 14 – 16 November 2017

Agenda Item 5: NCMCs Regional Role

**TERMS OF REFERENCE FOR THE NAM/CAR REGIONAL NATIONAL CONTINUOUS MONITORING
COORDINATORS
WORKING GROUP (NAM/CAR/NCMC/WG)**

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This working paper presents a proposal for the Terms of Reference (ToR) and the Work Programme for NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) for the review of the NCMC/2 Meeting.

Action:	The suggested action is presented in Section 3.
<i>Strategic Objective:</i>	<ul style="list-style-type: none">• Safety
<i>References:</i>	<ul style="list-style-type: none">• ICAO Doc 9735 Fourth Edition — <i>2014 Universal Safety Oversight Audit Programme Continuous Monitoring Manual</i>• <i>Declaration of Intent for the ICAO NACC Regional Office No Country Left Behind Strategy</i>

1. Introduction

1.1 States and Territories in the NAM/CAR Region have agreed to make the arrangements for mutual cooperation in the promotion and development of civil aviation, in support of the ICAO NACC Regional NCLB Strategy in order to assist States increasing their Effective Implementation (EI) of ICAO SARPs.

1.2 One of the main projects of the NACC NCLB strategy is to support systemic changes in the civil aviation systems, by enhancing the EI of the State Safety Oversight System in the States of the NAM/CAR Region.

2. Discussion

2.1 While providing assistance under the activities of the NACC NCLB strategy, the ICAO NACC Office has identified that many of the challenges faced by States in the Regions are very similar, posing comparable challenges and possible solutions.

2.2 In the interaction with the State, the NACC Office main contact is established with the National Continuous Monitoring Coordinator (NCMC) of the State, who serves as the lead for the corrective actions agreed between the State and the ICAO NACC Regional Office.

2.3 As described in Doc 9735, the NCMCs are responsible for submitting, maintaining and/or updating the information provided by the State to the Monitoring and Oversight Office on a continuous basis, including but not limited to:

- a) PQ compliance status through PQ self-assessment;
- b) Corrective action plans (CAPs);
- c) mitigating measures taken by the State in response to SSCs;
- d) State aviation activity questionnaire (SAAQ);
- e) Compliance Checklist (CCs);
- f) responses to Mandatory information request - MIRs; and
- g) other relevant safety information, as requested by ICAO.

2.4 The establishment of the NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) will enhance current efforts to effectively implement the SSO in the Region.

2.5 The main orientation for the work programme of the NAM/CAR/NCMC/WG regarding the scope, tasks, established dates, responsible entities and deliverables will be detailed in the proposed Terms of Reference (ToRs), presented in the **Appendix**.

2.6 The Working Group ToR should be a mechanism to coordinate relevant activities for the implementation and improvement in the regional effective implementation of the States safety oversight systems and the identification of opportunities for improvement in the NACC NCLB Strategy and the USOAP.

2.7 The Rapporteur of the NAM/CAR/NCMC/WG shall be elected during the Second Regional Meeting for National Continuous Monitoring Coordinators (NCMC/2) for a three-session period, thus in accordance with the NCMC/WG ToRs.

3. Suggested Action

3.1 The Meeting is invited to:

- a) Review the NAM/CAR/NCMC/WG ToRs and Work Programme presented in the Appendix to this Working Paper;
- b) Elect the NAM/CAR/NCMC/WG Rapporteur, as mentioned in paragraph 2.7; and
- c) Recommend other appropriate actions.

APPENDIX
NAM/CAR NATIONAL CONTINUOUS MONITORING COORDINATORS
WORKING GROUP (NAM/CAR/NCMC/WG)
TERMS OF REFERENCE

1. Background

As part of the technical assistance activities performed by the ICAO NACC Regional Office under the “No Country Left Behind” (NCLB) strategy in order to support and improve the effective implementation of the NAM/CAR States’ Safety Oversight Systems, and enhance the preparation for the USOAP CMA activities in accordance with ICAO requirements, the Second National Continuous Monitoring Coordinators of the NAM/CAR Regions meeting agreed to propose the establishment of the NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG).

2. Responsibilities

Under the framework of the Declaration of Intent for the ICAO NACC Regional Office NCLB Strategy the NAM/CAR/NCMC/WG is responsible for:

- a) Management of its work programme
- b) Establishing a mechanism to analyse regional SSO effective implementation, identify common challenges and propose adequate solutions according to regional and/or individual needs and resources.
- c) Promoting the collaboration among the NCMCs in the NAM/CAR Region
- d) Enhance the role of the NCMC, and its importance for the effective implementation of the SSO.
- e) Identify opportunities for improvement of the ICAO USOAP Programme.
- f) Identify minimum qualifications of the NCMCs and training needs.

3. Working Methods

- a) The NAM/CAR/NCMC/WG will be led by a Rapporteur who will be elected for a three-year term. The duties of the NAM/CAR/NCMC/WG Rapporteur are the following:
 - i. Chair the NAM/CAR/NCMC/WG meetings
 - ii. Coordinate tasks and work programme fulfillment
 - iii. Maintain close coordination with the Secretariat for development of meeting agendas and planning
 - iv. Inform the NACC Directors of Civil Aviation meetings on NAM/CAR/NCMC/WG meeting results

- b) The NAM/CAR/NCMC/WG will:
- i. Present its work programme 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 clearly organize defined tasks and activities
 - v. Coordinate its work to maximize efficiency and reduce costs via electronic, written correspondence, telephone and teleconference calls, and hold meetings when necessary
 - vi. Coordinate and report the progress of the work programme and assigned tasks to NACC Directors of Civil Aviation meetings.
- c) The ICAO NACC Regional Office will act as Secretariat.

4. Membership

All National Continuous Monitoring Coordinators of ICAO States and International Organizations accredited to the ICAO NACC Regional Office.

5. Work Programme

National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) Work Programme (2018-2021)

To be determined.