International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1)
ICAO NACC Regional Office, Mexico City, 27 to 30 August 2013

Agenda Item 5   **Terms and Reference (ToRs) and Work Programme of the NAM/CAR/CATC**
5.2   Work Programme for 2013-2014

CATC/WG PROPOSED WORK PROGRAMME FOR 2013 - 2014

(Presented by the Secretariat)

SUMMARY
This Working Paper presents a proposed work programme for the Civil Aviation Training Centres Working Group (CATC/WG) based on its primary goal to be the focal point to promote cooperation among its members and promote harmonization and standardization of aviation training programme in the North American, Central American, and Caribbean (NAM/CAR) Regions.

References:
• 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.

Strategic Objectives	*This working paper is related to Strategic Objectives:* *A. Safety – Enhance global civil aviation safety* *B. Security – Enhance global civil aviation security* *C. Environmental Protection and Sustainable Development of Air Transport*

1.   Introduction

1.1   At the NACC/DCA/4 Meeting, the Directors of Civil Aviation formulated the following Conclusion:

CONCLUSION 4/8   CIVIL AVIATION TRAINING IN THE CAR REGION

That:

a)   the draft Regional Aviation Training Plan for the CAR Region included in the Appendix to WP/27 is approved;

b) *States and training centres provide any comments on the plan to the ICAO NACC Regional Office;*

c) *States/Territories develop National Training Plans and forward them to the ICAO NACC Regional Office;*

d) *ICAO periodically updates the Regional Aviation Training Plan for the CAR Region;*

e) *States inform the ICAO NACC Regional Office if additional courses are needed which are not provided;*

f) *States and training centres consider developing and offering additional training programmes to meet CAR Region training needs; and*

g) *the ICAO NACC Regional Office convene a CAR Region Civil Aviation Training Centres meeting during the first quarter in 2012.*

1.2 From the experience in the planning/implementation of air navigation systems 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).

1.3 CATC/WG activities will be dependent upon the participation of its members in order to continue to provide the framework from which regional, and national implementation plans will be developed and implemented in the NAM/CAR Regions.

2. 2013 - 2014 Activities

2.1 For reference, the table below (Table 1.1) reflects CATC/WG activities and the tentative activities scheduled for the remainder of 2013 and 2014. Table 1.2 below reflects the tools to be used to carry out the work programme.

**CIVIL AVIATION TRAINING CENTER WORKING GROUP-
PROPOSED WORK PROGRAMME – 2013 - 2014**
(Table 1.1)

ACTIVITY	Dates	Location	Participants
Civil Aviation Training Center Working Group (CATC/WG) Teleconferences	2nd Wednesday of November 2013	Teleconference	Members
(CATC/WG) Teleconferences I	2nd Wednesday of January 2014	Teleconference	Members
CATC/WG Meeting /02	2nd Wednesday of March 2014	ICAO NACC RO	Members
(CATC/WG) Teleconferences II	2nd Wednesday of May 2014	Teleconference	Members

ACTIVITY	Dates	Location	Participants
(CATC/WG) Teleconferences III	2nd Wednesday of August 2014	Teleconference	Members
(CATC/WG) Meeting/03	2nd Wednesday of September 2014	ICAO NACC RO	Members
(CATC/WG) Teleconferences IV	2nd Wednesday of November 2014	Teleconference	Members

TOOLS TO BE UTILIZED BY THE CATC/WG
(Table 1.2)

ACTIVITY	Tool	Participants
Teleconferences	GoToMeeting software	Members
CATC/WG Meetings	ICAO NACC RO	Members
Promotion of Training Center	ICAO Website (Links)	Members
Email broadcasting	ICAO email	Members
Brochures, etc.	N/A	Members – can provide them for promotions at ICAO meetings
Participation in ICAO Meetings/Seminars/WGs/etc.	ICAO NACC RO	Members, Subject to approval

3.   Conclusion

3.1   To effectively implement and accomplish CATC/WG initiatives and training activities aimed at promoting cooperation among NAM/CAR Regions Civil Aviation Training Centres, CATC/WG members, in close coordination with ICAO, should participate to promote and accomplish CATC/WG work programme initiatives for 2013 - 2014.

4.   Action by the Meeting

4.1   The Meeting is invited to:

        a)   review, provide comments of the proposed CATC/WG activities and approve the work programme for 2013 - 2014;

        b)   recommend other appropriate actions.

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