**NAM/CAR NATIONAL CONTINUOUS MONITORING COORDINATORS**

**WORKING GROUP (NAM/CAR/NCMC/WG)**

**TERMS OF REFERENCE**

**1. Background**

As part of the technical assistance activities performed by the ICAO NACC Regional Office under the “No Country Left Behind” (NCLB) strategy in order to support and improve the effective implementation of the NAM/CAR States´ Safety Oversight Systems, and enhance the preparation for the USOAP CMA activities in accordance with ICAO requirements, the Second National Continuous Monitoring Coordinators of the NAM/CAR Regions meeting agreed to propose the establishment of the NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG).

**2. Responsibilities**

Under the framework of the Declaration of Intent for the ICAO NACC Regional Office NCLB Strategy the NAM/CAR/NCMC/WG is responsible for:

a) Management of its work programme

b) Establishing a mechanism to analyse regional SSO effective implementation, identify common challenges and propose adequate solutions according to regional and/or individual needs and resources.

c) Promoting the collaboration among the NCMCs in the NAM/CAR Region

d) Enhance the role of the NCMC, and its importance for the effective implementation of the SSO.

e) Identify opportunities for improvement of the ICAO USOAP Programme.

f) Identify minimum qualifications of the NCMCs and training needs.

**3. Working Methods**

a) The NAM/CAR/NCMC/WG will be led by a Rapporteur who will be elected for a three-year term. The duties of the NAM/CAR/NCMC/WG Rapporteur are the following:

i. Chair the NAM/CAR/NCMC/WG meetings

ii. Coordinate tasks and work programme fulfillment

iii. Maintain close coordination with the Secretariat for development of meeting agendas and planning

iv. Inform the NACC Directors of Civil Aviation meetings on NAM/CAR/NCMC/WG meeting results

b) The NAM/CAR/NCMC/WG will:

i. Present its work programme 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 clearly organize defined tasks and activities

v. Coordinate its work to maximize efficiency and reduce costs via electronic, written correspondence, telephone and teleconference calls, and hold meetings when necessary

vi. Coordinate and report the progress of the work programme and assigned tasks to NACC Directors of Civil Aviation meetings.

c) The ICAO NACC Regional Office will act as Secretariat.

**4. Membership**

All National Continuous Monitoring Coordinators of ICAO States and International Organizations accredited to the ICAO NACC Regional Office.

**5. Work Programme**

National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) Work Programme (2018-2021)

To be determined.

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