



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

**CREATION OF THE CIVIL AVIATION TRAINING CENTRES WORKING GROUP  
 (CATC/WG), SUPPORTING GROUP ON TRAINING MATTERS**

(Presented by the Secretariat)

<b>SUMMARY</b>	
This Working Paper presents the proposal to formally create a technical support entity for training matters from the NAM/CAR/CATC/1 including Terms of Reference and Work Programme for the review of the Meeting.	
<b>References:</b>	
<ul style="list-style-type: none"> <li>• Second Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/2), Tegucigalpa, Honduras, 11 – 14 October 2005</li> <li>• Third Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/3), Punta Cana, Dominican Republic, 8-12 September 2008</li> <li>• Fourth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/4), San Pedro Sula, Honduras, from 20 to 24 June 2011</li> </ul>	
<b>Strategic Objectives</b>	<i>This working paper is related to Strategic Objectives:</i> <i>A. Safety – Enhance global civil aviation safety</i> <i>B. Security – Enhance global civil aviation security</i> <i>C. Environmental Protection and Sustainable Development of Air Transport</i>

**1. Introduction**

1.1 Training is a core factor for human development and performance, and a key element for all phases of aeronautical activities planning, implementation, operation and improvement.

1.2 During the Second Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/2), the Directors of Civil Aviation of the NAM/CAR Regions expressed that the objective of human resource planning is to ensure that Civil Aviation Authorities have staff trained in the various air navigation services, formulating Conclusion 2/27 – *Human Resources Planning and Education*, recommending that Civil Aviation Authorities begin, as soon as possible, the process of human resource planning and instruction required to implement the new systems emerging. The governments should therefore, develop training programs and human resource planning in different areas of Aviation.

1.3 Similarly, the Directors at the meeting NACC/DCA/3 formulated conclusions NACC/DCA/3/11 – *Human Resource Planning and Training in the NAM/CAR Regions* and NACC/DCA/3/12 – *Aviation Training Strategy for the CAR Region* in order to prepare a training strategy taking into account the human resources planning and training in the NAM/CAR Regions.

1.4 The adoption of the ASBU approach and the GANP and the training needs coming from the States and users, represent an active continuous challenge for an efficient, effective and timely implementation of new services and systems in accordance to performance and operational benefits foreseen.

## **2. Discussion**

2.1 From the experience in the planning/implementation of aviation systems in all areas and adopting a more effective structure based on experts in the matter, the creation of a working group in support of the Directors mandate for improving training and human factors is being proposed based on the experience and involvement of the training stakeholders like the ones in this NAM/CAR/CATC/1 Meeting. The denomination of this working group could be Civil Aviation Training Centres Working Group (CATC/WG).

2.2 The **Appendix** to this working paper presents the Terms of Reference (ToRs) and Work Programme of the CATC/WG for review. A Rapporteur for the CATC/WG shall be elected during the NAM/CAR/CATC/1 Meeting for leading the working group.

2.3 The CATC/WG will be a supporting body to the Directors of Civil Aviation and will work in coordination with the existing implementation working groups, namely the North American, Central American and Caribbean Working Group (NACC/WG), the NAM/CAR Air Navigation Implementation Working Group (ANI/WG), and the Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG).

2.4 The structure of the CATC/WG, its ToRs and Work Programme shall be submitted to the Directors of Civil Aviation for approval.

## **3. Suggested Action**

3.1 The Meeting is invited to:

- a) review the CATC/WG ToRs and nominate members as presented in the Appendix to this Working Paper;
- b) develop a work programme for the CATC/WG;
- c) elect a Rapporteur for the CATC/WG, as mentioned in paragraph 2.2; and
- d) recommend other appropriate actions.

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**APPENDIX**  
**CIVIL AVIATION TRAINING CENTRES WORKING GROUP (CATC/WG)**

**TERMS OF REFERENCE**

**1. Background**

In order to support and improve the training aspects for the development of Air Navigation and Security in the NAM/CAR Regions in accordance to 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 creation of the Civil Aviation Training Centres Working Group (CATC/WG).

**2. Responsibilities**

The Working Group is responsible for:

- a) project Work Plan and Time table;
- b) recommend a framework for harmonization of aviation training in the NAM/CAR Regions, including and not limit to training programmes, quality assurance aspects, instructor qualifications and Training center coordination and courses agreements;
- c) promote the association of training organizations in the NAM/CAR Regions;
- d) establish a mechanism for aviation training needs and capacities in the NAM/CAR Regions, considering the NAM/CAR Training Plan and the existing implementation Groups for State training needs; and
- e) provide assistance for improving training matters in the NAM/CAR States and Training organizations member of the CATC/WG Institutions.

**3. Working Methods**

The CATC/WG Working Group

- a) will present its work programme containing activities in terms of objectives, responsibilities, deliverables and timelines;
- b) will avoid duplication of work within the ANI/WG and maintain close coordination among the existing entities to optimize the use of available resources and experience;
- c) may designate, as necessary, Ad hoc Groups to work on specific topics and activities and organize tasks and activities clearly defined;
- d) will co-ordinate its works to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls and hold meetings, when necessary; and
- e) will report and coordinate the progress of assigned tasks to the ANI/WG

The Secretariat will be provided by the ICAO NACC Regional Office

**4. Work programme**

The work programme will be prepared during the NAM/CAR/CATC/1 Meeting.

**5. Membership:**

<b>WG Member- Name:</b>	<b>Training Center/State/T/IO</b>	<b>email</b>
	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	