



# ICAO

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

NAM/CAR/CATC/WG/5 — WP/04

21/05/19

## **Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5)**

San Salvador, El Salvador, 28 to 30 May 2019

### **Agenda Item 6: NAM/CAT/CATC/WG Terms of Reference and Work Programme**

#### **REVIEW OF THE NAM/CAT/CATC/WG WORK PROGRAMME, TERMS OF REFERENCE (ToRs) AND POINTS OF CONTACT (PoC)**

(Presented by the Secretariat)

<b>EXECUTIVE SUMMARY</b>	
This Working Paper presents the Terms of Reference (ToRs) and Work Programme of the NAM/CAR/CATC/WG as approved by the NACC/DCA/8 meeting and the Points-of-Contact (PoC) of the Group for updating.	
<b>Action:</b>	Suggested action presented in Section 2
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Security &amp; Facilitation</li><li>• Economic Development of Air Transport</li><li>• Environmental Protection</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• Final Report of the Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/4), ICAO NACC Regional Office, Mexico City, Mexico, 6 to 8 June 2018</li><li>• Final Report of the 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</li></ul>

## **1. Introduction**

1.1 The Terms of Reference (ToRs), Points of Contact (PoC) and Work Programme of the NAM/CAR/CATC/WG were updated by the Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/4) and approved by the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08).

## 2. Discussion

2.1 Considering the last changes in air navigation, safety and security aspects, this group should review its ToRs and work programme so they are consistent with the changes in the ICAO Global Aviation Safety Plan – Doc 10004, the Global Air Navigation Plan (GANP) – Doc 9750 and the Global Aviation Security Plan (GASeP).

2.2 Considering 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 that was signed during the last NAM/CAR/CATC/WG/4 and NACC/DCA/08 Meetings, the Meeting is hereby requested to review and update, if necessary, the Terms of Reference (ToRs) of the Group contained in **Appendix A**.

2.3 Likewise, in order to guarantee a better communication and coordination between Training Centres, the Meeting should update the information of their Points of Contact (PoC) (**Appendix B**) and based on the revised terms of reference, it should update the Work Programme of the NAM/CAR/CATC/WG (**Appendix C**).

2.4 If there are significant changes to the ToRs, the PoCs and the Work Programme, these shall be presented to the Ninth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/9) for approval.

## 2. Suggested Action

2.1 The Meeting is invited to:

- a) review and update the Terms of Reference (ToRs) proposed in Appendix A;
- b) Update the Points of Contact (PoC) and Work Programme of the NAM/CAR/CATC/WG contained in Appendixes B and C to this paper; and
- b) recommend other actions as deemed necessary during the Meeting.

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**APPENDIX A**  
**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP (NAM/CAR/CATC/WG)**  
**TERMS OF REFERENCE**

9

**1. Background**

In order to support and improve training aspects for development of air navigation and aviation security in the NAM/CAR Regions in accordance with ICAO guidelines, national needs and complying with the respective air navigation, safety and aviation security plans, the Directors of Training Centres of the NAM/CAR Regions proposed the establishment of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

The essential purpose of the NAM/CAR/CATC/WG, is the establishment of regional cooperation for training in order to face growing needs and the development of the aviation industry in the NAM/CAR Regions and to accelerate coordination and collaboration agreements between Civil Aviation Training Centres (CATC) through the impulse of exchanging experiences among its members as well as other sector organizations. At the same time, the group will develop a framework for the standardization of training programmes and instructor qualifications, as well as the periodic study of needs and training offer under a NAM/CAR Regional scope.

Considering that training is recognized as a critical matter in order to guarantee a safe and efficient air transport in the regions and that training must be coordinated, standardized and efficiently harmonized in order to obtain the highest levels of safety (FS) and aviation security (AVSEC) and in order to face emerging needs and the growth of the aviation industry in the NAM/CAR regions, the corresponding responsibilities and work methods are hereby established.

**2. Integration**

The working group is integrated by participating Training Centres, which are the institutions in charge of training, which were established by diverse States, International Organizations and other public and private entities in the NAM/CAR Regions, and who are represented by the Director General or its designated person (henceforth denominated as “CATCs”).

**3. Reach**

- a) Establish an action framework to manage ICAO recognized training activities as well as by the States in order to meet needs in the North American, Central American and Caribbean Regions.

- b) Coordinate and foster cooperation among Training Centres in order to give courses related, inter alia, to the Aviation System Block Upgrade (ASBU) approach, in accordance with the ICAO Global Aviation Safety Plan (GASP), the Global Aviation Security Plan (GASeP) as well as the Global Air Navigation Plan (GANP).
- c) Become a key instance for the fostering of safety and aviation awareness and a driving force for integral and continuous professionalization of civil aviation personnel.
- d) Become an entity for technical, administrative and management coordination for the sustained development of opportunities of the CATCs in the NAM/CAR Regions.
- e) Encourage the exchange of information, best practices and standardization among CATCs and the projection of their academic offer to civil aviation.
- f) Support the generation of State capacities, expanding opportunities and improvement in aeronautical training in the NAM/CAR Regions.
- g) Contribute to the strategic use of resources in States and in training centres from the operation and risk data analysis and management.
- h) Manage training needs in States for the compliance of international agreements and other specific to their management.

## **2. Responsibilities**

The NAM/CAR/CATC/WG is responsible for:

- a) Implementing the established action framework for the harmonization of aviation training activities in the NAM/CAR Regions including, but not limited to, the training programmes, quality assurance aspects, instructor qualifications and coordination of the Training Centre;
- b) Present and manage its work programme; establishing activities in terms of objectives, responsibilities, deliverable results and deadlines;
- c) Designate, if necessary, Ad hoc Groups to work on specific issues and activities; and organize clearly defined tasks and activities;
- d) Establish a mechanism to analyse aviation instruction needs and capacities in the NAM/CAR Regions, considering the NAM/CAR Training Plan and the existing implementation groups for the instruction needs of the State;
- e) Provide technical assistance to improve training issues in States and training organizations in the NAM/CAR Regions;

- f) Coordinate their work to maximize efficiency and to reduce costs through electronic means, written correspondence, telephone and teleconferences and will convene meetings whenever necessary;
- g) Convene a yearly face-to-face meeting for the analysis, decision-making, planning, organization, coordination and follow-up on aspects associated to the work plan as well as other interests related to the scope and responsibilities of the NAM/CAR/CATC/WG.

## 5. Working Methods

- a) The NAM/CAR/CATC/WG will be led by a Rapporteur/Coordinator who will be elected for a three-year term.
- b) The NAM/CAR/CATC/WG will have a Deputy Rapporteur/Deputy Coordinator during the same three-year term and will assist the Rapporteur/Coordinator in the development of his/her obligations and will stand in for his/her functions in case of absence.
- c) The duties of the NAM/CAR/CATC/WG Rapporteur/Coordinator are the following:
  - i. Chair the NAM/CAR/CATC/WG meetings;
  - ii. Coordinate fulfillment of tasks and the work programme;
  - iii. Manage planning and follow-up of the convening of meetings, both face-to-face or virtual, work planning, preparation and approval of reports;
  - iv. Maintain close coordination with the Secretariat for development of meeting agendas and planning;
  - v. Inform the NAM/CAR Directors of Civil Aviation meetings on the NAM/CAR/CATC/WG meeting results; and
  - vi. Represent the NAM/CAR/CATC/WG in the coordination related with other international instances linked to aeronautical training.
- d) Regarding the implementation of the 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, the NAM/CAR/CATC/WG will facilitate the preparation of specific agreements, its follow-up and compliance. In addition, the NAM/CAR/CATC/WG will:
  - i. propose collaboration activities;
  - ii. follow-up on activities;
  - iii. clarify doubts and controversies that may arise during the interpretation and implementation of the DoI and when appropriate its Annexes; and
  - iv. establish the internal operation dispositions of the DoI.
- e) The NAM/CAR/CATC/WG will have the following responsibilities:

- i. Present its work programme containing 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 organize clearly defined tasks and activities
  - v. Coordinate its work to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls, and hold meetings when necessary
  - vi. Report and coordinate the progress of assigned tasks to meetings of Directors of Civil Aviation of the NAM/CAR Region and as requested by the NAM/CAR Air Navigation Implementation Working Group (ANI/WG).
- f) The Secretariat will be provided by the ICAO NACC Regional Office.

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**APPENDIX B**  
**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP MEETING**  
**(NAM/CAR/CATC/WG)**  
**MEMBERSHIP**

All NAM/CAR Training Centres and ICAO member States and Territories to which the ICAO NACC Regional Office is accredited and international organizations can be members of the NAM/CAR/CATC/WG.

<b>State/International Organization Training Centre</b>	<b>Working Group Member Name:</b>	<b>E-mail</b>
<b>Barbados</b> – The Barbados Civil Aviation Training Centre		
<b>Cuba</b> – Centro de Adiestramiento de la Aviación (CAA)	Gustavo Brito	gustavo.brito@caac.cacsa.avianet.cu
<b>Dominican Republic</b> – Academia Superior de Ciencias Aeronáuticas (ASCA)	Juan Thomas Burgos	jthomas@asca.edu.do
<b>Jamaica</b> – Civil Aviation Authority Training Institute (CAATI)	Coral McLaren	Coral.McLaren@jcaa.gov.jm
<b>Mexico</b> – Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIIASA)	Aline Becerril Vega	abecerrilv@asa.gob.mx
<b>Trinidad and Tobago</b> – Civil Aviation Training Centre (CATC)	Malcolm de Peiza	mdepeiza@caa.gov.tt
<b>United States</b> – Federal Aviation Administration Academy	Carlos Agueda	carlos.agueda@faa.gov
<b>COCESNA</b> – Instituto Centroamericano de Capacitación Aeronáutica (ICCAE)	Lic. Mario Martinez	mario.martinez@cocesna.org

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**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP / GRUPO DE TRABAJO NAM/CAR DE LOS CENTROS DE INSTRUCCIÓN DE AVIACIÓN CIVIL**  
**NAM/CAR/CATC/WG**  
**WORK PROGRAMME / PROGRAMA DE TRABAJO**

No.	Activity		Responsible	Deliverable or Status	Date
	Actividad		Responsable	Entregable o Estado	Fecha
1.	Objective Objetivo	Strengthen the organization and work of the NAM/CAR/CATC/WG Fortalecer la organización y trabajo del NAM/CAR/CATC/WG			
1.1	Formulate an annex model for the effective implementation of the Declaration of Intent (DoI)		NAM/CAR/CATC/WG ICAO/OACI	Annex model	October 2018
	Formulación del modelo de anexo para la efectiva aplicación de la Declaración de Intención (DoI)			Modelo de anexo	Octubre 2018
1.2	Establishment of a mechanism for the coordination and follow-up of the work of the NAM/CAR/CATC/WG		NAM/CAR/CATC/WG ICAO/OACI	Coordination and follow-up documents	November 2018
	Establecimiento del mecanismo de coordinación y seguimiento del trabajo del NAM/CAR/CATC/WG			Documentos de coordinación y seguimiento	Noviembre 2018
1.3	Implementation of a strategy to broaden the participation of more training institutions in the NAM/CAR/CATC/WG		NAM/CAR/CATC/WG ICAO/OACI	Strategy proposal	January 2019
	Implementación de estrategia para ampliar la participación de más organismos de instrucción en el NAM/CAR/CATC/WG			Propuesta de Estrategia	Enero 2019
1.4	Provision of guidelines regarding training tendencies in the NAM/CAR Regions, based on projections of aeronautical activities		ICAO/OACI	Periodical studies	Permanent: December 2018-2021
	Provisión de orientaciones respecto a las tendencias de instrucción en las Regiones NAM/CAR, basado en proyecciones de la actividad aeronáutica.			Estudios periódicos	Permanente: Diciembre 2018-2021
1.5	Annual analysis for the training improvement proposal and functioning of the NAM/CAR/CATC/WG		NAM/CAR/CATC/WG ICAO/OACI	Analysis and improvement Report	Permanent: December 2018-2021
	Análisis anual para la propuesta de mejora en la instrucción y funcionamiento del NAM/CAR/CATC/WG.			Informe de análisis y mejoras	Permanente: Diciembre 2018-2021
2.	Objective	Determine the current and future aeronautical training demand			
	Objetivo	Determinar la demanda de instrucción aeronáutica actual y futura			
2.1	Analyse the training demand resulted from the implementation of air navigation, safety and aviation security plans		ICAO/OACI	Analysis report	February 2019
	Análisis de demanda de instrucción por la implementación de planes de navegación aérea, seguridad operacional y de la aviación.			Informe de análisis	Febrero 2019



No.	Activity	Responsible	Deliverable or Status	Date
	Actividad	Responsable	Entregable o Estado	Fecha
2.2	Analysis of training demand based on the ICAO audit results in the NAM/CAR Regions Análisis de la demanda de instrucción basado en los resultados de auditoría OACI en las Regiones NAM/CAR	ICAO/OACI	Analysis report Informe de análisis	March 2019 Marzo 2019
2.3	Analysis of training demand that has not been covered in the NAM/CAR Regions Análisis de demanda de instrucción no cubierta dentro de las Regiones NAM/CAR		Analysis report Informe de análisis	April 2019 Abril 2019
3.	<b>Objective</b> <b>Objetivo</b>	<b>Define the aeronautical training offer on a regional/international basis</b> <b>Definir la oferta de instrucción aeronáutica sobre una base regional/internacional</b>		
3.1	Identify the integral offer of the CATCs Identificación de la oferta integral de los CIAC	NAM/CAR/CATC/WG	Matrix of consolidated offer Matriz de oferta consolidada	December 2018 Diciembre 2018
3.2	Definition of courses susceptible to be provided under a regional/international platform Definición de los cursos susceptibles de ser provistos bajo una plataforma regional/ internacional.	NAM/CAR/CATC/WG ICAO/OACI	Matrix of international courses Matriz de cursos internacionales	May 2019 Mayo 2019
3.3	Establishment of the new courses that may be developed by the CATCs, which have the capacities for this development Establecimiento de los nuevos cursos que puedan ser desarrollados por los CIAC, que cuentan con las capacidades para ello.	NAM/CAR/CATC/WG ICAO/OACI	Matrix of new courses Matriz cursos nuevos	June 2019 Junio 2019
4.	<b>Objective</b> <b>Objetivo</b>	<b>Determine the gap between current and future training demand and offer</b> <b>Determinar la brecha entre demanda y oferta de instrucción tanto actual como futura</b>		
4.1	Analysis of current demand that is not being covered by the CATCs Análisis de demanda actual no cubierta por los CIAC.	NAM/CAR/CATC/WG ICAO/OACI	Gap analysis report Informe de análisis de brecha	June 2019 Junio 2019
4.2	Analysis of future demands on a regional/international platform Análisis de demanda futura sobre una plataforma regional/internacional.	NAM/CAR/CATC/WG ICAO/OACI	Gap analysis report Informe de análisis de brecha	July 2019 Julio 2019

No.	Activity	Responsible	Deliverable or Status	Date
	Actividad	Responsable	Entregable o Estado	Fecha
4.3	Establishment of a roadmap to cover current and future demand Establecimiento de hoja de ruta para cubrir demanda actual y futura.	NAM/CAR/CATC/WG ICAO/OACI	Roadmap Hoja de ruta	August 2019 Agosto 2019
5.	<b>Objective</b>	<b>Establish a plan to meet the current and future training needs based on a regional/international approach</b>		
	<b>Objetivo</b>	<b>Establecer plan para satisfacer las necesidades de instrucción actual y futura basado en un enfoque regional/internacional</b>		
5.1	Identify those CATCs that have the capacity to cover current needs of other CATCs Identificación de los CIAC con capacidad para cubrir necesidades actuales de otros CIAC.	NAM/CAR/CATC/WG ICAO/OACI	Study document Documento de estudio	September 2019 Septiembre 2019
5.2	Establishment of a priority order for the attention of future training needs on a regional/international basis Establecimiento de orden de prioridad para la atención de futuras necesidades de instrucción sobre una base regional/ internacional.	NAM/CAR/CATC/WG ICAO/OACI	Study document Documento de estudio	October 2019 Octubre 2019
5.3	Gradual implementation of the action plan for the development of new standardized international courses Implementación gradual de plan de acción para el desarrollo de nuevos cursos internacionales estandarizados.	NAM/CAR/CATC/WG ICAO/OACI	Action Plan for the development of new courses Plan de acción de desarrollo nuevos cursos	Permanent: November 2019 – 2021 Permanente: Noviembre 2019 - 2021
5.	<b>Objective</b>	<b>Development of a 2019-2021 NAM/CAR/CATC/WG International Training Plan</b>		
	<b>Objetivo</b>	<b>Desarrollar un Plan de Instrucción Internacional NAM/CAR/CATC/WG 2019-2021</b>		
6.1	Identification of common and specific needs Identificación de necesidades comunes y específicas.	NAM/CAR/CATC/WG ICAO/OACI	Training plan Plan de Instrucción	Permanent: November 2019 – 2021 Permanente: Noviembre 2019 – 2021
6.2	Planning of international courses by venue to cover more than one State Planificación de cursos internacionales por sedes para abarcar más de un Estado	NAM/CAR/CATC/WG ICAO/OACI	Training plan Plan de Instrucción	Permanent: November 2019 – 2021 Permanente: Noviembre 2019 – 2021

No.	Activity		Responsible	Deliverable or Status	Date
	Actividad		Responsable	Entregable o Estado	Fecha
6.3	Convening of joint courses to generate synergies, transfer of knowledge and capacity development		NAM/CAR/CATC/WG ICAO/OACI	Training plan	Permanent: November 2019 – 2021
	Realización de cursos conjuntos para generar sinergia, transferencia de conocimientos y desarrollo de capacidades.			Plan de Instrucción	Permanente: Noviembre 2019 – 2021
7.	Objective	Promote the effective collaboration and coordination between the NAM/CAR/CATC/WG and other related instances			
	Objetivo	Promover la colaboración y coordinación efectiva entre el NAM/CAR/CATC/WG y otras instancias relacionadas			
7.1	Determine cooperation initiatives: bench-marking, exchange of experiences, joint actions, complementarity of capacities		NAM/CAR/CATC/WG ICAO/OACI	Cooperation Initiatives Plan	Permanent: April 2019 – 2021
	Determinar iniciativas de cooperación: bench-marking, intercambio de experiencias, acciones conjuntas, complementariedad de capacidades.			Plan de iniciativas de cooperación	Permanente: Abril 2019 – 2021
7.2	Establishment of permanent interaction mechanisms with the TRAINAIR Plus Office (ICAO GAT Section)		NAM/CAR/CATC/WG ICAO/OACI	Formalized and implemented mechanism	Permanent: January 2019 – 2021
	Establecimiento de mecanismos de interacción permanente con la oficina TRAINAIR Plus (Sección GAT de la OACI)			Mecanismo formalizado e implementado	Permanente: Enero 2019 – 2021
7.3	Active participation on aeronautical training international events		NAM/CAR/CATC/WG ICAO/OACI	Programme for the participation in events	Permanent: January 2019 – 2021
	Participación activa en eventos internacionales de instrucción aeronáutica.			Programa de participación en eventos	Permanente: Enero 2019 - 2021
7.4	Proposal for the recognition of instructor qualifications under a standardized international format		NAM/CAR/CATC/WG ICAO/OACI	Instructor Recognition System	Permanent: January 2019 – 2021
	Propuesta de reconocimiento de calificaciones de instructores bajo un formato estándar internacional.			Sistema de reconocimiento de Instructores	Permanente: Enero 2019-2021