



ICAO

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

WORKING PAPER

NCMC/4 — WP/02
26/09/21

**Fourth Regional Meeting for National Continuous Monitoring Coordinators
(NCMC/4)**

On line, 27 September 2021

Agenda Item 4: Updates to the NCMCs Terms of Reference (ToRs)

NCMC/WGs TERMS OF REFERENCE UPDATE

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
Appendix to this WP provides the Meeting with the proposed changes to the NCMC/WG Terms of Reference (ToR), to be updated.	
Action:	Actions are described in Section 2.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• NCMCs Terms of Reference (ToRs)

1. Introduction

1.1 Due to the fact that in 2020 and part of 2021, our States have suffered the onslaught of the COVID-19 pandemic, the coordination and reestablishment of the working groups of the National Continuous Monitoring Coordinators were paused, the Office ICAO NACC Regional, has resumed these tasks, starting with the Terms of Reference (ToRs) update of the referenced Working Groups in this WP.

2. Suggested Actions

- a) review the information presented in this working paper; and
- b) approve/update the Terms of Reference, presented in the Appendix to this paper.

TERMS OF REFERENCE

NAM/CAR NATIONAL CONTINUOUS MONITORING COORDINATORS WORKING GROUP (NAM/CAR/NCMC/WG)

1. Background

The Second National Continuous Monitoring Coordinators of the NAM/CAR Regions meeting (NCMC/2), held in Mexico City, Mexico, from 14 to 16 November 2017, agreed to propose the establishment of the NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) to support and improve the effective implementation of the NAM/CAR States' Safety Oversight Systems, enhancing the preparation for the USOAP-CMA activities in accordance with ICAO requirements.

During the teleconference held on February 2020, a review of the work programme progress lead to an adjustment of the existing WG work methodology, by forming 2 groups (the English and the Spanish speaking countries), which will be coordinated and monitored by the safety implementation officer of the ICAO NACC regional office, in order to enhance the communication.

The establishment of the NAM/CAR/NCMC/WG and its Terms of Reference (ToR), have, as foundation, the Declaration of Intent (DoI) for the ICAO NACC Regional Office No Country Left Behind (NCLB) Strategy, agreed during the Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/6), held in Nassau, Bahamas from 10 to 12 May 2016.

2. Objective

The principal objective of the NAM/CAR/NCMC/WG is to support States under the Systemic Assistance Programme (SAP) for North America, Central America and Caribbean (NACC) to improve the effective implementation of the NAM/CAR States' Safety Oversight Systems, enhancing the preparation for the USOAP CMA activities in accordance with ICAO requirements, by:

- working collaboratively, sharing best practices, promoting efficient and effective collaboration among States,
- promoting the empowerment of the activities and functions of the NCMCs toward the quality of information uploaded in the OLF,
- The verification and supervision of the actions taken and work programmes resulting from the Corrective Action Plans (CAPs) and its follow up.
- Escalating in the WGs and the secretariat, situations endangering the continuous improvement of the safety oversight capabilities of the states (as required), e.g.: lack of training at regional or individual level.

3. Responsibilities

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

- a) Establishment and Managing its work programme
- b) Establishing a mechanism to identify common challenges, and to propose adequate solutions according to Regional and/or individual needs and resources
- c) Promoting the collaboration among NCMCs in the NAM/CAR Region
- d) Emphasizing the empowerment of NCMC's role, and enhancing its importance for the Effective Implementation of the actions included on the CAPs ensuring its quality, value and adequacy.
- e) Identifying opportunities for the improvement of the ICAO USOAP and ensure their notification through the ICAO NACC office,
- f) Identifying training needs of the NCMCs to coordinate with the NACC office and/or the respective authorities the delivery of such training
- g) To meet with the members of the WG periodically as stipulated in the work programme and keep constant communication among the States and the NACC office.
- h) To keep the awareness among the States about the need of comply with the self-assessment as prescribed in the work programme.
- i) To oversee and monitor the revisions of the annexes and guidance material in order to discuss the trends and necessary actions to be taken by the NCMCs and/or States.

4. Working Methods

- a) The NAM/CAR/NCMC/WG will be led by ~~at~~two Rapporteurs (one by each language) who will be elected for a three-year term. The duties of the NAM/CAR/NCMC/WG Rapporteurs are the following:
 - i. Chair the NAM/CAR/NCMC/WG meetings
 - ii. Coordinate tasks and the fulfilment of the work programme
 - iii. Maintain close coordination with the Secretariat (NACC safety implementation officer) for the development of meeting agendas and planning
 - iv. Inform NACC Directors of Civil Aviation meetings on NAM/CAR/NCMC/WG meetings results in coordination with the ICAO NACC Regional Office Coordinator.
 - v. To notify the NACC safety implementation officer any difficulties found to fulfil his/her duties

b) Rapporteur's selection criteria

Since the rapporteur of the WG will coordinate the assigned tasks to the group of States under his/her responsibility, the nomination for this position will be done by The NACC Office based on the Effective Implementation (EI) of the States, the verifiable capacity of the NCMCs and the compliance with the following criteria:

- i. Should have a minimum of 3 years of experience as NCMC of the State.
- ii. Should have the support and authorization from the DG of his/her authority to collaborate with ICAO as rapporteur
- iii. Should have the willingness to collaborate with the ICAO as rapporteur and freely accept the nomination.
- iv. Should be voted acceptable by the states conforming the working group

b)c) The NAM/CAR/NCMC/WGs will:

- i. Present its work programme activities to the Secretariat, 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 Establish "draft conclusions" to record recommendations and actions in meeting reports to facilitate monitoring by the secretariat.
- 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, and
- vii) Implement a communication platform where NCMC's can communicate freely, express experiences, share concerns and suggest solutions

e)d) The ICAO NACC Regional Office will act as Secretariat through its Coordinator and monitor the progress of the WGs.

5. Membership and Observers

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

In case of a request from organizations or particulars willing to participate as observers, any request should be consulted among the States and the Secretariat, in order to be processed. The participation of any observer will only be accepted, after a full agreement of the States.

6. Work Programme

The NAM/CAR/NCMC/WG Work Programme 2020-2022 will be determined during 2019 and, the interim programme is presented in a separate document. should be agreed in the first semester of every triennium, in alignment with the election of the rapporteurs.