



North American, Central American and Caribbean Office (NACC)  
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

**Third NAM/CAR Civil Aviation Training Centres Working Group Meeting  
(NAM/CAR/CATC/WG/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 19 to 20 October 2016

**Summary of Discussions**

<b>Date</b>	19 to 20 October 2016
<b>Location</b>	ICAO NACC Regional Office, Mexico City, Mexico
<b>Opening Ceremony</b>	Mr. Melvin Cintron, Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) provided opening remarks and thanked participants for attending the meeting. Mr. Meshesha Belayneh, Acting Chief, Global Aviation Training Office (GAT) and Deputy Director, Technical Cooperation Bureau (TCB) ICAO HQs, welcomed the participants and officially opened the meeting.
<b>Officers of the Meeting</b>	The NAM/CAR/CATC/WG/3 Meeting was held with the participation of its Chairperson, Mr. Juan Thomas from the Dominican Republic who chaired the meeting plenary. Mr. Eduardo Chacin, Regional Officer, Flight Safety of the ICAO NACC Regional Office served as Secretary of the Meeting, assisted by Mr. Mekki Lahlou, Planning and Operations Officer, Global Aviation Training Office (GAT), ICAO Headquarters. Also, other ICAO NACC Regional Officers supported the Meeting.
<b>Working Languages</b>	The working languages of the Meeting were English and Spanish. The working papers, information papers of the meeting were available to participants in both languages.
<b>Attendance</b>	The Meeting was attended by 7 States/Territories from the NAM/CAR/SAM Regions, 1 International Organization, 8 training centers, totalling 19 delegates as indicated in the list of participants ( <b>Appendix A</b> ).
<b>Draft Conclusions and Decisions</b>	The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

**DRAFT**

**CONCLUSIONS:** Actions requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

**DECISIONS:** Internal actions of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG)

*The status provided for each outstanding conclusion and decision is designated as valid, completed or superseded as a result of a review performed by the Meeting.*

**Meeting Documentation**

To access the Meeting Working Papers, Information Papers and Presentations kindly refer to the Meeting web page:

<http://www.icao.int/NACC/Pages/meetings-2016-carcwg3a.aspx>

**Discussion Items**

**Agenda Item 1**

**Approval of the Provisional Agenda and Schedule**

1.1 The Chairperson presented WP/01 inviting the participants to approve the provisional agenda and schedule. The Meeting approved the agenda and schedule as presented.

**Agenda Item 2**

**Review of Valid Conclusions of Previous NAM/CAR/CATC/WG Meetings**

2.1 The Secretariat presented WP/02 on the status of Conclusions (C) and Decisions (D).

2.2 The Meeting considered to review the Conclusions and Decisions thoroughly considering that the previous NAM/CAR/CATC/WG/2 was held from 2 to 5 December 2014.

2.3 After discussion the Meeting changed the status of the Conclusions and Decisions to completed considering that many of them were not up to date and other activities have been considered by ICAO GAT. Conclusions and Decisions are presented at **Appendix B**.

**Agenda Item 3**

**Update on ICAO Global Aviation Training (GAT) Activities**

3.1 The ICAO GAT Office delivered a presentation to update the Meeting on the following subjects:

- Achievements of the Global Aviation Training Programme
  - TRAINAIR PLUS Programme (TPP) Activities
  - Training Design and Development
  - Training Assessment and Consultancy
  - Training Events
- GAT activities for the Next Triennium
  - TRAINAIR PLUS Membership
  - ICAO Training Portfolio
  - New Web Tools and Resources

*Achievements of the Global Aviation Training Programme (as of September 2016)*

3.2 The Meeting learned that the TRAINAIR PLUS Programme has: 92 Members in 87 ICAO Member States; 21 Regional Training Centers of Excellence (RTCE); 96 Standardized Training Packages STPs; 128 Courses (590 course deliveries to 7800 trainees); and held 16 Global and Regional Training Events.

3.3 In regard to training design and development the results are: 20 ICAO Training Packages (ITP); 3 RTCE ITPs; 1 Compliance Training Packages (CTP); New course: Validating Competency-based Training (VCT) Course; and 1 Partnership Training Package (PTP).

3.4 In regard to the training assessment and consultancy: 102 assessments, and 59 reassessments.

3.5 Training Events: 1 Global Aviation Training and TPP Symposium in Seoul, Republic of Korea; 2 Course Developers and Instructors Standardization Meetings (Nairobi, Kenya; and Bogota, Colombia).

*GAT activities for the Next Triennium*

3.6 The GAT planned activities for 2017-2019 are included in the Training Portfolio that includes over 125 courses in the areas of: Aerodromes, Air Navigation Services, Air Transport, Environment, Flight Safety and Safety Management, Security and Facilitation, and Competency Development.

3.7 TRAINAIR PLUS Membership 100+ Members expected; 25 Assessments and Reassessments yearly; and publication of updated TRAINAIR PLUS Operational Manual (Doc 10052).

3.8 ICAO Training Portfolio: 20 New ICAO-harmonized Training Packages; More than 20 competency-development courses delivered yearly.

3.9 New Web Tools and Resources: Online Job Task Catalogue, Instructional Systems Design (ISD) Web based Tool, Training Need Assessment (TNA) tool, and Post-Training Evaluation (PTE) Methodology.

3.10 The Meeting agreed that ICAO through GAT activities has achieved the consolidation of methods and tools in order to supporting human resources development strategies, and capacity-building in Member States.

3.11 The Meeting solicited ICAO GAT more regional support according to its needs and to avoid competition among training centers. ICAO mentioned that a tool is under development for identifying the regional training needs to develop their courses; and it will be available by 2017.

3.12 The ICAO NACC Regional Office offered to be the pilot for the above mentioned tool under development by ICAO HQs.

3.13 The Meeting learned from ICAO the amount of internal work regarding training issues associated with the new SARPs development. Also, that the RTCE policies and associated cost will be reviewed, considering that some of the centers cannot afford it.

3.14 Another issue raised by ICAO GAT was regarding the Training Evaluation Specialist Course that was delivered and evaluated in Quito, Ecuador, this year and it will be translated to English by 2017.

3.15 The Meeting acknowledged ICAO GAT has consolidated and develop tools and methods on aviation training to assist Member States to optimize their course development capability, support in identifying and prioritizing specific training needs and measure the effectiveness of employee training.

**Agenda Item 4****NAM/CAR Regional Civil Aviation Training Centre (CATC ) Network****4.1 Standardization of Training Packages**

4.1.1 COCESNA presented WP/3 to address the need and the importance of achieving standardization of aviation personnel training programmes on a regional basis.

4.1.2 The Meeting agreed that the standardization of training programmes provides multiple benefits. This can be done through the close collaboration among the regional training centers taking into consideration their strength on a particular matter. This is in line with Conclusion 2/1 *Standardization of Training Programmes in the NAM/CAR Regions*. The future association of training centers would be in charge of coordinating the activity among other related issues.

4.1.3 The United States presented WP/6 regarding the standardization of training programs and the proposed methodology to do it. The paper detailed the standard minimum requirements for training programs.

4.1.4 The Meeting discussed the need to assess this issue in detail considering that ICAO is also promoting the required standardization globally. Therefore, it was suggested to review the material from ICAO GAT and the United States FAA and develop a criteria less stringent considering the limited resources of the training centers of the CAR Region.

4.1.5 Dominican Republic presented the IP/3 in which described the activities of the IDAC and ASCA to support ICAO Next Generation of Aviation Professionals (NGAP) and No Country Left Behind (NCLB) initiatives, including strategic alliances with Haiti, Jamaica and Panama, and agreements with the United States and IATA.

4.1.6 United States presented IP/7 to inform the Meeting the process that the FAA Academy follows to determine training needs, and staffing numbers and facilities on a yearly basis. Also the use of a end of course electronic questionnaire for evaluation of facilities.

4.1.7 To close the discussion regarding to this relevant agenda item, ICAO GAT invited the Meeting to consider the new web tools and resources that are under development such as the On-line Job Task Catalog and provide feedback.

## **4.2 Instructor Qualification in the NAM/CAR Regions**

4.2.1 The United States presented WP/7 that highlighted that the States need to consider strategic approaches for training the NGAP to meet the changing needs of aviation. Also mentioned that in order to create the Regional Data Base of Potential Instructors it would be necessary to ensure that the candidates are properly qualified, therefore, a series of requirements were proposed to the Meeting.

4.2.2 The Meeting agreed to use the proposed requirements presented by the United States as a reference to elaborate the first Regional list of potential instructors.

4.2.3 COCESNA presented IP/4 to inform the Meeting about the implementation of a system of selection, instruction and accreditation of instructors competency based.

4.2.4 Cuba presented IP/2 to inform the Meeting the Cuban experience in the development of an introductory course about the Aviation System Block Upgrades (ASBU) methodology.

4.2.5 Cuba presented WP/4 highlighting that the creation of a potential instructors data base represents an important step in the Regional integration by allowing the training centers to have access to the instructors needed based on standardized regional qualifications as agreed in 4.2 of this Summary of Discussion.

4.2.6 The Meeting considered that the CAR training centers may provide a preliminary list to ICAO Secretariat by December 2016.

4.2.7 The Meeting agreed with the proposal and formulated the following Draft Conclusion:

**DRAFT CONCLUSION  
NAM/CAR/CATC/WG/3  
/1**

### **CREATION OF A REGIONAL DATA BASE OF INSTRUCTORS**

That the CATC/WG creates a Regional Data Base of Instructors according to the standardized qualifications as specified in 4.2.2 by the first quarter of 2017.

### 4.3 Regional Training Association

4.3.1 The Chairperson presented in WP/9 the proposal for the creation of a NAM/CAR Regional Training Centers Association with the purpose to collaborate in the improvement of the Critical Element (CE) 4 of the Universal Safety Oversight Audit Programme - Continuous Monitoring Approach (USOAP-CMA), and to represent the training centers in the Region promoting unity and standardization, to channel the needs and concerns of the Member States and to avoid duplication of efforts and meet the Regional demand on training.

4.3.2 In the same WP the Chairperson made reference, as a background, to the *Conclusion NACC/DCA/6/10* that states:

#### **CONCLUSION**

**NACC/DCA/6/10**

#### **ORGANIZATION FEASIBILITY FOR THE ESTABLISHMENT OF AN ASSOCIATION OF TRAINING ORGANIZATIONS IN THE NAM/CAR REGIONS (ATO-NACC)**

*That, in order to evaluate the risks while still ensuring the availability and even profitability of providing and meeting the regional training capacity needs versus the demand needs, together with the ICAO GAT Office, the ICAO NACC Regional Office, and the Member States, the NAM/CAR/CATC/WG:*

- a) *evaluate the viability of a regional association of training centres considering the following Initial items:*
  - i. *evaluate the need and benefit of such an association*
  - ii. *review possible structure of the association*
  - iii. *possible management structure (i.e. managed through the Regional Office or managed by the Member States in a rotational basis); and*
- b) *present the evaluation results to the NACC/DCA/7 meeting.*

4.3.3 ICAO NACC Regional Office Regional Director emphasized the Meeting that the main objective of the proposed association is promoting and improving the quality of the training delivered in the NAM/CAR Regions, considering that the proliferation of training centres without a coordinated process that includes the assessment of the current and future training offer and demand would jeopardize their competitiveness and their survivability in time. Therefore, it would be the role of the association to lead this initiative in order for every training center to be better prepared to face the future challenges, and setting goals and objectives in order to fulfil effectively the demand for instruction in the NAM/CAR Regions, and support any training initiative presented by ICAO such as NGAP.

4.3.4 In this regard, ICAO GAT delivered a presentation about the implementation of a similar initiative in Africa, which was well received by the Meeting.

4.3.5 The Meeting analyzed and discussed in detail this issue and decided to create a commission to work on it.

4.3.6 The following Members of the NAM/CAR/CATC/WG confirmed their participation in the above mentioned commission: Cuba, Dominican Republic, Mexico, United States, Trinidad and Tobago, and COCESNA. The ICAO Secretariat will support the activities of the commission.

4.3.7 The Meeting formulated the following Draft Conclusion:

**DRAFT CONCLUSION  
NAM/CAR/CATC/WG/3/2**

**CREATION OF A COMMISSION TO WORK IN THE DEVELOPMENT AND IMPLEMENTATION OF A NAM/CAR REGIONAL TRAINING CENTERS ASSOCIATION**

That the NAM/CAR/CATC/WG creates and support a commission to work in the development and implementation of a NAM/CAR Regional Training Centers Association by the first quarter of 2017.

**4.4 Training Needs in the NAM/CAR Regions**

4.4.1 Under this item, ICAO Secretariat encouraged the training centers to be in contact with Member States to fulfill the deficiencies on training of the aeronautical personnel identified by the USOAP CMA.

4.4.2 The Secretariat also mentioned the relevance to keep the catalogue of courses up to date according to the new ICAO provisions.

**Agenda Item 5**

4.4.3 The Meeting agreed on the need to rationalize the offer and demand of training in the Region to avoid redundancy.

**Courses Offered by the Civil Aviation Training Centres (CATC) in the NAM/CAR Regions****5.1 Identification and Analysis of NAM/CAR Region Training Needs**

5.1.1 The Dominican Republic presented WP/5 to inform the meeting their concern about the anticipated shortage of aviation professionals in the near future. Therefore, they proposed the design of an action plan which would be used by the States as a model for the development of strategies which link Aviation Authorities with educational organizations.

5.1.2 The Meeting agreed with the proposal and considered that every State must consider their own strategy based on the size and complexity of their aviation system and forecasted development.

5.1.3 The Meeting also agreed on the need to organize regional activities to promote the NGAP and the social and economic benefits that provide the aviation industry.

5.1.4 The United States presented the WP/8 that included the work of the Ad hoc group in charge of updating the Civil Aviation Training Centers Organizations. The Meeting reviewed it and agreed with the changes.

5.1.5 ICAO GAT informed the Meeting about the Aviation Training Directory and invite training centers to upload their information.

5.1.6 COCESNA presented IP/05 regarding their program for training maintenance technicians under competency based.

5.1.7 COCESNA presented IP/06 inform the Meeting about the program developed for Fire Fighters and Rescue Services in Central America.

**Agenda Item 6**

**NAM/CAR/CATC/WG 2017 Activities Plan**

6.1 The Meeting agreed that the next Meeting will be extended to three days, the dates will be from 9 to 11 October 2017 and the location will be defined in 2017, tentatively Dominican Republic, Trinidad and Tobago or ICAO NACC Regional Office.

6.2 Other activities such as those related with the creation of the NAM/CAR Regional Training Centers Association will be determined by the Commission formed to study this issue in coordination with the ICAO Secretariat and inform accordingly to the NAM/CAR/CATC/WG Membership.

**Agenda Item 7**

**Other Business**

7.1 The Meeting attended the gracious invitation by *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares, "Ing. Roberto Kobeh González"* (CIASA) for a tour of its facilities including the recently installed Airbus Flight Simulators in the vicinity of Mexico City International Airport.

7.2 The Regional Director of the ICAO NACC Regional Office announced to the Meeting that he met with the Turkish Cooperation Agency and that they are willing to cooperate with the region by providing funding for projects up to US\$30K. These funds would be used for creating the NAM/CAR Regional Association of Training Centers.

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**APPENDIX A**

**Third NAM/CAR Civil Aviation Training Centres Working Group Meeting  
(NAM/CAR/CATC/WG/3)**  
ICAO NACC Regional Office, Mexico City, Mexico, 19 to 20 October 2016

**LIST OF PARTICIPANTS**

**CUBA**

Pedro Ortega Amador  
Jorge L. de Armas Bello

**DOMINICAN REPUBLIC**

Juan César Thomas Burgos  
Eduardo Tejada

**GUATEMALA**

Annette Pahola Solórzano Reyes

**JAMAICA**

Nichole Morgan  
Coral McLaren

**MEXICO**

Efraín Antonio Rodríguez  
Rebeca Morales Reyes  
María Guadalupe Tovar Vargas  
Rogelio Brígido Martínez  
Ricardo Baños García  
Aline Becerril Vega  
Francisco Rivera Reyes  
Arturo Pintor Sill

**TRINIDAD AND TOBAGO**

Ricardo Henry

**UNITED STATES**

Carlos Agueda  
Deborah S. Stephenson  
Arsenio Cabañas

**COCESNA**

Mario Martínez

**ICAO SECRETARIAT**

Meshesha Belayneh  
Ricardo G. Delgado  
Eduardo Chacín  
Mekki Lahlou  
Raúl Martínez  
Jaime Calderón  
Romy Gallegos

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Summary of Discussions  
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**LIST OF PARTICIPANTS**

<b>Name / Position</b>	<b>Administration / Organization</b>	<b>Telephone / E-mail</b>	
<b>CUBA</b>			
<b>Pedro Ortega Amador</b> Jefe del Departamento de Licencias e Instrucción	Instituto de Aeronáutica Civil de Cuba (IACC)	Tel. + 537 838 1023 E-mail pedro.ortega@iacc.avianet.cu	
<b>Jorge Luis de Armas Bello</b> Subdirector Docente	Corporación de la Aviación Civil (CACSA)	Tel. + 537 202 3393 E-mail jorge.armas@caaac.cacs.a.vianet.cu	
<b>DOMINICAN REPUBLIC</b>			
<b>Juan César Thomas Burgos</b> Director	Academia Superior de Ciencias Aeronáuticas (ASCA)	Tel. + 809 633 1100 ext. 2184 E-mail jthomas@asca.edu.do	
<b>Eduardo Tejada</b> Coordinador de Dirección	Academia Superior de Ciencias Aeronáuticas (ASCA)	Tel. + 809 633 1100 ext. 2190 E-mail etejada@asca.edu.do	
<b>GUATEMALA</b>			
<b>Annette Pahola Solórzano Reyes</b> Asistente del Departamento de Capacitación	Dirección General de Aeronáutica Civil de Guatemala	Tel. + 502 2321 5028 E-mail pahola.solorzano@dgac.gob.gt	
<b>JAMAICA</b>			
<b>Coral McLaren</b> Principal	Civil Aviation Authority Training Institute – Jamaica Civil Aviation Authority	Tel. + 876 819 8231 E-mail coral.mclaren@jcaa.gov.jm	
<b>Nichole Morgan</b> Deputy Director General, Corporate Services	Civil Aviation Authority Training Institute – Jamaica Civil Aviation Authority	Tel. + 876 960 3948 E-mail nichole.morgan@jcaa.gov.jm	
<b>MEXICO</b>			
<b>Efraín Antonio Rodríguez</b> Subdirector de Formación Técnica Aeronáutica	Centro Internacional de Adiestramiento de Aviación Civil (CIAAC)	Tel. + 52 55 5723 9300 ext. 18650 E-mail erodrigu@sct.gob.mx	
<b>Rebeca Morales Reyes</b> Subdirector de Área	Centro Internacional de Adiestramiento de Aviación Civil (CIAAC)n	Tel. + 52 55 5723 9300 ext. 18652 E-mail rebeca.morales@sct.gob.mx	
<b>María Guadalupe Tovar Vargas</b> Jefe de Departamento	Centro Internacional de Adiestramiento de Aviación Civil (CIAAC)	Tel. + 52 55 5723 9300 ext. 18670 E-mail maria.tovar@sct.gob.mx	
<b>Rogelio Brígido Martínez</b> Enlace Capacitación	Centro Internacional de Adiestramiento de Aviación Civil (CIAAC)	Tel. + 52 55 5723 9300 ext. 18665 E-mail rbrigido@sct.gob.mx	
<b>Ricardo Baños García</b> Gerente	Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIASA)	Tel. + 52 55 5133 1000 ext. 2970 E-mail rbanosg@asa.gob.mx	

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Name / Position	Administration / Organization	Telephone / E-mail
<b>Aline Becerril Vega</b> Jefe de Capacitación Técnica Especializada TRAINAIR Plus	Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIIASA)	Tel. + 52 55 5133 1000 ext. 2077 E-mail abecerrilv@asa.gob.mx
<b>Francisco Rivera Reyes</b> Encargado del Área Académica CECASE/SENEAM	Servicios a la Navegación en el Espacio Aéreo Mexicano (SENEAM)	Tel. + 52 55 5756 0979 E-mail controltwrfr@yahoo.com.mx
<b>Arturo Pintor Sill</b> Subdirector de Capacitación	Servicios a la Navegación en el Espacio Aéreo Mexicano (SENEAM)	Tel. + 52 55 5756 0979 E-mail arturo.pintor@sct.gob.mx
<b>TRINIDAD AND TOBAGO</b>		
<b>Ricardo Henry</b> Manager Civil Aviation Training Centre	Trinidad and Tobago Civil Aviation Authority	Tel. + 868 668 8222 E-mail rhenry@caa.gov.tt
<b>UNITED STATES</b>		
<b>Carlos Agueda</b> FAA Senior Representative	United States Embassy Panama City, Panama	Tel. + 507 317 5046 E-mail carlos.agueda@faa.gov
<b>Deborah S. Stephenson, MPM</b> Program Implementation Branch Manager, AFS-520	Flight Standards Training Division Federal Aviation Administration	Tel. + 703 487 3940 E-mail deborah.s.stephenson@faa.gov
<b>Arsenio Cabañas</b> Flight Standards Training Division, AFS-500	Operations Curriculum Development Branch Manager, ASF-550 Federal Aviation Administration	Tel. + 703 487 3927 E-mail arsenio.cabanas-jr@faa.gov
<b>COCESNA</b>		
<b>Mario Martínez</b> Director ICCAE	Instituto Centroamericano de Capacitación Aeronáutica (ICCAE)	Tel. + 503 2505 3800 E-mail mario.martinez@cocesna.org
<b>ICAO</b>		
<b>Meshesha Belayneh</b> Acting Chief, Global Aviation Training Office (GAT)	ICAO Headquarters	Tel. + 1 514 954 8219 E-mail GlobalAviationTraining@icao.int Web: www.icao.int/trainairplus
<b>Ricardo G. Delgado</b> Regional Officer, Aviation Security	North American, Central American and Caribbean Office	Tel. + 52 55 5250 3211 E-mail rdelgadoicao.int
<b>Eduardo Chacín</b> Regional Officer, Flight Safety	North American, Central American and Caribbean Office	Tel. + 52 55 5250 3211 E-mail echacin@icao.int
<b>Mekki Lahlou</b> Planning and Operations Officer	ICAO Headquarters	Tel. + 1 514 954 8219 E-mail mlahlou@icao.int trainair@icao.int Web: www.icao.int/trainairplus
<b>Raúl Martínez</b> Regional Officer, Aeronautical Information Management	North American, Central American and Caribbean Office	Tel. + 52 55 5250 3211 E-mail rmartinez@icao.int
<b>Jaime Calderón</b> Regional Officer, Aerodromes and Ground Aids	North American, Central American and Caribbean Office	Tel. + 52 55 5250 3211 E-mail jcalderon@icao.int

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Name / Position	Administration / Organization	Telephone / E-mail
<b>Romy Gallegos</b> Regional Officer, Technical Assistance	North American, Central American and Caribbean Office	Tel. + 52 55 5250 3211 E-mail <a href="mailto:rgallegos@icao.int">rgallegos@icao.int</a>

**APPENDIX B**  
**STATUS AND FOLLOW-UP OF THE OUTSTANDING CONCLUSIONS AND DECISIONS OF THE NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP MEETING**

C/D No.	C/D	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
NAM/CAR/CATC/WG/2/1	C	STANDARDIZATION OF TRAINING PROGRAMMES IN THE NAM/CAR REGIONS	That the NAM/CAR/CATC/WG Chairman identify the criteria and basis to be used in the standardization of training programmes and provide a report to the NAM/CAR/CATC/WG/3 Meeting.	Reviewed by NAM/CAR/CATC/WG/3	NAM/CAR/CATC/WG Chairperson			Completed
CATC/1/1	C	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.	Reviewed by NAM/CAR/CATC/WG/3. RASG-PA Aviation Safety Training Team was eliminated	CATC WG			Completed
CATC/1/3	C	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.	Reviewed by NAM/CAR/CATC/WG/3	CATCWG			Completed
CATC/1/6	C	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 shares its schedule of events, seminars and workshops with the CATCs of the region to avoid duplication and optimize the work.	Reviewed by NAM/CAR/CATC/WG/3	Training Centers CATC			Completed
CATC/1/7	D	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.	Reviewed by NAM/CAR/CATC/WG/3	CATC			Completed
CATC/1/8	C	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 presents the progress with model agreements by the NACC/DCA/5 Meeting.	Reviewed by NAM/CAR/CATC/WG/3	Training Centers CATC			Completed