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International Civil Aviation Organization
North American, Central American and Caribbean Office

WORKING PAPER

E/CAR/CATG/4 — WP/08
29/08/18

Fourth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/4) Meeting
Saint George's, Grenada, 6 - 7 September 2018

Agenda Item 3: Air Navigation Matters
3.1 Global/Regional Air Navigation Developments

TRAINING CENTRES WORKING GROUP MEETING (NAM/CAR/CATC/WG/4)
AND TRAINING NEEDS IN THE ECAR REGION

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents the progress and achievements of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/ CATC/WG) for the development of regional collaboration on training and calls for E/CAR States and Territories to present its training needs.	
Action:	Suggested actions are presented in section 4
Strategic Objectives:	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
References:	<ul style="list-style-type: none">• Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08) Ottawa, Canada, 31 July to 2 August 2018.• Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/4 held at the ICAO NACC Regional Office, Mexico City, Mexico from 6 to 8 June 2018.

1. Introduction

1.1 The Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/ WG/4) was held in the ICAO NACC Regional Office, Mexico City, Mexico, from 6 to June 8 2018; the foregoing, in the monitoring framework of activities of this group, associated with the agreements/conclusions of the NAM/CAR General Civil Aviation Meetings.

1.2 During the deliberations, emphasis was placed on the importance of training for States and Regions; as well as an extensive analysis of the level of results of NAM/CAR/CATC/WG previous missions, this in order to reorient their efforts and with the commitment of ICAO to improve the performance of this valuable instance, in the development and improvement of regional collaboration in the aeronautical training field.

1.3 The Meeting was attended by seven States of the NAM/CAR Regions, and one (1) International Organization, totalling 18 delegates. Representatives of the Dominican Republic and Trinidad and Tobago joined the Meeting during the second day to review some issues via teleconference.

2. Discussion

2.1 The Meeting agreed on the need to resume and validate the conclusions of the previous missions, which will be incorporated into the new work programme of the NAM/CAR/CATC/WG. In this regard, the following mechanisms were also recognized for the improvement of the NAM/CAR/CATC/WG work.

- Carry out periodic teleconferences and assigning tasks to each member
- Deliverables and main NAM/CAR/CATC/WG outcomes may be uploaded on the NAM/CAR/CATC/WG webpage – each deliverable must include deadlines for comments or acceptance under a SMART formulation.

2.2 The training Centres of Cuba, the United States/FAA Academy, Jamaica, Mexico/CIAAC and CIIASA, Dominican Republic and COCESNA/ICCAE provided an overview of their organizations, which in turn allowed for the initial identification of possible regional synergies on training and emphasize collaboration to support each other. Additionally, the Training Centres gave their answer about the expectations of the NAM/CAR/CATC/WG for their Training Centres, the improvement proposals for the strengthening of the work of the NAM/CAR/CATC/WG, and the Comments to the Declaration of Intent (DoI) for regional collaboration on the training field between the training centers of the North American (NAM), and Central America and Caribbean (CAR) Regions.

2.3 ICAO reported on the implementation of the Civil Aviation Training Policy and the Global Aviation Training Activities in 2017-2018, administered by the Office of Global Aviation Training (GAT), emphasizing the following: Activities of the TRAINAIR PLUS Programme, Training Methodology and Course Development, Evaluation of Training Organizations, Training Events, Price Policy for aviation training activities worldwide, Customer Satisfaction Survey on Global Aviation Training Activities (GAT) , Associations, ICAO Civil Aviation Authority Senior and Middle Managers Training Course: Managing Compliance of ICAO SARPs, and Integral System of the Training Intelligence. On the other hand, worked was carried out on the final proposal of the Letter of Understanding so that within the NAM/CAR/CATC/WG framework, the Training Centres try to make more efficient the coordination and collaboration agreements between them.

2.4 The training needs of the different aviation areas and the support issues identified by the Regional Officers of the ICAO Mexico office during their missions to the NAM/CAR States, as part of the No Country Left Behind strategy (NCLB) of North America, Central America and the Caribbean were discussed.

2.5 The Meeting also considered the contributions provided in the presentations of the Training Centres, and focused on discussions on their expectations and proposals to develop an action plan to better support those needs. As such, these contributions should be consolidated as references to be included once the NAM/CAR/CATC/WG develops its work programme and specific tasks.

2.6 One of the main goals of the NAM/CAR/CATC/WG4 meeting was the adoption of a Declaration of Intent on Regional Collaboration on Training (DoI) between the training Centres of the North American (NAM), and Central America and Caribbean (CAR) Regions, since it establishes the first framework for regional collaboration within the NAM/CAR Regions and promotes the joint work of all the training entities in the NAM/CAR Regions, with ICAO's key participation and under a clear mechanism based on performance.

2.7 The Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08) Ottawa, Canada, August 2018 recognized Cuba, Jamaica and Mexico for being the first signatories of the DoI and celebrates that Barbados, Dominican Republic, Trinidad and Tobago, United States and COCESNA joined this important effort. Appendix A of this working paper presents the DoI.

3. Other Business

3.1 Following the TORs of the NAM/CAR/CATC/WG, the Meeting elected the new Rapporteur and Vice-Rapporteur for the next three years. Cuba proposed Mr. Mario Martínez from COCESNA to be the new Rapporteur and Coordinator of the NAM/CAR/CATC/WG, motion that was supported by the Meeting.

3.2 Mexico proposed Mrs. Coral McLaren of Jamaica to be the Vice-Rapporteur, and the plenary supported the proposal. Both new leaders of the NAM/CAR/CATC/WG were elected for their participation, knowledge and experience in this field.

4. Action by the Meeting

4.1 The Meeting is invited to:

- a) take note of the progress and work agreements of the NAM/CAR/CATC/WG and of the Declaration of Intent (DoI) for the regional collaboration on the training field among the training centers of the North American (NAM), Central America and Caribbean (CAR) regions; and
- b) designate Barbados and Trinidad and Tobago to compile the training needs of the E / CAR Region and present the consolidate report to NAM/CAR/CATC/WG no later than September 30, 2018; and
- c) take any other action deemed appropriate.

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**DECLARATION OF INTENT (DoI)
FOR THE REGIONAL COLLABORATION ON TRAINING**

AMONG

**THE CIVIL AVIATION TRAINING CENTRES OF THE
NORTH AMERICA (NAM) CENTRAL AMERICA AND CARIBBEAN (CAR) REGIONS**

Taking note of ICAO's role in the planning and implementation of training programmes in the NAM/CAR Regions, to promote cooperation among its members; encourage sharing of expertise among its members and other aviation organizations; developing a framework for standardization of training programmes and instructor qualifications; and publishing a report on the status of aviation training needs and resources in the regions;

Noting that training is recognized as an issue of critical importance to ensure safe and efficient air transport in the NAM/CAR Regions and that the Civil aviation training offered in the regions intends to be effectively coordinated, standardized and harmonized in order to attain the highest possible safety and aviation security levels;

Acknowledging the promotion benefits of cooperation amongst the training centres in the NAM/CAR Regions in order to face rising needs and growth of the aviation industry in the regions;

Noting that the importance of the timeliness for delivering 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 shall implement courses related to the Aviation System Block Upgrade (ASBU) approach, update their programmes and course curricula in accordance with the ICAO Global Aviation Safety Plan (GASP), the Global Air Navigation Plan (GANP) and the Global Aviation Security Plan (GASeP);

Recognizing the establishment of the *NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG)* as the body to support the NAM/CAR Regions Civil Aviation Directors for improving training and human factors based on the experience in planning/implementation of aviation systems in all areas and by adopting a more effective structure based on subject matter experts;

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Noting that participating Administrations are institutions in charge of training, established by the various States in the NAM/CAR Regions represented by the Director General or his/her designate, (hereby jointly denominated as “Participants”);

Expecting to establish a framework to carry out training activities that will be carried out in compliance with the NACC No Country Left Behind (NCLB) Strategy, with the objective of using existing regional services for advanced services; and the air transport system infrastructure in order to facilitate and accelerate regional efforts to apply civil aviation international standards and regulations, in accordance with ICAO plans and projects;

Referring to the objectives of all entities, in the framework of their goals and competences, considerations of interest, a collaboration in the field of development, the exchange of experiences in the fields of teaching, research, development and innovation in the areas of knowledge that the Participants manage;

All signatories share the vision that through efficient and timely technical-academic collaboration the compliance of its purpose can be achieved; thus they adopt this Declaration of Intent;

1. PURPOSE

The objective of this Declaration of Intent (DoI) is to establish a formal correlation of technical-academic collaboration for the promotion and exchange of experiences, in the theme areas associated to teaching and instruction, especially in the design, planning, execution and joint control of academic programmes, continuing education and research, development and innovation projects and in general, in institutional strengthening at an international level; as well as to undertake other technical assistance activities, which are in accordance with competency issues.

In accordance with the spirit of this DoI, and as agreed by Participants, the following services, training or technical assistance intended to be provided:

- a) Standardization of the training programme curricula under the competency-based training approach and based on a regional platform.
- b) Exchange of teachers and researchers, update of curricula.
- c) Continuing Education: updating of contents, design and joint development of courses.
- d) In-house programmes; access to specific agreements with organizations from the Participants for the training of their personnel in areas deemed appropriate.

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- e) Entrepreneurial programme: access to specific agreements for the technical support of innovating ideas, technology transfer, consultancy and shared consulting.
- f) Joint training activities and/or annual commitment for providing certain courses.
- g) Existing agreements between CATCs remain exempt from this provision.

This DoI does not imply any dependency among the signatory Participants, which intends to act in an absolutely independent and autonomous manner, with the specific and exclusive obligation of each participant to comply with as many legal obligations as they may have in carrying out their activity in accordance with the national regulations that may result from them.

2. ANNEXES

Participants may establish separate Annexes to initiate, develop or implement any of the activities proposed under this DoI.

3. EXCHANGE OF INFORMATION AND CONFIDENTIALITY

Participants are committed to observe upon the due discretion regarding any fact, data or information that may address their attention regarding this DoI that emanate directly and exclusively from the other Participant and that, as such, cannot be publically disseminated. This information will have to be used only for established purposes in this DoI and kept strictly confidential and which will not be disseminated to third parties who are not Participants of institution activities.

At any point there might be consultations regarding the actual implementation, interpretation or compliance of this DoI, as well as its respective Annexes.

4. FINANCIAL CONTRIBUTIONS

This DoI does not entail economic contribution commitments. Associated resources to the implementation of initiatives that are developed in the framework of this DoI may be in accordance to the budget determined for each particular project and mutually agreed by the respective Participants, which may be established specifically in the Annexes that may be subscribed for their implementation.

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5. FOLLOW-UP COMMITTEE

The NAM/CAR/CATC/WG intends to facilitate the elaboration of the Specific Agreements, their follow-up and compliance. The NAM/CAR/CATC/WG intends to:

- a) Propose collaboration possibilities and raise them to the competent bodies of each entity.
- b) Keep track of the activities.
- c) Clarify the doubts and controversies that may arise in the interpretation and execution of this DoI and the Specific Agreements.

The NAM/CAR/CATC/WG intends to establish its internal operating rules, and intends to meet as many times as it deems necessary, at the convening of any of the Participants.

6. VALIDITY

This DoI is intended to commence on the date that is signed by Participants and is intended to continue for an indefinite period of time.

7. TERMINATION

Participant(s) can terminate its participation in this DoI at any time. Any of the Participants may rescind on this DoI for any reason and on any time by notifying the NAM/CAR/CATC/WG Rapporteur in writing at least three months in advance. Participants intend to take measures to ensure that any project or activity that is active at the moment of the notification is orderly completed. All confidentiality and non-disclosure obligations will prevail upon termination.

8. INTELLECTUAL AND INDUSTRIAL PROPERTY

Intellectual and industrial property rights of each of the Participants, as well as the use of names, brands and/or signs, may be established in the corresponding Annexes, specifying any particular implementation conditions on a case by case scenario. All property that results from joint collaborations, unless previously agreed and otherwise specified, may be shared by the Participants.

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All records or documents, whether printed copies, disks or other media, including but not limited to training material that has been delivered or which is accessible to Participants in virtue of training or technical assistance services initiatives which are provided through the present DoI, will be property of the corresponding institution. No part of such records or documents may be reproduced, reformatted or transmitted in any way or through any means, whether electronic or mechanical, including photocopying, recordings, or any type of information recovery storage, without the written consent of the other party. This article may prevail even if this DoI is terminated.

9. MODIFICATION

After the signature of this DoI, any amendment to the document will require written consensus of Participants.

10. SETTLEMENT OF CONTROVERSIES

Terms and conditions of this DoI are intended to be regulated on the principle of good faith, on the basis of a cooperation desire among subscribed entities. In consequence, all controversies resulting from the application, interpretation and compliance are intended to be debated among Participants, through mediation, good practices and harmony and intended to be settled by common agreement.

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DECLARATION OF INTENT (DoI)
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AMONG

THE CIVIL AVIATION TRAINING CENTRES OF THE
NORTH AMERICA (NAM) CENTRAL AMERICA AND CARIBBEAN (CAR) REGIONS

For
Cuba

Official in charge
Inés Bárbara Álvarez Izaguirre
Directora de Capital Humano
Corporación de la Aviación Civil (CACSA)

Location
Mexico City

Date 7 June 2018

For
México

Official in charge
Claudio Arellano
Director de Investigación e Instrucción –
Aeropuerto y Servicios Auxiliares (ASA)

Location
Mexico City

Date 7 June 2018

For
Jamaica

Official in charge
Coral McLaren
Principal, Jamaica Civil Aviation Authority
Training Institute (CAATI)

Location
Mexico City

Date 7 June 2018

For
Barbados

Official in charge
Kingsley Nelson
Director of Civil Aviation
Civil Aviation Department

Location
Ottawa, Canada

Date 31 July 2018

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NORTH AMERICA (NAM) CENTRAL AMERICA AND CARIBBEAN (CAR) REGIONS**

For
Dominican Republic

Official in charge
Santiago Rosa Martínez
Subdirector General
Instituto Dominicano de Aviación Civil (IDAC)

Location
Ottawa, Canada

Date 31 July 2018

For
United States

Official in charge
Carl Burleson
Acting Deputy Administrator
Federal Aviation Administration

Location
Ottawa, Canada

Date 31 July 2018

For
Trinidad and Tobago

Official in charge
Francis Regis
Director General of Civil Aviation
Trinidad and Tobago Civil Aviation Authority

Location
Ottawa, Canada

Date 31 July 2018

For
COCESNA

Official in charge
Miriam Salgado
Presidencia Ejecutiva (Interina)
COCESNA

Location
Ottawa, Canada

Date 31 July 2018

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