

**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP
NAM/CAR/CATC/WG
WORK PROGRAMME**

No.	Activity	Responsible	Deliverable or Status	Date
1.	Objective	Strengthen the organization and work of the NAM/CAR/CATC/WG		
1.1	Formulate an annex model for the effective implementation of the Declaration of Intent (DoI)			
1.1.1	Preparation of a standardized annex model proposal	ICCAE	Annex model	July 2019
1.1.2	Review and dispatch of comments to the annex model	NAM/CAR/CATC/WG		August 2019
1.1.3	Discussion and approval of the final version of the annex model	NAM/CAR/CATC/WG		September 2019
1.2	Establishment of a coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG		Coordination and follow-up documents	October 2019
1.2.1	Agreement for the criteria to prepare a coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG	Coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	July 2019
1.2.2	Preparation of proposals for the coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	ICCAE		August 2019
1.2.3	Review and dispatch of comments for the coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG		September 2019
1.2.4	Discussion and approval of the final version of the coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG		October 2019
1.3	Implementation of a strategy to broaden the participation of more training institutions in the NAM/CAR/CATC/WG		Strategy proposal	January 2019
1.3.1	Information of interesting global and regional (NAM/CAR) aviation training trends	ICAO NACC	Current trends reports	Annually in December
1.3.2	Analysis of information on the interesting global and regional (NAM/CAR) aviation training trends	NAM/CAR/CATC/WG	Yearly analysis reports	Annually in January
1.3.3	Determination of main strategic proposals for training initiatives on a NACC Regional Platform	NAM/CAR/CATC/WG	Plan of strategic proposals	Annually in January
1.4	Implementation of a strategy for the strengthening of the NAM/CAR/CATC/WG work projection.			
1.4.1	Preparation of strategy proposals for the strengthening of the NAM/CAR/CATC/WG work projection.	Universidad Aeronáutica en Querétaro (UNAQ)	Projection / Communication plan	August 2019
1.4.2	Review and dispatch of comments of the strategy for the strengthening of the NAM/CAR/CATC/WG work projection.	NAM/CAR/CATC/WG		September 2019
1.4.3	Discussion and approval of the final version of the strategy for the strengthening of the NAM/CAR/CATC/WG work projection.	NAM/CAR/CATC/WG		October 2019

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2.	Objective	Determine the current and future aeronautical training demand		
2.1.1	Criteria agreement to establish the systemic determination mechanism for short, medium and long term training demand.	NAM/CAR/CATC/WG	Demand determination mechanism	July 2019
2.1.2	Preparation of proposals to establish the systemic determination mechanism for short, medium and long term training demand.	---		Agosto 2019
2.1.3	Review and dispatch of comments to the systemic determination mechanism for short, medium and long term training demand.	NAM/CAR/CATC/WG		September 2019
2.1.4	Discussion and approval of the final version of the systemic determination mechanism for short, medium and long term training demand.	---		October 2019
2.1.5	Implementation of the systemic determination mechanism for short, medium and long term training demand.	NAM/CAR/CATC/WG ICAO/NACC	Annual demand reports	Annually in November-December
3.	Objective	Define the aeronautical training offer on a regional/international basis		
3.1	Criteria agreement to establish the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG	Offer determination mechanism.	August 2019
3.2	Preparation of proposals to establish the systemic determination mechanism for short, medium and long term training offer.	---		September 2019
3.3	Review and dispatch of comments to the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG		October 2019
3.4	Discussion and approval of the final version of the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG		November 2019
3.5	Implementation of the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG ICAO/NACC	Annual offer reports	Annually in December

No.	Activity	Responsible	Deliverable or Status	Date
4.	Objective	Determine the gap between current and future training demand and offer		
4.1	Analysis of current demand that is not being covered by the CATCs	NAM/CAR/CATC/WG ICAO/NACC		
4.1.1	Definition of courses whose demand has not been covered, susceptible to be provided under a regional/international platform.	NAM/CAR/CATC/WG ICAO/NACC	Report of courses whose demand has not been covered, susceptible to be provided under a regional/international platform	Annually in February
4.1.2	Establishment of the priority to develop courses whose demand has not been covered in function of the capacities of the CATCs	NAM/CAR/CATC/WG	Implementation plan of priority courses.	Annually from March to December
5.	Objective	Establish a plan to meet the current and future training needs based on a regional/international approach		
5.1	Analysis of future demand unforeseen by the CATCs	NAM/CAR/CATC/WG ICAO NACC	Gap analysis report of uncovered future demand	Annually in March
5.2	Definition of courses of future demand unforeseen by the CATCs, susceptible of being provided under a regional/international platform.	NAM/CAR/CATC/WG ICAO NACC	Report of future demand unforeseen by the CATCs, under a regional/international platform.	Annually in April
5.3	Establishment of priorities for the design of new courses to meet future demand in function of capacity and CATC development plans.	NAM/CAR/CATC/WG	Priority courses implementation plan	Annually from May to December
6.	Objective	Development of a 2020-2022 NAM/CAR/CATC/WG International Training Plan		
6.1	Determination of the demand for standardized courses which are susceptible to be implemented on an international platform.	NAM/CAR/CATC/WG ICAO/NACC	Demand report on standardized courses	Annually in October
6.2	Preparation of annual international course plans (standardized) in function of CATC capacities.	NAM/CAR/CATC/WG	Course annual plans	Annually in December
6.3	Implementation of annual international course plans (standardized) in function of CATC capacities.	NAM/CAR/CATC/WG	Course programming	Annually from January to December

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7.	Objective	Promote the effective collaboration and coordination between the NAM/CAR/CATC/WG and other related instances		
7.1	Determine cooperation initiatives: bench-marking, exchange of experiences, joint actions, capacity complementarity.	ICAO NACC	Cooperation and collaboration initiative plans	Permanent: 2020-2022
7.2	Establishment of permanent interaction mechanisms with the TRAINAIR Plus Office (ICAO GAT Office)	NAM/CAR/CATC/WG ICAO NACC		
7.3	Participation and feedback programme of members of the NAM/CAR/CATC/WG at international aeronautical training events	NAM/CAR/CATC/WG ICAO NACC		
7.4	Carry out joint initiatives to generate synergies, transfer of knowledge and development of aeronautical training capacities with organizations within the aeronautical industry.	NAM/CAR/CATC/WG ICAO NACC		

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