



**INTERNATIONAL CIVIL AVIATION ORGANIZATION
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE**

**FIRST MEETING OF CIVIL AVIATION TRAINING
CENTRES OF THE NAM/CAR REGIONS**

NAM/CAR/CATC/1

FINAL REPORT

**ICAO NACC REGIONAL OFFICE, MEXICO CITY, MEXICO
27 TO 30 AUGUST 2013**

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HISTORICAL

ii.1 Place and Date of the Meeting

The First Meeting of Civil Aviation Training Centres of the NAM/CAR Regions (NAM/CAR/CATC/1) was held at the ICAO NACC Regional Office, Mexico City, Mexico, from 27 to 30 August 2013.

ii.2 Opening Ceremony

Mr. Jorge Fernández, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO), provided opening remarks welcoming participants and thanking them for their attendance. Mr. Fernández gave a brief explanation about the issues to be discussed, stressed the importance of this key NAM/CAR Regions forum, and officially opened the meeting.

ii.3 Officers of the Meeting

The NAM/CAR/CATC/1 Meeting included participation of the CATC/WG Rapporteur, Mr. Juan Thomas, Director of the Aeronautical Sciences Superior Academy (Academia Superior de Ciencias Aeronáuticas), from the Dominican Republic. Mr. Julio Garriga, Regional Officer, Technical Cooperation of the ICAO NACC Regional Office, served as Secretary of the meeting and was assisted by Messrs. Víctor Hernández, Regional Officer, Air Traffic Management / Search and Rescue; Ricardo Delgado, Regional Officer, Aviation Security; Julio César Siu, Regional Officer, Communications, Navigation and Surveillance; Raúl Martínez, Regional Officer, Aeronautical Information Management; Eduardo Chacín, Regional Officer, Flight Safety; and Guillermo Vega, Regional Officer, Aeronautical Meteorology, all from the ICAO NACC Regional Office.

ii.4 Working Languages

The working languages of the meeting were English and Spanish. The working papers, information papers and draft report of the meeting were available to participants in both languages.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 08:30 to 15:30 hours daily with adequate breaks. Ad hoc Groups were created during the meeting to perform further work on specific items of the agenda.

ii.6 Agenda

The Secretariat presented WP/01 Rev. 2, inviting the Meeting to approve the provisional agenda and schedule of the meeting and referred to Information Paper/01 Rev. 2 (IP/01 Rev. 2) with the list of associated documentation and presentations. The Meeting approved the agenda presented as follows:

Agenda Item 1 Follow-up on ICAO Training and Human Resources Activities

- 1.1 ICAO NACC Regional Office role in the planning and implementation of training programmes in the NAM/CAR Regions
- 1.2 TRAINAIR Plus training programme
- 1.3 Next Generation Aviation Professionals (NGAP) programme

Agenda Item 2 Civil Aviation Training Centre (CATC) Network in the NAM/CAR Regions

- 2.1 Establishment of a Civil Aviation Training Centre Network in the NAM/CAR Regions
- 2.2 Regional coordination and cooperation among CATCs in the NAM/CAR Regions – Training Programme exchange and collaboration among CATCs

Agenda Item 3 Analysis of Courses Offered in Each CATC in the NAM/CAR Regions

- 3.1 Identification and analysis of training needs in the NAM/CAR Regions
- 3.2 Aeronautical Information Management training development
- 3.3 Introduction of CATCs and their offered instruction

Agenda Item 4 Preparation of Course Instructors and Designers in the NAM/CAR Regions

- 4.1 Competency assessment for courses taught at CATCs
- 4.2 CATC instructor preparation workshops

Agenda Item 5 Terms and Reference (ToRs) and Work Programme of the NAM/CAR/CATC

- 5.1 Terms of Reference (ToRs)
- 5.2 Work Programme for 2013-2014

Agenda Item 6 Other Business

ii.7 Attendance

The meeting included attendance of 7 States from the CAR Region and 1 international organization, totalling 17 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The meeting recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT

CONCLUSIONS: **Draft Conclusions** deal with matters and activities requiring the endorsement by the Directors of Civil Aviation, which, in accordance with the Group's terms of reference require direct attention from the Training Centres and/or States/Territories and/or International Organizations, or on which further action will be initiated by ICAO in accordance with established procedures.

DECISIONS: Internal activities of the Group to carry out assigned tasks in accordance with its terms of reference.

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ii.9 List of Working and Information Papers and Presentations

WORKING PAPERS

| Number | Agenda Item | Title | Date | Prepared and Presented by |
|---------------|--------------------|---|--------------------|----------------------------------|
| WP/01 | -- | Provisional Agenda and Schedule of the First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1) | 26/08/13 Rev. 2 | Secretariat |
| WP/02 | 1.1 | TRAINAIR Plus Programme Status | 22/08/13 Rev. | Secretariat |
| WP/03 | 1.1 | Regional Coordination for the TRAINAIR Plus Instructors Course | 22/08/13 Rev. | Mexico |
| WP/04 | 1.1 | Proposal from the <i>Academia Superior de Ciencias Aeronáuticas</i> regarding the implementation of an effective feedback system for the TRAINAIR Plus Methodology Training Impact | 22/08/13 Rev. | Dominican Republic |
| WP/05 | 1.2 1.3 | ICAO Next Generation of Aviation Professionals (NGAP) and TRAINAIR Plus Programme | 10/08/13 | Secretariat |
| WP/06 | 2.1 | The Importance of Training Centres as a Support to Training, Certification and Recertification Systems of Airport Technical Personnel Working in Aviation Security in the NAM/CAR Region States | 18/07/13 | Mexico |
| WP/07 | 3.1 | Aviation Training Plan for the CAR Region | 15/08/13 | Secretariat |
| WP/08 | 4.1 | Preparation of Guidance Material on an Regional Basis | 30/08/13 | COCESNA / ICCAE |
| WP/09 | 5 | Creation of the Civil Aviation Training Centres Working Group (CATC/WG), Supporting Group on Training Matters | 22/08/13 | Secretariat |
| WP/10 | 1.1 | Regional Aviation Safety Group – Pan America (RASG-PA) Activities | 26/08/13 | Secretariat |
| WP/11 | 1.1 | Report of 2013 Activities | 26/08/13 | Secretariat |
| WP/12 | 5.2 | CATC/WG Proposed Work Programme for 2013 - 2014 | 26/08/13 | Secretariat |

INFORMATION PAPERS

| Number | Agenda Item | Title | Date | Prepared and Presented by |
|---------------|--------------------|--|------------------|----------------------------------|
| IP/01 | -- | List of Working, Information Papers and Presentations | 26/08/13 | Secretariat |
| NI/02 | 1.1 | Actividades realizadas por la Oficina TRAINAIR Plus del Centro de Adiestramiento de la Aviación <i>Available only in Spanish</i> | 22/08/13 Rev. | Cuba |
| NI/03 | 3.3 | Programa de formación en el área de control de tránsito aéreo <i>Available only in Spanish</i> | 22/08/13 Rev. | COCESNA / ICCAE |
| NI/04 | 3.4 | Curso TRAINAIR Plus sobre “Formación y Cartografía Aeronáutica” (CMDN 029/XYZ/AIS ADV) <i>Available only in Spanish</i> | 22/08/13 Rev. | Cuba |
| NI/05 | 4.2 | Sistema de selección, capacitación y acreditación de instructores aeronáuticos <i>Available only in Spanish</i> | 30/07/13 | COCESNA / ICCAE |
| NI/06 | 3.4 | Presentación de la Escuela de Seguridad de la Aviación (ESAC) Centro Regional de Instrucción de la OACI, ASTC/ESAC <i>Available only in Spanish</i> | 22/08/13 Rev. | República Dominicana |
| NI/07 | 1.3 | Seguimiento de las actividades de la OACI en materia de instrucción y recursos humanos <i>Available only in Spanish</i> | 26/08/13 | Cuba |

PRESENTATIONS

| Number | Agenda Item | Title | Presented by |
|--------|-------------|--|---------------------|
| P/01 | 1.1 | ICAO Framework for Civil Aviation Training | Secretariat |
| P/02 | 5 | Framework for the Creation of the Civil Aviation Training Centres Working Group (CATC/WG) | Secretariat |
| P/03 | 1.1 | Challenges and Opportunities for Aviation Training | Secretariat |
| P/04 | 1.3 | ICAO Aviation System Block Upgrade (ASBU) Approach and the need to update Training Curricula and Programs | Secretariat |
| P/05 | 1.3 | ICAO ASTCs Network | Secretariat |
| P/06 | 3.1 | Identification and analysis of training needs in the NAM/CAR Regions | Secretariat |
| P/07 | 3.2 | AIM TRAIN Development | Secretariat |
| P/08 | 3.3 | FAA Academy – Overview Briefing | United States |
| P/09 | 3.3 | Presentación de la Academia Superior de Ciencias Aeronáuticas <i>Available only in Spanish</i> | Dominican Republic |
| P/10 | 3.3 | Presentación de la Escuela de Seguridad Aeroportuaria y de la Aviación Civil <i>Available only in Spanish</i> | Dominican Republic |
| P/11 | 3.3 | COCESNA – Formación y Capacitación <i>Available only in Spanish</i> | COCESNA |
| P/12 | 3.3 | Video del Centro de Adiestramiento de la Aviación <i>Available only in Spanish</i> | Cuba |
| P/13 | 3.3 | Trinidad and Tobago Civil Aviation Authority – Civil Aviation Training Centre (TTCAA – CATC) | Trinidad and Tobago |
| P/14 | 3.3 | Jamaica Civil Aviation Authority Training Institute (JCAA) | Jamaica |
| P/15 | 6 | Centro de instrucción de seguridad de la aviación (ASTC) CIIASA <i>Available only in Spanish</i> | Mexico |

All the documentation is available for download on the meeting web page:

<http://www.icao.int/NACC/Pages/meetings-2013-namcarcatc1.aspx>

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Agenda Item 1 Follow-up on ICAO Training and Human Resources Activities

1.1 ICAO NACC Regional Office role in the planning and implementation of training programmes in the NAM/CAR Regions

1.1.1 The Meeting took note of the ICAO NACC Regional Office role in the 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 sharing of expertise 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.

1.1.2 The Secretariat, under Presentation P/01, provided a briefing on the ICAO civil aviation training framework and provided the Meeting with information related to the study carried out by ICAO, which revealed significant future demand for qualified aeronautical personnel from today to 2030 according to global forecasts that identified the number of required commercial aircraft, pilots, maintenance personnel and air traffic controllers. This study revealed that the number of aircraft will surpass the figure of 61,833 in 2010 to approximately 151,565 between 2010 and 2030, and that the number of departures will increase from 26 million to 52 million. This represents a global increase of more than double the current number of pilots, maintenance personnel and air traffic controllers.

1.1.3 The results of this ICAO study establish that if we do not begin taking measures to increase training capacity, there will be a deficit in qualified aeronautical personnel. Thanks to this study, now member States, industry and stakeholders can better determine the degree and location of these deficits and efficiently solve the problem.

1.1.4 In addition, the presentation listed civil aviation training challenges, the ICAO civil aviation training policy, the scope of this policy and the training role in accomplishment of safety goals.

Regional Aviation Safety Group – Pan America (RASG-PA) Activities

1.1.5 Under this agenda item, the Secretariat presented WP/10 and WP/11, which informed the Meeting about RASG-PA and provided an update on the RASG-PA Aviation Safety Training Team (ASTT) activities in 2013.

1.1.6 The Meeting was briefed on the work being performed by RASG-PA, noting that with limited in-kind resources and limited participation from State civil aviation authorities in RASG-PA activities and projects, RASG-PA has still been able to successfully perform its tasks through great commitment and dedication.

1.1.7 Under Presentation/03 (P/03), the Secretariat provided the Meeting with the challenges and opportunities for civil aviation personnel training in the region, as well as the status of regional and global aviation safety and the future needs of aviation professionals.

1.1.8 The Meeting was reminded that RASG-PA is fulfilling its objective to enhance aviation safety in the Pan American Region by reducing duplication of effort, and reducing human and financial resource expenditure.

1.1.9 The Meeting was informed that RASG-PA meeting reports, as well as other material and documentation related to detailed activities of the Group, including training material and 2013 programme activities, can be found on the RASG-PA website: www.rasg-pa.org.

1.1.10 The Meeting took note that the CAR Region faces many challenges to significantly improve safety levels including:

- States with low Effective Implementation (EI) of the eight Critical Elements (CEs) according to the ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA) and ICAO Coordinated Validation Missions (ICVMs)
- Lack of human resources
- Budget limitations
- Delays with ICAO State Safety Programme (SSP) implementation
- Delays with Safety Management System (SMS) implementation

1.1.11 The Meeting took note of the RASG-PA ASTT training activities and the respective role of States/Territories, international organizations and industry, as well as regional training centres supporting training activities to enhance safety in the NAM/CAR Region. The Meeting designated Mr. Juan Thomas as the Training Centres representative to liaise with the Regional Aviation Safety Group – Pan America (RASG-PA). Therefore, the Meeting formulated in the following draft conclusion:

DRAFT CONCLUSION
NAM/CAR/CATC/1/1

**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.

Aviation System Block Upgrades (ASBU)

1.1.12 Under P/04, the Secretariat informed the Meeting on the results from the ICAO Twelfth Air Navigation Conference (AN-Conf/12); Fourth Edition of the Global Air Navigation Plan (GANP); Aviation System Block Upgrades (ASBUs; and monitoring system and dynamic reporting system that ICAO will implement in 2014 through the Regional Performance Dashboard.

1.1.13 In this respect, the Meeting acknowledged that the impact of these timely training issues for air navigation management, planning, implementation, regulation and monitoring with increased focus on issues such as data link, trajectory operations, automation, procedure updates, etc., coincides with the fact that training centres will have to implement courses related to the ASBU approach, update their programmes and course curricula in accordance with the ICAO ASBU Block 0 modules, and include follow-up on regional plan implementation.

1.1.14 The Meeting took note that courses in the different areas need to follow ICAO guidelines contained in *Training Manual* (Doc 7192) and specialized courses oriented towards new technologies and services following implementation guides on each ASBU module in its human factors section need to be undertaken. This considered, the Meeting agreed to adopt the following draft conclusion:

DRAFT CONCLUSION
NAM/CAR/CATC/1/2

**UPDATE AND ADOPTION OF THE ICAO ASBU APPROACH
FOR NAM/CAR TRAINING CENTRES TRAINING COURSES
AND PROGRAMMES**

That considering the adoption of the Aviation System Block Upgrade (ASBU) Approach by the NAM/CAR Region, and to foster the implementation of the ASBU Block 0 modules among the NAM/CAR Region States/Territories/International Organizations, all CATC/WG members:

- a) update and adopt this ASBU approach on their training courses and programme; and
- b) inform the Directors of Civil Aviation of the progress achieved in this update by the NACC/DCA/5 Meeting.

1.2 TRAINAIR Plus Training Programme

1.2.1 The Meeting took note of ICAO follow-up activities on the Next Generation of Aviation Professionals (NGAP) initiatives and the TRAINAIR Plus Programme explained by the Secretariat through P/03 and WP/02. Regarding the TRAINAIR Plus Programme, the Meeting took note of the First TRAINAIR Plus Global Symposium results, TRAINAIR Plus full and associate training centres, available documents, development status of Standardized Training Packages (STPs) and preparation of TRAINAIR Plus instructors.

TRAINAIR Membership

1.2.2 Since the first TRAINAIR Plus Steering Committee Meeting (TPSC/1) in September 2012, two new training centres have become NAM/CAR Regions full members: the *Instituto Centroamericano de Capacitación Aeronáutica* (ICCAE, COCESNA) and the Jamaica Civil Aviation Authority Training Institute (CAATI), which brings the total number of full members to five as follows:

| # | Training Institution | | | Full Member since |
|---|-----------------------|---|---------------|-------------------|
| 1 | Central America (new) | Instituto Centroamericano de Capacitación Aeronáutica | ICCAE-COCESNA | February 2013 |
| 2 | Cuba | Centro de Adiestramiento de la Aviación | CAA | September 2012 |
| 3 | Dominican Republic | Academia Superior de Ciencias Aeronáuticas | ASCA | July 2012 |
| 4 | Jamaica (new) | Jamaica Civil Aviation Authority Training Institute | CAATI | February 2013 |
| 5 | Mexico | Centro de Instrucción Internacional de Aeropuertos y Servicios Auxiliares | CIASA | September 2012 |

1.2.3 In addition to full members, two Civil Aviation Training Centres have become associate members since TPSC/1. The associate members are:

| # | State | Training Centre | Associate Member Since |
|---|---------------------------|--|------------------------|
| 1 | Trinidad and Tobago (new) | Civil Aviation Authority (CAA) Civil Aviation Training Centre (CATC) | June 2013 |
| 2 | United States (new) | Federal Aviation Administration (FAA) Academy | June 2013 |

Activities for the Development of STP Courses

1.2.4 The Meeting took note that one of the Key Performance Indicators (KPIs) of the TRAINAIR *Plus* Programme is the production of Standardized Training Packages (STPs) available for international sharing to support States and industry training plans. As of 16 June 2013, 22 STPs have been validated. This represents an additional 13 STPs since TPSC/1. 17 STPs are available through the TRAINAIR *Plus* electronic Management System (TPeMS); 22 additional STPs are being actively prepared by TRAINAIR *Plus* members and will further enrich the sharing system.

Course Developers Seminar

1.2.5 The Meeting was informed that starting in January 2014, TRAINAIR *Plus* Programme members will be invited to host Course Developer Seminars (CDS). These seminars will provide a platform for course developers and instructors to meet and exchange best practices and experiences in their fields of activity in order to enhance the capability and expertise of their Course Development Units (CDUs).

1.2.6 The *Centro de Instrucción Internacional de Aeropuertos y Servicios Auxiliares (CIASA)* from Mexico volunteered to host one of the Course Developer Seminars in Spanish and the Jamaica Civil Aviation Authority Training Center (CAATI) volunteered to host the same in English.

TRAINAIR Plus Global and Regional Conferences

1.2.7 The Meeting took note that as of June 2013, seven TRAINAIR *Plus* Regional Symposia have been held. Another symposium is planned in December 2013 in Johannesburg, South Africa, and will be hosted by Air Traffic and Navigation Services of South Africa.

1.2.8 The Meeting invited States in the NAM/CAR Region to host TRAINAIR *Plus* Regional Symposia in 2015.

TRAINAIR Plus Electronic Management System (TPeMS)

1.2.9 The Meeting was informed that phase two of the TPeMS is currently being tested. The new features of this phase will allow members to develop and submit their STP material in an efficient and timely manner. This applies to first STPs as well as additional STPs developed by training centres. Four additional phases are in development as follows: membership process, management of TRAINAIR *Plus* courses, steering committee, instructor and assessor portals.

Regional Coordination for the TRAINAIR Plus Instructors Course

1.2.10 CIIASA presented WP/03, which proposed that the ICAO NACC Regional Office coordinate and establish demand for the TRAINAIR *Plus* Training Instructor Course (TIC) and act as an impartial party and liaison with the TRAINAIR *Plus* Office to request and organize these events in order to obtain equitable benefit for all NAM/CAR Region Training Centres. The Meeting supported this approach for the ICAO NACC Regional Office role in the TRAINAIR Programme.

1.2.11 CIIASA informed the Meeting that programming the TRAINAIR *Plus* Instructor Course in the NAM/CAR Region is granted by request of the Civil Aviation Training Centres directly with the Aviation Safety Training Section (AST) and the TRAINAIR *Plus* Office. The coordination or cost range lacks guidelines to promote delivery of an event in an organized manner on a regional level. The primary purpose to certify the Civil Aviation Training Centres instructors is to comply with a requirement that involves TRAINAIR *Plus* membership.

1.2.12 In addition, CIIASA identified that investment recovery related to expenses involved in course organization as well as participation of the staff working at each centre, is covered by external participants' fees (USD \$500 per participant), which is set by the TRAINAIR *Plus* Office. This creates differences in the expense framework among centres located in the same region. In addition, the courses scheduled by host centres with dates set close to each other's events may affect demand to cover the course limit and therefore affect investment recovery.

1.2.13 Through WP/04, the *Academia Superior de Ciencias Aeronáuticas (ASCA)* of Dominican Republic informed the Meeting about the implementation of a Quality Management System (QMS) in the organization where the trainee works that considers management indicators that reflect performance of each one of the operational processes and activities that involve all personnel. This would be an excellent source of statistical information, which will undoubtedly guarantee the measurement of training impact offered by the Training Centre and would show the growth of the entire organization as a result of the training process. This considered, the Meeting agreed to adopt the following draft conclusion:

DRAFT CONCLUSION
NAM/CAR/CATC/1/3

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.

1.2.14 In addition, ASCA invited the Meeting to incorporate the TRAINAIR *Plus* methodology into implementation of the impact of training measurement activities; through statistical data, report the results of the training impact of STPs designed for inclusion into the TRAINAIR *Plus* Virtual Library; and share information that provides elements to analyze the current status of the impact of training in work force of the organization.

1.2.15 Under NI/02, the *Centro de Adiestramiento de la Aviación Civil* (CAA) of Cuba offered all CATCs in the region the method in which they handle TRAINAIR *Plus* methodology for those who are just starting and will become future members or for those who develop conventional training programmes.

1.2.16 Trinidad and Tobago Training Center indicated that the feedback from TRAINAIR *Plus* users is very important for this measurement but also identified that better course promotion is necessary. The Meeting reviewed the ICAO TRAINAIR Website (<http://www.icao.int/safety/TrainairPlus/Pages/default.aspx>), TRAINAIR *Plus* webpage and the Directory of Training Centres, and identified that these websites are an important tool for promoting the work of the centres. The participants were invited to review the aforementioned sites and send comments to the ICAO NACC Regional Office, as applicable.

1.2.17 CAA proposed that collaboration among CATCs be developed in the regions, as well as to increase communication and information sharing amongst them under the auspices and facilitation of the ICAO NACC Regional Office. For this purpose, the Meeting agreed to adopt the following conclusion:

DRAFT CONCLUSION
NAM/CAR/CATC/1/4

SUPPORT COORDINATION OF TRAINAIR MATTERS

That in order to improve participation in the ICAO TRAINAIR *Plus* Programme and support the activities of said Programme by NAM/CAR Regions TRAINAIR *Plus* Programme members:

- a) the ICAO NACC Regional Office forward the enhancements identified by the NAM/CAR/CIAC/1 Meeting to the TRAINAIR *Plus* Programme by June 2014;
- b) the ICAO NACC Regional Office assist with coordination of TRAINAIR *Plus* matters for the NAM/CAR Regions TRAINAIR *Plus* Centres; and
- c) the NAM/CAR Training Centres that are not yet members of the TRAINAIR *Plus* Programme become integrated by June 2014.

1.3 Next Generation Aviation Professionals (NGAP) Programme

1.3.1 Under WP/05, the Meeting took note of regional dissemination of the NGAP initiative with the assistance of member States. ICAO will convene regional symposia, which will be hosted by civil aviation administrations as well as TRAINAIR *Plus* members. The symposium corresponding to the CAR Region was held in Montego Bay, Jamaica, from 5 to 7 February 2013. The 2013 TRAINAIR *Plus* Global Symposium will be held in South Africa from 10 to 12 December 2013.

1.3.2 During the discussion of this agenda item, the Meeting held a videoconference with Mr. Diego Martínez, Manager of the TRAINAIR *Plus* Programme of the Aviation Safety Training Section (AST) in ICAO Headquarters, in order to have delegates pose questions and clarify concerns related to the TRAINAIR *Plus* Programme. The **Appendix** to this part of the report presents a summary of the questions and answers given by the TRAINAIR *Plus* Programme Manager.

1.3.3 CAA presented NI/07 to disseminate Cuba's experience to serve as a tool to CATCs in the region supporting operators and service providers in determining the training needs of aviation personnel. Also, this experience could assist CATCs in determining the quantity and quality of the next generation of aviation professionals required in each State. CATCs that are certified by a State aeronautical authority will have to provide courses that require improved proficiency, new courses as necessary and programmes that meet the work competencies required for the next generation of aviation professionals.

1.3.4 The Meeting agreed on the importance to have instructor updates as well as technological training aids and necessary material to obtain high quality preparation and competencies demanded for the next generation of aviation professionals. In this regard, the Meeting agreed to adopt the following draft conclusion:

DRAFT CONCLUSION
NAM/CAR/CATC/1/5

GREATER CATC PARTICIPATION IN NGAP EVENTS

That the Civil Aviation Training Centres and States:

- a) foster civil aviation studies at schools, colleges and the general population and inform on the latest available technical trends and tools on civil aviation training; and
- b) contact the next generation of aviation professionals, the aviation community and students to undertake outreach efforts to better focus and guide NGAP.

APPENDIX



NAM/CAR/CATC/1 Summary of Discussions

1. *Mexico DGAC – As a conventional training centre, can the CATC submit one of their training programmes for ICAO approval? If so, can it be placed on the same level as a TRAINAIR Programme?*

Currently, only Programme members are authorized to provide an ICAO-certified course. ICAO is developing a new training policy and this issue will be analysed with the possibility to obtain another type of recognition of training activities, the discussion will take place in 2014.

2. *Jorge Fernández – COCESNA- Which is the TP instructors course target population? Is it for instructors who will conduct STP courses or is it for general instructors? In case this is a course that all CATC instructors need to take, has the TP Programme considered the cost to be paid to ICAO as a limitation to generalize participation in the course?*

There are two phases in the TRAINAIR Plus Training Instructor Course (TIC). The initial phase will be a web-based distance course (eLearning) addressed to new and professional instructors with little teaching experience who may be able to contribute as occasional instructors in training centres. The second phase will be an advanced face-to-face course addressed to experienced and STP instructors. The teaching modality will be the same as for the Training Developer Course (TDC), which is, the centre organizes and ICAO provides a roster of instructors, the training material and certification. There is a fee per student that has to be paid to ICAO and the centre may be able to consider the registration fee that it deems appropriate. It is recommended that all instructors be accredited in ICAO courses but it is not mandatory in order to teach a STP. It is however a requirement for instructors who teach STPs developed by ICAO.

3. *Humberto Ramos Feliz- ASTC/ESAC Dominican Republic – Is training that uses TRAINAIR Plus methodology exclusive to Safety Training Centres or it could be applied to Aviation Security Civil Aviation Training Centres, if so, what would be the benefits?*

The new ICAO training policy for 2014 will open the membership possibility to all specialties including the Aviation Security Civil Aviation Training Centres.

4. *Rafael de Antuñano, Manager of the SENEAM Training Centre, México – What are the corporate advantages offered by TRAINAIR Plus to SENEAM in the formation, updating of operational (CTAs) and technical (engineering) personnel?*

The ICAO TRAINAIR *Plus* Programme promotes the implementation of quality systems in civil aviation training institutions, in accordance with the competency-based approach promoted by the Organization. STPs developed using the TRAINAIR *Plus* methodology will be formed by a strict guideline that specifies both the training approach as well as the guidance material format. Considering that the approach is standardized among all members, a STP produced in a training centre may be used in another, adapting it a little. TRAINAIR *Plus* will facilitate and simplify the exchange of STPs through a web-based system. In order to become a TRAINAIR *Plus* member, new applicants should successfully complete an initial assessment to ensure the compliance of exposed criteria in the TRAINAIR *Plus* Assessment Guidelines (TPAG). The capacity and experience to implement an instruction based on competencies is an essential requirement to successfully pass the assessment. The fact of successfully passing the initial assessment will grant the applicant the category of TRAINAIR *Plus* Associate. The centres who wish to improve and consolidate the competency-based approach training within their organization, will need to complete the process of developing a STP, which includes on-the-job training by a qualified expert to assist in the development of the first STP. The implementation of the updated methodology will considerably reduce production times of Standardized Training Packages (STPs), it will simplify validation procedures and it will decentralize decisions related to STP approval, thus granting more autonomy to affiliate centres. Once the STP has been developed to ICAO's satisfaction, the applicant will obtain the category of TRAINAIR *Plus* Full Member.

5. *Operation of the STPs Library*

Through an automated system, all members have the possibility to access all TRAINAIR *Plus* courses and to provide them in their centres through the pay-per-use system. Any non-member may request that the course be provided and in this case, the owner of the course would provide the training. Any provision of STP courses receives an ICAO and Centre certification; this is generated in a coded form for each student through the TRAINAIR *Plus* electronic Management System (TPeMS). The Programme is open to bilateral agreements amongst centres in order to exchange course materials and the system will support the administrative and management process.

6. *Aviation System Block Upgrades (ASBUs) Course*

This course will be an ICAO STP and it will be available in similar conditions to the framework currently established for the Developer Course

ICAO STPs (available):

TDC: Training Developer Course

ICAO STPs (in development):

TIC. TRAINAIR *Plus* Training Instructor Course. Two phases: Initial (English) and Advanced (English and Spanish)

TMC. Training Managers Course

SMS. Safety Management System Course

ASBU. Planned to be developed by 2014

7. *Developers and Trainers Technical Meetings*

Course Developers and Trainers Technical Meetings are a key element of the TRAINAIR *Plus* Programme. They are a unique opportunity for training professionals to exchange their points of view and to discuss challenges and opportunities to improve training. These meetings provide a forum for course instructors, developers and validators to meet and exchange experiences and best practices in the implementation of the TRAINAIR *Plus* methodology as well as any Training Preparation System they may be using.

These meetings are also an opportunity for participants to improve their abilities regarding the preparation and provision of Standardized Training Packages (STPs), as well as to identify methods, techniques, tools and procedures to continuously improve the methodology. ICAO encourages all instructors, course developers and validators to attend these meetings and exchange their points of view and to keep the pace of changes that are affecting the training industry. Certificates of attendance will be provided to participants and speakers if they can prove their experience as instructors, course designers or course validators and if they attend throughout the entire programme.

Two meetings are planned to be held in the NAM/CAR Regions for 2014, one in English and one in Spanish. The list of requirements will be sent to Training Centres and States in order to volunteer hosting both of these meetings.

Agenda Item 2 Civil Aviation Training Centres (CATCs) Network in the NAM/CAR Region

2.1 Establishment of a Civil Aviation Training Centre Network in the NAM/CAR Region

2.1.1 The *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares* (CIIASA) from Mexico presented WP/06, which highlighted the importance of training centres serving as support for training, certification and recertification systems of airport technical personnel working in aviation security in the NAM/CAR Region States.

2.1.2 [L1]. CIIASA stated that the CATCs of the region are prepared to support States' and civil aviation basic needs related to airport technical personnel working in aviation security in order to achieve their goals by preparing personnel in a standardized manner. Therefore, the Meeting agreed on the following draft conclusion:

DRAFT CONCLUSION

NAM/CAR/CATC/1/6

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 share its schedule of events, seminars and workshops with the CATCs of the region to avoid duplication and optimize the work.

2.1.3 The Secretariat indicated that training is recognized as an issue of critical importance to ensure safe and efficient air transport in the NAM/CAR Regions. Civil aviation training offered in the regions has to be effectively coordinated, standardized and harmonized in order to attain the highest possible safety levels.

2.1.4 The Secretariat established the following goals for cooperation among CATCs: to share experiences and encourage the development of a framework to standardize training programmes; to enhance instructor's competences; and to publish a report on the status of aviation training needs and resources. Therefore, the Meeting agreed on the following draft decision:

DECISION

NAM/CAR/CATC/1/7

**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.

**2.2 Regional coordination and cooperation among CATCs in the NAM/CAR Region –
Training Programme exchange and collaboration among CATCs**

2.2.1 The Secretariat acknowledges the promotion benefits of cooperation amongst the training centres in the NAM/CAR Region in order to face rising needs and growth of the aviation industry in the regions. Therefore, the Meeting agreed on the following draft conclusion:

DRAFT CONCLUSION

NAM/CAR/CATC/1/8

**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 analyze 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 present the progress with model agreements by the NACC/DCA/5 Meeting.

Remarks:

- *It is necessary to review and update the study programmes of recurrent courses aimed at current and future work competencies (TRAINAIR Plus programmes).*
- *Increase the updating and professional level of professors, instructors and trainers.*
- *Develop effective training to introduce new technologies and update the aids technological equipment.*

Agenda Item 3 Analysis of Courses Offered in Each CATC in the NAM/CAR Region

3.1 Identification and analysis of training needs in the NAM/CAR Region

3.1.1 Through WP/07, the Meeting took note of the CAR Regional Training Plan, taking into account regional and global efforts on staff training following the conclusions of the NACC/DCA. The ICAO NACC Regional Office requested States in the CAR Region to complete a survey for the preparation of the CAR Region Aviation Training Plan.

3.1.2 Considering the approach of the ICAO Aviation System Block Upgrades (ASBUs), as well as emerging technologies for new automated and efficient services, it is essential to have qualified personnel and a proper training structure to keep all personnel up to date.

3.1.3 In order to support the Meeting of Civil Aviation Training Centres in the Region, under this agenda item, States needs are critical to obtain efficiency in providing the necessary training; therefore, the Meeting was invited to:

- a) assess opportunities to organize, conduct, and implement training programmes on the basis of information collected and States training needs;
- b) inform the ICAO NACC RO/TC if no courses are available to meet State requirements. The RO/TC will make necessary arrangements with Training Centres to evaluate the feasibility and availability of alternate courses that will meet their requirements;
- c) review and comment on the draft the CAR Region Aviation Training Plan shown in Appendix A to WP/07 of this meeting (<http://www.icao.int/NACC/Documents/Meetings/2013/NAMCARCATC1/NAMCARCATC1WP07.pdf>); and
- d) take note that the ICAO NACC Regional Office will update the regional plan based upon State National Training Plans.

3.1.4 The Secretariat presented training needs identification and analysis of the NAM/CAR Region. The ICAO framework is composed of 37 programmes linked to the 3 strategic objectives as well as 14 programmes in the basic implementation strategies framework.

3.1.5 The Meeting was informed on the activities and results of CMA USOAP Audits, emphasizing that the Lack of Effective Implementation (LEI) associated with Critical Element 4 (CE4), *Qualification and Formation of Technical Staff*, is the chief issue affecting the LEI percentage.

3.1.6 The Secretariat identified the Regional Performance Objectives (RPOs) of the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) and their relationship to NAM/CAR Regions training needs. As a result, the Meeting agreed to adopt the following draft conclusion:

DRAFT CONCLUSION
NAM/CAR/CATC/1/9

**PARTICIPATION AND SUPPORT BY NAM/CAR TRAINING
CENTRES OF REGIONAL IMPLEMENTATION ACTIVITIES**

That the NAM/CAR Civil Aviation Training Centres support the organization of regional training events for implementation of operational improvements in air navigation services.

3.2 Aeronautical Information Management training development

3.2.1 The Meeting was informed about the development of the ICAO *AIM Training Guidance Manual* (Doc 9991, draft version) by the AIS-AIM/SG at ICAO HQs. Some assumptions were made during the presentation, including that the AIM/AIS field requires specific job descriptions/profiles for staff providing AIS/AIM functions, regardless of whether the individuals are employees, contractors or other providers. In addition, it was mentioned that it is important to clearly define the person or organization that provides each of the required services and whether they take place within the AIS/AIM organization in order to include the appropriate technology support needed to deliver the training.

3.2.2 Another basic aspect that was mentioned was the implementation of a Quality Management System (QMS) that includes standard operating procedures and documented work instructions, which could be developed along with an organization-wide training programme that would include, for example, specific training courses, assessments, and associated records with access to services for competency-based course developers and competent instructors.

3.2.3 The Meeting took note that Information Management (IM) will become a key enabler for the future Air Traffic Management (ATM) System. Therefore, the urgent need for ICAO to develop common definitions, processes, and AIS/AIM/IM in System Wide Information Management (SWIM) content in accordance with ASBU methodology was mentioned.

3.2.4 Finally, the Meeting discussed training processes and AIM, the need to identify new AIM professional profiles and consideration given to IT professionals and cartographers being integrated into AIM to assist in phase three of the requirements for AIM and SWIM transition. It was also noted that there is a need for ICAO to provide more extensive guidance material in support of the transition.

3.2.5 Training AIS/AIM personnel, management and users of AIS/AIM aeronautical data is the key for successful implementation of the new aeronautical data chain operational concepts and the electronic publication of the Integrated Aeronautical Information Publication (IAIP).

3.3 Introduction of CATCs and their offered instruction

3.3.1 The *Instituto Centroamericano de Capacitación Aeronáutica* of COCESNA (ICCAE) presented NI/03 that detailed their Air Traffic Control Training Programme, which has been designed in accordance with ICAO Standards and the best practices used in the Western Hemisphere to educate air traffic controllers. This programme provides an option to homologate air traffic controller training at a regional level as well as serve as a reference for the rest of Latin America.

3.3.2 The *Centro de Adiestramiento de la Aviación Civil* (CAA) of Cuba presented NI/04 on their experience related to the delivery of the Aeronautical Information and Cartography TRAINAIR Plus Course for participants mainly consisting of air traffic controllers in training and/or in refresher training^[L1] with additional participation of pilots, flight and aeronautical operations dispatchers, aerodromes personnel, aeronautical meteorology and other users or generators of aeronautical information. CAA offers this information for review by CATCs in order to sign an agreement with the CAA of Cuba to teach the course in their respective States or to participate in the courses being taught at the CAA.

3.3.3 Through presentations made by the representatives from Cuba, Dominican Republic, Jamaica, Trinidad and Tobago and COCESNA, the Meeting had the opportunity to note the activities being conducted and the training capacity of their Civil Aviation Training Centres (CATCs). For ease of reference, all presentations given during the meeting are available on the following website: <http://www.icao.int/NACC/Pages/meetings-2013-namcarcatc1.aspx>.

3.3.4 From the presentations, the Meeting noted that most training centres had a strong course workload with a considerable amount of students due to the entry of new professionals in different aviation areas, as well as the implementation of new systems.

3.3.5 The *Escuela de Seguridad de la Aviación Civil* (ESAC) of Dominican Republic, which has been certified as a new AVSEC regional training centre, presented NI/06 containing information regarding the commitment of Dominican Republic to excellence and cooperation. Likewise, through their broad curriculum, ESAC seeks to contribute to aviation security training development and improvement inside and outside the region.

Agenda Item 4 Preparation of Course Instructors and Designers in the NAM/CAR Region

4.1 Competency assessment for courses taught at CATCs

4.1.1 The *Instituto Centroamericano de Capacitación Aeronáutica* (ICCAE) de COCESNA presented NI/05 to inform on the Aeronautical Instructors Training and Accreditation Selection System under the competencies approach, which was designed by ICCAE to strengthen teaching capacities of professionals who are charged with teaching learning processes in the regional civil aviation environment, in order to make an innovative and effective impact on the quality of training by applying advanced teaching methods and techniques as well as ICAO Standards and Recommended Practices (SARPs).

5.2 Work Programme for 2013-2014

Results of the Ad hoc Groups

5.2.1 During the meeting, the Secretariat formed three Ad hoc groups to analyze, discuss and share ideas on the following topics:

- a. Revise and improve the ICAO NACC Regional Office Training Plan to identify existing CAR Region States' training needs and propose solutions to eliminate or improve States' civil aviation deficiencies related to lack of instruction. This Ad hoc Group will meet or communicate via teleconference to discuss, modify and finalize the draft ICAO NACC Regional Office Training Plan.
- b. Develop a survey or questionnaire to send to States to identify their civil aviation deficiencies related to the lack of training or instruction needs. This Ad hoc Group will meet or communicate via teleconference to discuss, modify and finalize the draft survey or questionnaire.
- c. Develop the CATC/WG Work Programme, which is attached in Section 5 of the Appendix to this part of the report.

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/O | 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 (CIASA), 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 establishment 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 |
| | Preparación de formatos para requerir ofertas/cursos de instrucción / Prepare forms to request CATCs offers/ training courses | | NAM/CAR/CATC /WG | | Feb 2014 |
| | Difusión 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 |
| | Análisis 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 |
| | Preparación de formatos para requerir necesidades de instrucción / Prepare forms to request training needs | | NAM/CAR/CATC /WG | | Feb 2015 |
| | Preparación de formatos para requerir ofertas/cursos de instrucción / Prepare forms to request CATCs offers/training courses | | NAM/CAR/CATC /WG | | Feb 2015 |
| | Difusión 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 |
| | Análisis 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 currícula / 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 currícula / 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 | |
| | Revisión inicial del Plan / Initial review of the Plan | | NAM/CAR/CATC /WG/01 | | Aug 2013 |
| | Formulación 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 |
| | Finalización 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 |
| | Revisión 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 |

Agenda Item 6 Other business

Aviation Security and Facilitation Training

6.1 The Secretariat made a presentation related with the ICAO endorsed Aviation Security Training Centres (ASTCs) Global System. It was mentioned that from the 27 ASTCs worldwide, four ASTCs are located in the NAM/CAR Regions, of which one is located in Dominican Republic and another in Mexico, where training is delivered in Spanish; and the other two are in Trinidad and Tobago and Washington D.C., United States, respectively, where training is delivered in English. In addition to these, there are another two in Argentina and Ecuador, respectively, which cover the ICAO South American (SAM) Region.

6.2 The Secretariat mentioned that the objective of the ASTCs are to promote the professional development of aviation security (AVSEC) personnel globally; provide assistance to States for strengthening their aviation security system throughout the development of capacity building; support States for compliance of Annex 17 Standards and Recommended Practices (SARPs); ICAO sponsored AVSEC training and conducted by ICAO certified Instructors; use of ICAO developed and endorsed Aviation Security Training Packages (ASTPs); maintain the endorsement as training organizations complying the General Requirements for establishing and maintaining endorsement as ICAO AVSEC ASTC.

6.3 The Meeting was informed that besides the conduction of AVSEC ASTP courses from the ICAO regular training programme, the ASTC also support with direct assistance to those States that need to reinforce their AVSEC system, in order to ensure the compliance of Annex 17 SARPs. The Secretariat informed that training events have a registration fee that goes entirely to the operational functioning of each ASTC. The daily fees are a global average agreed by the annual ASTC Directors Meeting. ICAO contributes with the provision of Daily Subsistence Allowance (DSA) and transportation for two instructors for each training event.

6.4 The Secretariat mentioned that according to the last agreements of the ICAO Council, Annex 9 – *Facilitation*, seminars have been also implemented, in order to promote the urgent attention from the civil aviation authorities from the States for the compliance of Annex 9 SARPs, as well as for the need to involve in the coordination and implementation of these SARPs of other governmental entities that work in international airports, such as customs, immigration, police, among others, and integrate them within the Airport Facilitation Committees.

6.5 In order to support the civil aviation authority within States in the NAM/CAR Regions, CATCs are urged to promote the coordination among aviation security and facilitation entities and other government entities operating at the airport environment to improve civil aviation security and facilitation within their States.

6.6 The Secretariat urged CATCs to take note of aviation security and facilitation developments stemmed from the Aviation Security High Level Conference held in Montreal, Canada in September 2012, as well as future results from the 38th Session of the Assembly regarding these important issues, and to insert them and implement them within their national and regional training programmes. This considered, the Meeting agreed on the following draft conclusions:

DRAFT CONCLUSION

NAM/CAR/CATC/1/11 CONSIDERATION OF AVIATION SECURITY AND FACILITATION ISSUES BY THE CATCS

That CATCs be urged to note the developments in aviation security and facilitation stemmed from the ICAO Aviation Security High Level Conference held in Montreal, Canada from 12 to 14 September 2012, and those that will derive from the ICAO 38th Assembly regarding these important issues, and that they be inserted in their national and regional training programmes.

DRAFT CONCLUSION

NAM/CAR/CATC/1/12 ENCOURAGEMENT OF COORDINATION AMONG GOVERNMENT ENTITIES IN AIRPORTS AND CIVIL AVIATION AUTHORITY

That, in order to support the Civil Aviation Authority within their States, NAM/CAR CATCs promote the coordination among aviation security and facilitation relevant entities and other government entities operating in the airport environment to improve civil aviation security and facilitation within their States.