

TERMS OF REFERENCE

NAM/CAR STATE SAFETY PROGRAMME WORKING GROUP (NAM/CAR/SSP/WG)

1. Background

During the State Safety Programme (SSP) teleconference held in February 2020, it was agreed among the participants the need to establish working groups made up of the personnel responsible for the implementation of each State SSP, additionally it was also agreed that the Working Groups (WG), would be one for English-speaking countries and one for Spanish-speaking countries, both coordinated by the ICAO NACC Regional Office through the Regional Officer, Flight Safety Implementation.

The establishment of the NAM/CAR/SSP/WG and its Terms of Reference (ToR), have, as foundation, the Declaration of Intent (DoI) for the ICAO NACC Regional Office No Country Left Behind (NCLB) Strategy, agreed during the Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/6), held in Nassau, Bahamas from 10 to 12 May 2016.

2. Objective

The principal objective of the NAM/CAR/SSP/WG is to support States on the development and implementation of their corresponding SSP by identifying the common problems and providing guidance for its solutions, sharing the experiences of the of the most advanced states with the collaboration and support of Transport Canada as the champion for SSP project.

3. Responsibilities

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

- a) Establishing a mechanism to identify common challenges, and to propose adequate solutions according to the State's individual needs, complexities and resources
- b) Prioritizing the completion of SSP GAP analysis among the states of the region
- c) Promoting the collaboration among SSPs in the NAM/CAR Region
- d) Support and assist in the development of work programs towards the establishment of the SSP
- e) Establishment and Managing its work programme
- f) Evaluate the possible regional safety risks facing its inclusion on the Regional Aviation Safety Program (RASP)
- g) Keeping active participation on the RASP
- h) Promoting the sharing of safety information among the State of the region.
- i) Promoting participation of the State on the RASG-PA
- j) Identifying opportunities for the improvement of the SSP among the NAM/CAR Region
- k) Identifying training needs related to SSP, to coordinate with the NACC office and/or the respective authorities the delivery of such training

- l) To meet with the members of the WG periodically as stipulated in the work program and keep constant communication among the States and the NACC office.
- m) To oversee and monitor the revisions of the annexes and guidance material in order to discuss the trends and possible actions to be taken to face the revisions.

4. Working Methods

- a) The NAM/CAR/SSP/WG will be led by a Rapporteur who will be elected for a three-year term. The duties of the NAM/CAR/SSP/WG Rapporteur are the following:
 - I. Chair the NAM/CAR/SSP/WG meetings
 - II. Coordinate tasks and the fulfilment of the work programme
 - III. Maintain close coordination with the Secretariat (NACC safety implementation officer) for the development of meeting agendas and planning
 - IV. Inform NACC Directors of Civil Aviation meetings on NAM/CAR/SSP/WG meetings results in coordination with the NACC Safety implementation Officer
 - V. To notify the NACC safety implementation officer any difficulties found to fulfil his/her duties

- b) The NAM/CAR/SSP/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, and
 - vii) Implement a communication platform where SSP PoCs can communicate freely, express experiences, share concerns and suggest solutions

- c) The ICAO NACC Regional Office will act as Secretariat and will oversee the progress of the working groups through the Safety Implementation Officer.

5. Membership

All designated PoC for the implementation of SSP on the NAM/CAR region, RSOOS and International Organizations accredited to the ICAO NACC Regional Office as applicable.

6. Work Programme

The NAM/CAR/SSP/WG Work Programme 2021-2023 will be determined during 2020.