



ICAO

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North American, Central American and Caribbean Office

WORKING PAPER

NAM/CAR/CATC/WG/4 — WP/02
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Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/4)
ICAO NACC Regional Office, Mexico City, Mexico, 6 to 8 June 2018

Agenda Item 2: Review of Valid Conclusions of Previous NAM/CAR/CATC/WG Meetings as well as of Directors Meetings that are Related to Training Issues

STATUS OF OUTSTANDING CONCLUSIONS AND DECISIONS

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents the status of the valid Conclusions and Decisions from previous meetings of the NAM/CAR Civil Aviation Training Centres Working Group.	
Action:	Presented in paragraph 2.
<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">• Report of the Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3), Mexico City, Mexico, 19 to 20 October 2016

1. Introduction

1.1 The Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3) reviewed the status of valid Conclusions and Decisions and decided to complete their status considering that many of them were not up to date and other activities have been considered by ICAO GAT.

1.2 For the reference of the Meeting, the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) records its activities as Draft Conclusions and Decisions as follows:

Draft

Conclusions: Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

Decisions: Internal activities of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

1.3 The status and follow-up remarks for Draft Conclusions and Decision is the result of a review by the Secretariat based on information available. The status for each Conclusion and Decision is designated as valid, completed or superseded.

1.4 This working paper presents in **Appendix A** the conclusions and decisions valid from the Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3).

1.5 Likewise, this working paper presents in **Appendix B**, for information of the meeting, the conclusions related with training matters from previous meetings of North American, Central American and Caribbean Directors of Civil Aviation.

1.6 The Secretariat has carried out an assessment of the actions and follow-up carried out by this group since its first meeting, identifying that the tasks and goals that were established from the first meeting have not been complied with and that, since the last NAM/CAR/CATC/WG/3 meeting, all these conclusions were completed without any apparent action. **Appendix C** to this paper presents this assessment.

1.7 Each training centre should pose the following questions to themselves in order to promote each centre, as well as the work of the NAM/CAR/CATC/WG in order to obtain regional benefits:

- Periodic Promotion of each center's training offer
- What are the main goals of each center and how we can the NAM/CAR/CATC/WG help to promote them
- Is each Center performance and planning based on results considering the needs of the regions or the States?
- What is each Center's commitment to support the Regions' training needs

2. Suggested Action

2.1 The Meeting is invited to:

- a) review and take action on the conclusions and decisions contained in the Appendixes;
- b) reflect on the previous conclusions of the group (Appendix C) as well as the need for these conclusions to be reconsidered or reincorporated within the new work plan of the NAM/CAR/CATC/WG; and
- c) provide updated information.

**STATUS AND FOLLOW-UP OF THE OUTSTANDING CONCLUSIONS (C) AND DECISIONS (D)
OF THE NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP MEETING**

C/D No.	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
3/1	CREATION OF A REGIONAL DATA BASE OF INSTRUCTORS	That the NAM/CAR/CATC/WG creates a Regional Data Base of Instructors according to the standardized qualifications as specified in 4.2.2 by the first quarter of 2017.	Progress and status to be informed by the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG Rapporteur	Regional instructors database	First quarter of 2017	Valid
3/2	CREATION OF A COMMISSION TO WORK IN THE DEVELOPMENT AND IMPLEMENTATION OF A NAM/CAR REGIONAL TRAINING CENTERS ASSOCIATION	That the NAM/CAR/CATC/WG creates and support a commission to work in the development and implementation of a NAM/CAR Regional Training Centers Association by the first quarter of 2017.	Progress and status to be informed by the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG Rapporteur	Commission to work on the development and implementation of the NAM/CAR Regional Training Centres Association	First quarter of 2017	Valid

**APPENDIX B
NACC/DCA/6 CONCLUSIONS RELATED TO TRAINING MATTERS**

Number	Conclusion/Decision	Responsible for action	Deadline		
C/2	<p>SHARING OF TRAINING PROGRAMMES FOR SAFETY OVERSIGHT That, in order to improve training programmes for safety inspectors:</p>				
	<p>a) CAR Region States i. determine training needs for personnel involved in safety oversight ii. identify training centres that have the capacity to give appropriate training on safety oversight, in accordance with requirements included in Annex 19; iii. share training plans and programmes with other States, in order to increase the regional oversight capacity ;</p>			CAR Region States	NACC/DCA/7 Meeting
	<p>b) the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) analyse the training needs regarding safety oversight in the NAM/CAR Regions; and</p>			NAM/CAR/CATC/WG	
	<p>c) present the results on items a) and b) by the NACC/DCA/7 Meeting.</p>			Both	NACC/DCA/7 Meeting
C/10	<p>ORGANIZATION FEASIBILITY FOR THE ESTABLISHMENT OF AN ASSOCIATION OF TRAINING ORGANIZATIONS IN THE NAM/CAR REGIONS (ATO-NACC) That, in order to evaluate the risks while still ensuring the availability and even profitability of providing and meeting the regional training capacity needs versus the demand needs, together with the ICAO GAT Office, the ICAO NACC Regional Office, and the Member States, the NAM/CAR/CATC/WG:</p>				
	<p>a) evaluate the viability of a regional association of training centres considering the following Initial items: i. evaluate the need and benefit of such an association ii. review possible structure of the association iii. possible management structure (i.e. managed through the Regional Office or managed by the Member States in a rotational basis); and</p>			NAM/CAR/CATC/WG	NACC/DCA/7 Meeting
	<p>b) present the evaluation results to the NACC/DCA/7 Meeting.</p>			NAM/CAR/CATC/WG	NACC/DCA/7 Meeting

ASSESSMENT OF CONCLUSIONS AND DECISIONS OF THE NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP MEETINGS

Action proposal starting from the NAM/CAR/CATC/WG/4 Meeting:

- 1) Carry out periodic teleconferences and assigning tasks to each member of the group – see examples from the First Meeting. Include delivery deadlines.
- 2) Deliverable drafts could be uploaded on the NAM/CAR/CATC/WG webpage in order to allow each training centre to provide comments – each deliverable must include deadlines for comments or acceptance.

C/D No.	C/D	Title of Conclusion/Decision	Text of Conclusion/Decision	Proposed course of action	Responsibility	Deliverable	Status	Assessment
2/1	C	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.	The TRAINAIR Plus Methodology is a very good reference for standardization. Conventional courses developed by each State can use the TRAINAIR Plus Methodology. A condensed mode could be prepared for analysis and approval by the group.	NAM/CAR/CATC/WG Chairperson	Criteria and basis to be used in the standardization of training programmes	Valid	The deliverable was not provided as requested. Propose to be assigned and delivered for next NAM/CAR/CATC/WG Meeting
1/1	C	PARTICIPATION AND SUPPORT OF SAFETY ENHANCEMENT ACTIVITIES	That NAM/CAR training centres, in support of continuous safety improvement in the NAM/CAR Regions: a) support Regional Aviation Safety Group – Pan America (RASG-PA) training activities; and b) provide Regional Aviation Safety Group – Pan America (RASG-PA) training activities with in-kind support, courses and/or training material related to NAM/CAR Region priority safety issues.	It is necessary to have updated information on the ICAO projects and mid-term initiatives for the CATCs to identify the activities in which we need to participate in support of the on time training development.	NAM/CAR/CATC/WG		Valid	
1/3	C	MEASUREMENT OF THE IMPACT OF TRAINING	That in order to ensure and improve the quality of courses and regional training: a) the CATC/WG perform an annual assessment of the impact of the training offered in order to make recommendations for improvement based on the NAM/CAR Regional Training Plan and ICAO guidelines; and b) States/Territories/International Organizations support training quality measurement through their timely response to related queries and consultations.	The NAM/CAR/CATC/WG should develop a checklist to perform the verification of the impact in training provided by our centres and by the end of the year present the statistics of each factor considered in the verification. ICAO GAT office developed a course on this issue. It would be good if they can prepare a presentation for us to give us advice on how to better handle this activity. ICAO NACC office should share with this WG an updated copy of the NAM/CAR Regional Training Plan and then we can prepare a discussion on this material.	NAM/CAR/CATC/WG	annual assessment of the impact of the training offered in order to make recommendations for improvement based on the NAM/CAR Regional Training Plan and ICAO guidelines	Valid	The deliverable was not provided as requested. Propose to be assigned and delivered for next NAM/CAR/CATC/WG Meeting

C/D No.	C/D	Title of Conclusion/Decision	Text of Conclusion/Decision	Proposed course of action	Responsibility	Deliverable	Status	Assessment
1/6	C	COLLABORATION AND COORDINATION OF REGIONAL TRAINING	That in order to expand offered training and optimize efforts of this training at a regional level: a) the training centres actively participate in the Civil Aviation Training Centres Working Group (CATC/WG) to develop regional collaboration in the delivery of training services; and b) the NACC Regional Office of ICAO shares its schedule of events, seminars and workshops with the CATCs of the region to avoid duplication and optimize the work.	The NAM/CAR/CATC/WG should work on the development of a Regional collaboration Agreement that includes all interested States of our region and the NACC Regional Office. This agreement could include the all details of the areas of collaboration and sharing of instructors, academic programs and best practices. Specific persons of contact representing each CATC could be designated. We can plan to develop this agreement, share the initial document and sign it during our next meeting.	Training Centres CATC		Valid	
1/7	D	OPTIMIZATION OF NAM/CAR TRAINING CENTRES TRAINING METHODOLOGIES	That the NAM/CAR States Training Centres collaborate and share their experiences among themselves in order to optimize their plans and internal and external training programmes through the use of TRAINAIR methodology.	To standardize methodology we need to have a common parameter and the TRAINAIR Plus training development guideline is the most appropriate. However a segment of the next meeting could be planned in order to present the regular practices of our CATCs on this subject. Sharing best practices on conventional course development would be the best way for optimization.	CATC	Optimization of plans and internal and external training programmes through the use of TRAINAIR methodology.	Valid	The deliverable was not provided as requested. Propose to be assigned and delivered for next NAM/CAR/CATC/WG Meeting
1/8	C	MODEL MEMORANDUM OF UNDERSTANDING (MOU) FOR AGREEMENTS AMONG CATCS	That in order to expedite coordination and collaboration agreements among Civil Aviation Training Centres: a) the CATC/WG analyse and include relevant actions to coordinate the development of model agreements applicable to regional collaboration of courses; b) CATCs inform the CATC/WG of their need for agreements and their experiences with these agreements through the Secretariat by 29 November 2013; and c) the CATC/WG presents the progress with model agreements by the NACC/DCA/5 Meeting.	Instead of having individual agreements between CATCs the NAM/CAR/CATC/WG should develop a regional collaboration agreement that include all interested training centres in the regions. The meeting needs to discuss the lines of action to be faced in the forthcoming years based on the information on ICAO expectations for the coming years, the current and future projects and deadlines of implementation in States of our regions.	Training Centres CATC	Model agreements applicable to regional collaboration of courses	Valid	The deliverable was not provided as requested. Propose to be assigned and delivered for this Meeting

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