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WORKING PAPER

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**Ninth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation
(NACC/DCA/09)**

Port-of-Spain, Trinidad and Tobago, 25 to 27 June 2019

**Agenda Item 3: Accountability Report of the ICAO NACC No Country Left Behind (NCLB) / Systemic Assistance Programme (SAP)
3.7 NAM/CAR Regional Training Centres outcomes**

**REPORT OF THE FIFTH MEETING OF CIVIL AVIATION INSTRUCTION CENTRES NAM/CAR WORK GROUP
(NAM/CAR/CATC/WG/5)**

(Presented by the Rapporteur of NAM/CAR/CATC/WG)

EXECUTIVE SUMMARY	
This paper shows the progress and achievements of the Working Group of Civil Aviation Instruction Centres (NAM/CAR/CATC/WG) in the framework of developing of regional collaboration on instruction.	
Action:	Under paragraph No. 5.
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">• Report of the Fifth Meeting of Civil Aviation Instruction Centres NAM/CAR work group (NAM/CAR/CATC/WG/5)

1. Introduction

1.1 The Fifth Meeting of the NAM / CAR Working Group of the Civil Aviation Instruction Centres (NAM/CAR/CATC/WG/5) was held at the ICCAE facilities located in San Salvador, El Salvador, from 28th to May 30th, 2019; in the framework of monitoring the activities of this group, associated with the agreements and conclusions of the Meetings of the General Directorates of Civil Aviation of the NAM/CAR region.

1.2 During the inaugural ceremony, the importance of the work of the NAM/CAR/CATC/WG for the coordinated development of instruction in the NAM/CAR regions was mentioned; also, it was emphasized that instruction is fundamental for operational safety and efficiency.

1.3 The Meeting was attended by 11 States / Territories of the NAM/CAR region, and an International Organization representation, with a total of 18 delegates as indicated in the list of participants. The presence of Dominica, the newest member state of ICAO, was mentioned since its integration on April 13th, 2019, who is already taking part in the activities of the Organization.

1.4 The Global Aviation Instruction Office (GAT) at ICAO Headquarters made a remote presentation of WP/08, which presented a summary of the achievements of GAT; as well as, reports on the implementation of the Civil Aviation Instruction Policy of ICAO and the activities of the TRAINAIR Plus program.

2. Discussion

2.1 The secretary presented the WP/04, and proposed to the attendees to evaluate the need to update the terms of reference and work program. Therefore, an exhaustive review of documents was carried out and, considering the latest changes in air navigation and safety, all the states represented at the meeting agreed to update only the work program.

2.2 The states decided to form a Task Force with the participation of Costa Rica, Cuba, El Salvador, Mexico and COCESNA/ICCAE to carry out an in-depth assessment, regarding the conclusions and previous decisions. Including the revision of the terms of reference of the NAM/CAR/CATC/WG and its work program 2019-2021.

2.3 It was emphasized that the work objectives of the NAM/CAR/CATC/WG should focus on addressing the instructional needs on a NAM/CAR regional basis, rather than individual States. Therefore, it was recommended to return to Conclusion NACC/DCA/6/2 -related to the sharing of training programs for safety oversight.

2.4 Likewise, the discussion of the initiative that the Instruction Centres should form a network to promote the objectives of the NAM / CAR / CATC / WG was resumed. The United States mentioned that there is a risk of losing the analysis carried out if additional actions are not taken and, with this in mind, having a type of association, financed by the States of the NAM/CAR regions could be beneficial, since it would be possible to develop tasks that the representatives of the CATCs would not have time to perform. It was suggested that the idea of the association had a reference to an example from Africa; however, it is uncertain that this type of partnership is appropriate for the NAM/CAR regions and that, in fact, efforts should initially focus on strengthening the NAM/CAR/CATC/WG to work efficiently and effectively, recommending maintaining the conclusion NACC/DCA/6/10.

2.5 The need for active participation of ICAO's Global Aviation Instruction (GAT) in the NAM/CAR/CATC/WG meetings was discussed, as this is essential for the group's work.

In this context, the Secretary recognized that the long vacancy period of the position of the Regional Specialist in Technical Assistance in the NACC Office could have been reflected in the pace of the NAM/CAR/CATC/WG progress, mentioning that the current specialist has just joined ICAO. However, it was also good to indicate that the NAM/CAR/CATC/WG belongs to the states and that the role of the secretary is to support the group, its decisions and conclusions.

2.6 COCESNA / ICCAE presented the P/02, which provided a summary of the work of the Central American Institute of Aeronautical Training (ICCAE), detailing aspects related to the current offer of courses, its infrastructure, instructors, projects in progress and future trends and perspective. The main topics to consider are:

- a) Strengthen the articulation of ICAO and the CIAC's, with regard to industry trends, the results of audits and other things that have a direct impact on the field of aeronautical instruction.
- b) To improve the mechanisms for planning and coordinating activities in the working group, using a realistic approach and focusing on the priorities identified in the area of regional training.
- c) Establish an effective organization for the implementation and follow-up of the agreed activities within the annual work programs.
- d) Joint management of projects and funds, in order to formulate training components to meet unmet needs or, new trainings on a regional basis.

2.7 In WP/05, presented by the Dominican Republic, the importance of the points contained in the Declaration of Intent (DoI) for regional collaboration in matters of instruction among the Civil Aviation Training Centers of the NAM/CAR Regions was highlighted, and the great need for all States in the NAM/CAR Regions to commit themselves to the signing of the DoI. In accordance with the commitment of the states, the Secretary presented the NI/02, detailing that, up to this date, the DoI has been signed by: Barbados, Cuba, the United States, Jamaica, Mexico, the Dominican Republic, Trinidad and Tobago and COCESNA/ICCAE.

2.8 With the material contained in the notes NE/03 presented by the secretary, and the notes NE/06 and WP/07 presented by COCESNA/ICCAE, the attendees decided to form a Task Group with the participation of Barbados, Dominica, United States, Jamaica, Dominican Republic and Trinidad and Tobago to discuss issues related to supply and demand of instruction in the NAM/CAR Regions, especially the need to establish a mechanism to consistently identify instructional demands within the NAM/CAR Regions, as well as to determine the real and potential capacity of the Instruction Centres.

2.9 The remote presentation by the Global Aviation Instruction Office (GAT) of WP/08 highlighted the importance of:

- a) Note the various training programs, activities, methods and tools that are available through the ICAO GAT Office;
- b) Encourage additional training organizations in the NAM/CAR Regions to join the TPP to obtain numerous benefits from the program in the form of instructional solutions and skills development activities;
- c) Encourage States in the NAM/CAR Regions to teach courses listed in the ICAO Global Catalog of Aviation Courses; and
- d) To Evaluate and inform GAT about other ICAO courses existing in different languages would be important to be translated into Spanish to increase offer of ITOs in Spanish, corresponding to the training needs of the NACC States

3. Other issues

3.1 The convenience of linking the date of future meetings with the Meetings of Directors of Civil Aviation of North, Central America and the Caribbean (NACC/DCA) was discussed and it was concluded that the NAM/CAR/CATC/WG Meetings should be held from 30 to 40 days before the NACC/DCA meetings.

3.2 It was agreed that, if there is an interested State that wishes to offer itself as host of a group meeting, it should send its proposal to the Secretary, no later than the end of the month of September of the previous year. Potential host states must consider the requirements involved in sponsoring these Meetings. If there are no offers to sponsor, the NAM/CAR/CATC/WG will be held at the facilities of the ICAO NACC Regional Office.

4. Actions to be performed by the meeting

4.1 Meeting is invited to:

- a) Take note of the progress and work agreements of the NAM/CAR/CATC/WG;
- b) approve the NAM/CAR/CATC/WG/5 meeting Report published on the meeting website at <https://www.icao.int/NACC/Pages/meetings-2019-catcwg5.aspx> as well as the conclusions and decisions contained in the **Appendix** to this working paper;
- c) Signature of the Declaration of Intent (DoI) for regional collaboration on training between Civil Aviation Training Centres in the NAM/CAR regions for the remaining training centres); and
- d) Take any other action deemed appropriate.

**APPENDIX
EXECUTIVE LIST OF CONCLUSIONS/DECISIONS**

Number	Conclusion/Decision	Responsible for action	Deadline
C/5/1	SIGNATURE OF THE DECLARATION OF INTENT (DoI) FOR REGIONAL COLLABORATION ON TRAINING AMONG THE CIVIL AVIATION TRAINING CENTRES OF THE NAM/CAR REGIONS BY REMAINING TRAINING CENTRES		
	That, in order for the different Training Centres in the NAM/CAR Regions to take advantage of the benefits of cooperation amongst the Training Centres in the NAM/CAR Regions and to face rising needs, those States who have not yet signed the DoI, consider signing it as soon as practicable and no later than the NACC/DCA/9 Meeting and notify the Secretariat of their intention to do so no later than 15 June 2019 .	States aviation Training Centres in the NAM/CAR Regions that are interested in becoming a part of this agreement.	15 June 2019
C/5/2	AVAILABLE TRAINING COURSES		
	That, to allow an appropriate planning of the training centres, as well as to ensure the fulfilment of the training needs of the States in the NAM/CAR Regions, the points of contact of all the States' training centres of the NAM/CAR Regions send a list of all available training courses, as well as their descriptions, language, durations and target audiences to the Secretariat (nacc-tc@icao.int) and the Vice-Rapporteur (coral.mclaren@jcaa.gov.jm) by 30 June 2019 .	States Secretariat Training Centres	30 June 2019
C/5/3	LIST OF AVAILABLE TRAINING COURSES FOR THE NAM/CAR REGIONS		
	That, to allow an appropriate planning of the training centres, as well as to ensure the fulfilment of the training needs of the States in the NAM/CAR Regions:		
	a) Barbados develop a "Training Needs" survey process for the approval by the NAM/CAR/CATC/WG by 31 July 2019 ; and	Barbados	31 July 2019
	b) Jamaica combine all the courses available into a comprehensive list of available training courses for the NAM/CAR Regions by 9 August 2019 .	Jamaica	9 August 2019

Number	Conclusion/Decision	Responsible for action	Deadline
C/5/4	APPROVAL OF THE UPDATED WORK PROGRAMME		
	That, in order to update the Work Programme,		
	a) ICCAE consolidate the input provided by the Ad hoc Group to be circulated by the Secretariat to participants of the NAM/CAR/CATC/WG/5, for their comments by 14 June 2019 ; and	ICCAE	14 June 2019
	b) the NAM/CAR/CATC/WG submit the revised Work Programme for approval of the NACC/DCA/9 meeting.	NAM/CAR/CATC/WG	NACC/DCA/9
C/5/5	PERMANENT FOCAL POINTS FOR TRAINING-RELATED MATTERS		
	That, to facilitate the establishment of lines of communication for the treatment of training-related matters, each State:		
	a) designate/maintain a focal point to ensure the continuous interaction with the NAM/CAR/CATC/WG for training-related matters; and	States, COCESNA and Training Centres	
	b) inform the Secretariat, through the official channels of communication, the name and means of contact of the designated focal point to interact with the NAM/CAR/CATC/WG about training-related matters no later than 20 July 2019 .	States, COCESNA and Training Centres	20 July 2019
D/5/6	FUTURE MEETINGS OF THE NAM/CAR/CATC/WG		
	That, regarding the convening of future meetings of the NAM/CAR/CATC/WG		
	a) meetings shall occur between 30 to 40 days prior to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA) of the corresponding year; and	Secretariat	Permanent
	b) the Secretariat will inform the members, through the official channels of communication, of the period assigned to the NAM/CAR/CATC/WG meeting as soon as the dates for the NACC/DCA are defined, and observing the antecedence of 30 to 40 days.	Secretariat	Permanent