![ICAO logo] International Civil Aviation Organization
North American, Central American and Caribbean Office

Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting

NAM/CAR/CATC/WG/6

Final Report

ICAO NACC Regional Office, Mexico City, Mexico,
22 to 24 November 2022

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HISTORICAL

ii.1   Place and Date of the Meeting

The Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 22 to 24 November 2022.

ii.2   Opening Ceremony

Mr. Melvin Cintron, Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO), provided opening remarks, welcomed the participants to the premises of the NACC Regional Office, and officially opened the meeting.

ii.3   Officers of the Meeting

The NAM/CAR/CATC/WG/6 Meeting was held with the participation of the Chairperson, Mr. Raúl Melchor, COCESNA/ICCAE. Mr. Melchor chaired the meeting plenary. Mr. Fernando Camargo, Regional Officer, Technical Assistance of the ICAO NACC Regional Office, served as Secretary of the Meeting, assisted by Mr. Rolando Tamayo, Instructional Design Specialist, Training Design and Development, Global Aviation Training (GAT), ICAO Headquarters.

ii.4   Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers, presentations and report of the meeting were available to participants in both languages.

ii.5   Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 08:00 to 15:30 hours daily with adequate breaks. Ad hoc Groups were created during the Meeting to do further work on specific items of the Agenda.

ii.6   Agenda

Agenda Item 1:   **Adoption of the Provisional Agenda and Schedule**

Agenda Item 2:   **Follow-up on Valid Conclusions and Decisions from NAM/CAR/CATC/WG Meetings**

Agenda Item 3:   **Introduction of new Members in virtue of the signing of the Declaration of intent (DoI) for the Regional Collaboration of training among the Civil Aviation Training Centres of the North America (NAM) Central America and Caribbean (CAR) Regions**

- Universidad Aeronáutica en Querétaro (UNAQ) of Mexico
- Universidad Nacional Pedro Henríquez Ureña (UNPHU) of Dominican Republic
- Cuerpo Especializado en Seguridad Aeroportuaria y de la Aviación Civil (CESAC) of Dominican Republic
- Embry-Riddle Aeronautical University of United States
- Universidad Nacional Autónoma de Honduras (UNAH) of Honduras
- Singapore Aviation Academy of the Civil Aviation Authority of Singapore (CAAS)
- Universidad Autónoma de Centroamérica (UACA) of Costa Rica
- Ecole Nationale de l'Aviation Civile (ENAC) of France

Agenda Item 4:   **Training Programmes, Facilities and Development of Training Centres**

Agenda Item 5:   **Contingency Measures on Training**

Agenda Item 6:   **Design of conventional courses**

Agenda Item 7:   **NAM/CAR/CATC/WG Terms of Reference and Work Programme**

Agenda Item 8: **Other Business**

8.1 Recent Activities on Training by the United States' Federal Aviation Administration

8.2 Introductions from the Centro de Capacitación para Navegación Aérea de Cuba

8.3 ICAO Global Aviation Training (GAT) Presentation

8.4 Safety Stand Down Awareness Week and Promotion of the Aviation Security Culture

8.5 Next Meeting of the NAM/CAR/CATC/WG

8.6 Election of the Vice-Rapporteur

ii.7 Attendance

The Meeting was attended by 10 States from the North American and Caribbean Regions (NAM/CAR), 1 State from the Asia Pacific (APAC) Region, and 1 International Organization, totalling 20 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT CONCLUSIONS: Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

DECISIONS: Internal activities of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG).

ii.8.1 List of Draft Conclusions

Number	Title	Page
6/3	Approval of the NAM/CAR/CATC/WG ToRs	7-1

ii.8.2 List of Decisions

Number	Title	Page
6/1	Exchange of Training Information among Training Centres Task Force	4-2
6/2	Design of Contingency Measures Task Force	5-2
6/3	Work Programme and Roadmap Proposals	7-2

ii.9 **List of Working and Information Papers and Presentations**

		WORKING PAPERS		
Number	**Agenda Item**	**Title**	**Date**	**Prepared and Presented by**
WP/01	1	Provisional Agenda and Schedule	31/10/22	Secretariat
WP/02	2	Status of Outstanding Conclusions and Decisions	04/11/22	Secretariat
WP/03	4	Productive Articulation of Training Centres in the CAR Region	16/11/22	Rapporteur
WP/04	5	Contingency in Aeronautical Training	16/11/22	Rapporteur
WP/05	6	In Person and Virtual Modality of Courses Based on Conventional Teaching Material	16/11/22	Rapporteur
WP/06	7	Review of the NAM/CAT/CATC/WG Work Programme, Terms of Reference (ToRs) and Points of Contact (PoC)	04/11/22	Secretariat

		INFORMATION PAPERS		
Number	**Agenda Item**	**Title**	**Date**	**Prepared and Presented by**
IP/01	--	List of Working, Information Papers, Presentations and Videos	18/11/22	Secretariat
IP/02	8	Organization of the Safety Stand Down Awareness Week	18/11/22	Secretariat

		PRESENTATIONS	
Number	**Agenda Item**	**Title**	**Presented by**
1	3	Aeronautical Education at the National Autonomous University of Honduras	UNAH, Honduras
2	3	Singapore Aviation Academy (SAA)	Singapore
3	8	Centro de Capacitación para la Navegación Aérea de Cuba CCNAC (Available only in Spanish)	ECNA, Cuba
4	8	Instrucción Mundial en Aviación (GAT) (Available only in Spanish)	ICAO
5	8	FAA Global Outreach and Training: Overview for NAM/CAR CATC WG	United States

		VIDEOS	
Number	**Agenda Item**	**Title**	**Presented by**
1	3	Universidad Nacional Autónoma de Centroamérica (UACA) (Available only in Spanish)	UNAH, Honduras

Refer to the Meeting web page:

https://www.icao.int/NACC/Pages/meetings-2022-catcwg6.aspx

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Agenda Item 1:   **Adoption of the Provisional Agenda and Schedule**

1.1   The Secretariat presented WP/01 inviting the Meeting to approve the provisional agenda and schedule and referred to IP/01 with the list of associated documentation and presentations.

1.2   The Meeting approved the agenda as presented in the historical section of this report as well as the schedule (Appendix B to WP/01).

Agenda Item 2:   **Follow-up on Valid Conclusions and Decisions from NAM/CAR/CATC/WG**

Review of valid conclusions from NAM/CAR/CATC/WG

Review of conclusions/agreements from the Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/10) related to training issues

2.1   The Secretariat presented WP/02, guiding the NAM/CAR/CATC/WG to discuss the open items from previous NACC/DCA and NAM/CAR/CATC/WG meetings.

2.2   The Rapporteur commented that the activities of the Working Group had been severely impacted by the COVID-19 pandemic, and that most of the implementation referred to previous Conclusions had not been completed.

2.3   Conclusion NACC/DCA/10/2 – *Enhancement of NAM/CAR Training Centres Performance, Mexico-CIIASA* (Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares) raised a question related to the fact that CIIASA do not report to the Director-General of the Mexico Civil Aviation Authority, and this somehow renders the Conclusion "not applicable" to CIIASA.

2.4   In the same sense, UACA (Universidad Autónoma de Centro América – Costa Rica), reported that the universities fall on the same situation, and that they do not depend on the State's civil aviation authorities.

2.5   The Secretariat reminded the Meeting that the North American, Central American and Caribbean Directors of Civil Aviation created the NAM/CAR/CATC/WG. Thus, the group was initially composed by Civil Aviation Training Centres (CATCs) under the authority of those Directors. That is the reason why both the Declaration of Intent (DoI) and the Terms of Reference (ToRs) constantly refer to the Directors General and the NACC/DCA meetings. Over the last few years, space has been opened for the inclusion in the NAM/CAR/CATC/WG of universities operating within civil aviation that share the same principles and objectives under which this Group was created and that guide its activities.

2.6   The Secretariat also emphasized that there has never been any intention of limiting the scope of participation within the group, as, in accordance with 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, its purpose 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, 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."

2.7   In addition, the Secretariat reminded the Meeting that the ToRs of the NAM/CAR/CATC/WG shall be revised under Agenda Item 7, and that would be the opportunity to make the necessary adjustments to eliminate any existing inconsistencies that might influence the efficiency of the Group.

2.8   Also, regarding the implementation of Conclusions NACC/DCA/10/2 and NACC/DCA/10/8, there was a consensus on the fact that the option of virtual training for those courses that allow it, was naturally taken by all entities that were able to develop and deploy virtual training. In addition, the Secretariat informed that ICAO has developed, through its Global Aviation Training (GAT) Office, a detailed guidance on the course conversion process, for moving from face-to-face classroom to instructor-led virtual classroom, and that GAT is available to support any organization along this process.

2.9   The Meeting was reminded that offering mutual support is one of the Group's purposes and the NAM/CAR/CATC/WG agreed that it should be part of each member's spirit of participation; but, at the same time, that it is also necessary to have permanent support from the authorities on which the training centres depend, especially in regards to the provision of an adequate level of resources.

2.10   Considering the content of WP/04, presented by the Rapporteur, the Meeting agreed on discussing the implementation of the Conclusion NACC/DCA/10/2 under the Agenda Item 5. In the same sense, and considering the content of WP/03 and WP/05, also presented by the Rapporteur, the Meeting agreed on discussing the implementation of the Conclusion NACC/DCA/10/8 under the Agenda Item 4. The Meeting recalled that for the NACC/DCA/11, the NAM/CAR/CATC/WG will present the progress and results by addressing conclusions NACC/DCA/10/2 and NACC/DCA/10/8.

2.11   As a result of the review of conclusions and decisions of previous meetings made under this Agenda Item, the Meeting considered that all previous valid conclusions had been completed or superseded, as shown in **Appendix A**.

Agenda Item 3: **Introduction of new Members in virtue of the signing of the Declaration of intent (DoI) for the Regional Collaboration of training among the Civil Aviation Training Centres of the North America (NAM) Central America and Caribbean (CAR) Regions**

3.1   Under this Agenda item, the new members of the Group were introduced, and the presentations were provided by:

- Universidad Nacional Autónoma de Honduras (UNAH) of Honduras – Presentation P/01
- Singapore Aviation Academy of the Civil Aviation Authority of Singapore (CAAS) – Presentation P/02
- Universidad Autónoma de Centroamérica (UACA) of Costa Rica – Video 1
- Ecole Nationale de l'Aviation Civile (ENAC) of France

3.2   The Meeting discussed the opening of the current membership of the NAM/CAR/CATC/WG, with the inclusion of organizations that do not belong to a Civil Aviation Authority, such as universities and training centres outside the NAM/CAR Regions.

3.3   As a result of the discussions, the Group agreed to propose amendments to the ToRs that would allow the inclusion of the previously-mentioned entities.

3.4   The Singapore Aviation Academy of the Civil Aviation Authority of Singapore (CAAS) explained that their goal is to identify areas of mutual interest and provide the appropriate support.

3.5   The Secretariat recommended that the Group take this as an opportunity to improve their activities and seek synergies.

3.6   The Secretariat once again reminded the Group that the ToRs of the NAM/CAR/CATC/WG would be revised under Agenda Item 7 and that would be the opportunity to make the necessary adjustments to eliminate any existing inconsistencies.

3.7   The Meeting agreed on adopting the broader approach for understanding the mandate of the Group, and to make the necessary adjustments in the ToRs (as per Agenda Item 7).

Agenda Item 4:   **Training Programmes, Facilities and Development of Training Centres**

Productive Articulation of Training Centres in the NAM/CAR Regions

4.1   The Rapporteur presented WP/03, emphasizing the need for the training centres to establish a collaborative work platform, in order to generate synergies based on an articulated training management system that integrates human and economic resources, as well as the installed capacity.

4.2   The Rapporteur explained that it is necessary to know about the installed capacity that each centre has, what their specialties are, the training programmes available, and the existing infrastructure. In addition, it would be important to identify capabilities that can be jointly developed.

4.3   According to the Rapporteur, the idea would be to seek collaborative work agreements to use the existing installed capacity when the opportunity to use idle facilities is identified, or when there is a programme that cannot be filled throughout the year. In this sense, this installed capacity becomes an opportunity to be shared in some way.

4.4   The Secretariat reminded the Meeting that, in relation to the courses developed under the TRAINAIR PLUS methodology, ICAO already provides all the information through the TRAINAIR PLUS system. The Rapporteur confirmed that this need refers to conventional, non-standardized courses (developed outside that methodology).

4.5   ASCA-Dominican Republic suggested that a repository be created so that information relating to the various existing programmes within the scope of each member of the Group could be placed there. In this repository, which could be in the cloud, links would also be placed for direct access to the web pages of the members who already have this information published on the internet.

4.6   The Secretariat reminded the Meeting that, since the last face-to-face meeting of this Group, ICAO has made its website available to the Group, to be used as a platform for sharing information from the centres. Therefore, all this information considered relevant among those presented in the working paper may be posted on the NACC Office website, in the area reserved for the NAM/CAR/CATC/WG.

4.7   The Meeting noted the availability of the ICAO website, each Group member being responsible for direct coordination with the NACC Regional Office concerning the inclusion of relevant content from each training centre on this space.

4.8   The Rapporteur also explained that mechanisms should be sought to encourage the development of aviation professionals as TRAINAIR PLUS instructors, and that these professionals be shared among all the centres for the application of ICAO Training Packages (ITPs).

4.9   The Secretariat encouraged Group members to seek the support from the ICAO Global Aviation Training (GAT) Office, since GAT has extensive expertise and a wide range of solutions to address any sort of situation.

4.10   Stemmed from the discussions on this subject, the NAM/CAR/CATC/WG agreed on the creation of a Task Force for the Exchange of Training Information among Training Centres, as a means to pave the way to the development of an improved scheme of interaction between training centres. The proposed ToRs for this Task Force are included in **Appendix B** to the report. This considered, the Meeting agreed on the following Decision:

DRAFT DECISION **NAM/CAR/CATC/WG/6/1** **EXCHANGE OF TRAINING INFORMATION AMONG TRAINING CENTRES TASK FORCE**	

What:
 	
That, in order to enhance the sustainable training provision and the continuous regional collaboration on training support, NAM/CAR/CATC/WG decides to create by 3 March 2023, an Exchange of Training Information among Training Centres Task Force, as a means to pave the way to the development of an improved scheme of interaction between training centres, as per the Terms of Reference included in Appendix B to the Report; and considering the analysis of the following Conclusions:
    i.   CATC/WG/C/3/1;
    ii. CATC/WG/C/ 5/2;
    iii. CATC/WG/C/5/3; and
    iv. NACC/DCA/10/08.
	Expected impact:
	
	☐ Political / Global
	☒ Inter-regional
	☒ Economic
	☐ Environmental
	☒ Operational/Technical

Why: To enhance the sustainable training provision and the continuous regional collaboration on training support	
When: 3 March 2023	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☐ States ☐ ICAO ☒ Other:	NAM/CAR Training Centres and NAM/CAR/CATC/WG

4.10　　　　With reference to sharing lessons learned from the pandemic, the Meeting agreed that the topic had already been widely debated under Agenda Item 2 and that Draft Conclusion NAM/CAR/CATC/WG/6/1 already addressed part of the matter, with remaining elements to be discussed under Agenda Item 5.

4.11　　　　Continuing the presentation of WP/03, the Rapporteur suggested that ICAO could support some training events in the NAM/CAR Regions by offering fellowships to facilitate the participation of States.

4.12　　　　The Secretariat explained that the ICAO does not have a budget for this type of activity, since the ICAO's budget comes from the States' own contributions, through the payment of an annual fee. It was also mentioned that most of the States from the NAM/CAR/CATC/WG members also participate in Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP), which offers fellowships to its members.

4.13　　　　The Rapporteur completed the presentation of WP/03 emphasizing that a roadmap to guide the Group for the progressive implementation of a collaborative work scheme among the centres was desirable, and that this roadmap could be reflected in the NAM/CAR/CATC/WG Work Plan.

4.14　　　　The Meeting agreed to further discuss the Work Plan under Agenda Item 7.

Agenda Item 5:   Contingency Measures on Training

5.1   The Rapporteur presented WP/04, reminding the Meeting of the adverse effects brought by the pandemic on instructional activities, with its impact on aviation itself. He stressed the need to be prepared to prevent this from happening again, suggesting to the NAM/CAR/CATC/WG that a regional contingency plan for crises of regional or global scale that affect the continuity of aviation training be developed.

5.2   Despite generally agreeing with the need to establish preventive measures in relation to new contingencies that may affect aviation, the Meeting understood that measures would differ depending on the scenario and the characteristics of each organisation, thus these measures should be thought out and established individually. It was also clear that many measures have already been designed lately, and sharing such information would be extremely valuable to the Group.

5.3   The NAM/CAR/CATC/WG also realized that, in addition to the sharing of experiences regarding how members overcame the limitations imposed by the pandemic, they would benefit from the identification of key aspects to be considered for the eventual development of contingency plans.

5.42   Stemmed from the discussions on this subject, and taking into consideration Conclusion NACC/DCA/10/2, the NAM/CAR/CATC/WG agreed to create of the Design of Contingency Measures Task Force. The proposed ToRs for this Task Force are included in **Appendix C** to the report. This considered, the Meeting agreed on the following Decision:

DECISION		
NAM/CAR/CATC/WG/6/2	**DESIGN OF CONTINGENCY MEASURES TASK FORCE**	
What:		**Expected impact:**
That, in order to enhance the performance of the Training Centres in the NAM/CAR Regions, learning from the COVID-19 Pandemic affectations and for the sustainability of the training services, the NAM/CAR/CATC/WG decide to create the Design of Contingency Measures Task Force by 15 March 2023, as per the Terms of Reference included in Appendix C to the Report; and develop a response to Conclusion NACC/DCA/10/2.		☐ Political / Global ☒ Inter-regional ☒ Economic ☐ Environmental ☒ Operational/Technical
Why:		
To anticipate any long-term suspension, focusing efforts on ensuring the continuity of training and the validity of the competencies of professionals involved in civil aviation.		
When: 15 March 2023	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed	
Who: ☐ States ☐ ICAO ☒ Other:	NAM/CAR Training Centres and NAM/CAR/CATC/WG	

5.5   The Rapporteur also expressed the need to have appropriate guidance for the development of instructional competencies and design for virtual courses.

5.6   The Secretariat reminded the Meeting that ICAO GAT would make a presentation under Agenda Item 7, to inform of all the available support available from ICAO to the training organisations.

Agenda Item 6:   Design of conventional courses

6.1   Under WP/05, the Rapporteur reminded the Meeting that the pandemic significantly influenced the instructional activity, imposing the need to find solutions that would allow the offering, in the distance mode, of courses previously developed to be taught in person. This new scenario provoked a series of challenges and pointed to some of the precariousness of existing infrastructure in several organizations.

6.2   The Rapporteur also explained that there is a need to share experiences applied in instructional design during the pandemic, as well as to discuss the requirements for an appropriate infrastructure.

6.3   The Meeting recognized that Decisions NAM/CAR/CATC/WG/6/1 and NAM/CAR/CATC/WG/6/2, established under Agenda Items 4 and 5, respectively, already address the need to share experiences from the pandemic.

6.4   Moreover, the Secretariat called the attention of the Meeting to the presentation made by ICAO/GAT, explaining that it would certainly fulfil the expectations of the NAM/CAR/CATC/WG members, since GAT offers the tools and necessary support for the development of training in distance mode.

Agenda Item 7:   **NAM/CAR/CATC/WG Terms of Reference and Work Programme**

7.1   The Secretariat presented WP/06, proposing the review of the contents of the Terms of Reference (ToRs), the Work Programme and the information of the Points-of-Contact (PoCs) of the NAM/CAR/CATC/WG. This information was developed prior to the impact of the COVID-19 pandemic, and therefore, the meeting agreed on the need to update the document.

7.2   The Secretariat recalled that this would be the opportunity to review all the provisions generated with the natural evolution of the group's composition, which had been reinforced with the important participation of other organizations relevant to the aeronautical instruction activity and which were not originally contemplated in the ToRs.

7.3   After a throughout revision of the ToRs by the Meeting, a new version of the document was consolidated and presented in **Appendix D** to the Report. Therefore, the meeting proposed the following Draft Conclusion:

DRAFT CONCLUSION NAM/CAR/CATC/WG/6/3 **APPROVAL OF THE NAM/CAR/CATC/WG ToRs**	
What: That, in order to benefit from synergies stemmed from the diversity of the composition of the Group, States approve the new ToRs presented in Appendix D.	**Expected impact:** ☐ Political / Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why: To benefit from the great potential generated from the diversity of the Group's composition	
When: Immediately	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☒ States ☐ ICAO ☐ Other:	

7.4   Continuing with WP/06, the Secretariat presented the latest Work Programme for the Group's discussion and review, noting that it had been severely affected by the pandemic, with little or no implementation.

7.5   The Rapporteur suggested that the outcomes of the two Task Forces recently created, the Exchange of Training Information among Training Centres and the Design of Contingency Measures (Decisions NAM/CAR/CATC/WG/6/1 and NAM/CAR/CATC/WG/6/2 refer) be taken into account for drafting a new Work Programme. This draft could then be discussed in the NAM/CAR/CATC/WG/7 meeting, so that the proposal of a Work Programme could be ready for submission to the NACC/DCA/11.

7.6   As a result of the discussion, the NAM/CAR/CATC/WG agreed to prepare a draft work programme that:

a)   considers the results of the work carried out by the Exchange of Training Information among Training Centres Task Force;
b)   considers the results of the work carried out by the Design of Contingency Measures Task Force
c)   considers any installed capacity identified by member organizations; and
d)   reflects the roadmap for progressive implementation of a collaborative work scheme between the members of the working group.

7.7   Therefore, the following Decision was agreed:

DECISION	
NAM/CAR/CATC/WG/6/3 **WORK PROGRAMME AND ROADMAP PROPOSALS**	
What:	**Expected impact:**
That, in order to guide the activities in search of more synergy and efficiency of the NAM/CAR/CATC/WG, the Rapporteur and Vice-Rapporteur, with the support of the Task Forces Rapporteurs (Exchange and Design – Decisions NAM/CAR/CATC/WG/6/1 and NAM/CAR/CATC/WG/6/2 refer), prepare a draft work programme by **5 May 2023**, to be discussed and consolidated during the NAM/CAR/CATC/WG/7 Meeting and then delivered to the NACC/DCA/11.	☐ Political / Global ☒ Inter-regional ☒ Economic ☐ Environmental ☒ Operational/Technical
Why:	
To guide the NAM/CAR/CATC/WG's activities in search of a more synergistic and efficient action	
When: 5 May 2023 and NACC/DCA/11	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☐ States ☐ ICAO ☒ Other:	NAM/CAR Training Centres and NAM/CAR/CATC/WG

7.8   The Secretariat promoted the updating of the contact details of the focal points of the group and informed that this updated information will be uploaded on the NAM/CAR/CATC/WG website.

Agenda Item 8:   **Other Business**

8.1   Recent Activities on Training by the United States' Federal Aviation Administration

8.1.1   Under P/05, the United States' Federal Aviation Administration (FAA) reported on its recent activities on international aviation training since the pandemic, detailing the Global Outreach and Training initiative, a cross functional team that brings together all parts of FAA, including airports, air traffic control, aviation safety and airspace medicine, legal and other offices, to support the delivery of training globally.

8.1.2   United States emphasized that the implementation of this initiative led to modernize their outreach activities and training offerings, and has enabled them to get better corporately, when it comes to find solutions to global challenges.

8.1.3   United States also explained how they addressed the challenges imposed by the pandemic, by converting 84 courses to virtual mode, including on-the-job training, and created a virtual instructor training. An important policy decision was made in the sense that all future training developments would be with both in person and virtual options.

8.2   Introductions from the *Centro de Capacitación para Navegación Aérea de Cuba*

8.2.1   The *Centro de Capacitación para Navegación Aérea de Cuba* presented P/03, introducing itself as a training centre of excellence for training services for air navigation, certified by the Ministry of Education and the Institute of Civil Aviation of Cuba (IACC).

8.2.2   The Centre offers training, qualification and requalification programmes for air traffic controllers, according to documentation issued by ICAO, CANSO and the IACC itself. It also offers initial and recurrent instruction for AIS, AIM, NOTAM, Aerodromes and Publications.

8.2.3   The Centre also has a language laboratory to deploy English courses focused on air navigation management.

8.3 ICAO Global Aviation Training (GAT) Presentation

8.3.1   Under P/04, the Secretariat highlighted the role of ICAO with regard to supporting States in terms of training. Important aspects such as competency-based instruction and the TRAINAIR Plus programme, with its functioning and advantages, were presented. ICAO mentioned the categories of instruction centres that make up the programme.

8.3.2   The Secretariat detailed the existing support regarding the design of courses based on competencies, whether conventional or applying the ICAO TRAINAIR Plus methodology, with a specific course in which the roles of course preparer, subject matter expert and Instructional System Design (ISD) validator are explained.

8.3.3   Particularly with regard to the TRAINAIR Plus network, the Secretariat explained that it is a global cooperation network of training partners, in which each organisation has its profile, with its information, and each course is stored in an interchangeable library. All members of the network are able to request the application of any course, thus avoiding duplication of efforts in the preparation of courses. The ICAO has an electronic catalogue of courses, accessible at: https://igat.icao.int/ated/TrainingCatalogue.

8.3.4   The Secretariat reported that, from 2019 to 2021, 1144 courses were deployed, training 29,225 professionals. In the same period, 167 new courses were developed and assessments were carried out in 93 training organizations.

8.4 Safety Stand Down Awareness Week and Promotion of the Aviation Security Culture

8.4.1   Under IP/02, the Secretariat informed the training centres about the promotion of the Safety Stand Down Awareness Week and Promotion of the Aviation Security Culture in the NAM/CAR/SAM Civil Aviation Authorities (CAAs) and the entire aeronautical industry for the Americas, between 4 and 10 December 2022.

8.4.2   The purpose of the event is to reactivate the awareness and interest of all those involved in maintaining and raising aviation safety and security levels. The NACC Regional Office prepared a webpage to provide the accesses to the activities organized for this event. Training centres were invited to contribute to the event, providing the NACC Regional Office with access to any activities they want to make available to the aviation community.

8.5 Next Meeting of the NAM/CAR/CATC/WG

8.5.1   In accordance with Conclusion NAM/CAR/CATC/WG/5/6, the next meeting of this working group is scheduled for the period of 16 to 18 May 2023, in principle, on the premises of the NACC Regional Office.

8.5.2   In response to questions from Bahamas as to the possibility of hosting the next meeting of the group, the Secretariat clarified that any State can host the meeting, provided it bears the interpretation and Secretariat's participation costs (airfare and per diem). This needs to be confirmed by the candidate State within 5 months prior to the event.

8.6   Election of the Vice-Rapporteur

8.6.1   As the last matter of this Agenda Item, the Secretariat informed the Group that, in accordance with a notification received from Jamaica, Mrs. Coral McLaren, the Vice-Rapporteur, had been assigned to another position within the CAA, and no longer works with the Civil Aviation Training Centre, thus would not able to support the Group as Vice-Rapporteur. The notification also confirmed that Jamaica remains committed to the goals of the Group.

8.6.2   For that reason, it was necessary to make an extraordinary election to fill the position of Vice-Rapporteur. After carrying out the electoral process, Ms. Clara Fernandez, from ASCA (Dominican Republic), was chosen by the NAM/CAR/CATC/WG as Vice-Rapporteur, completing the remaining time in this mandate.

C/D No.	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
CATC/WG/C/3/1	**CREATION OF A REGIONAL DATA BASE OF INSTRUCTORS**	That the NAM/CAR/CATC/WG creates a Regional Data Base of Instructors according to the standardized qualifications as specified in 4.2.2 by the first quarter of 2017.	That the NAM/CAR/CATC/WG define the mechanism to make an effective exchange of instructors through the application of a specific Annex, creating a standardized curriculum format and to name a representative for the corresponding management of the database. The progress report by the corresponding CIDC and reported by the NAM/CAR/CATC/WG Rapporteur.	Jamaica	Exchange mechanism of instructors Standardized curriculum format Instructors Regional Data Base Progress Report	December 2019 January 2020 March 2020 Every six months	Superseded by Conclusion NAM/CAR/CATC/WG/6/1
CATC/WG/C/3/2	**CREATION OF A COMMISSION TO WORK IN THE DEVELOPMENT AND IMPLEMENTATION OF A NAM/CAR REGIONAL TRAINING CENTRES ASSOCIATION**	That the NAM/CAR/CATC/WG creates and support a commission to work in the development and implementation of a NAM/CAR Regional Training Centres Association by the first quarter of 2017.	Prioritize the strengthening of the group through the application of the DoI and its annexes, in function of the experience of the Group; retake on a mid-term deadline the validation of the feasibility to create a CATC association. Progress and status of the DoI and its annexes strengthening Feasibility study for the CATCs association.	NAM/CAR/CATC/WG Rapporteur	Progress Reports Feasibility Study	By the end of each year until 2021	Completed
CATC/WG/C/4/2	**DoI FOLLOW-UP**	That, to ensure the appropriate outcomes and efficient implementation of the DOI, the NAM/CAR/CATC/WG: a) implement the different tasks for follow-up and support as detailed in part five (5) of the DoI; b) implement the necessary tasks in their work programme; and c) inform the Directors of Civil Aviation of the progress of these tasks by the NACC/DCA/8 Meeting.	a) create a model annex for the implementation of specific initiatives b) provide follow-up on the application of the respective annexes c) inform the Directors of Civil Aviation of the progress of these tasks by the NACC/DCA/11 Meeting. To date, there are no concrete initiatives framed in the DoI signed by the CATCs.	CATCs signatories to the NAM/CAR/CATC/WG	Creation of the model Application of the model Follow-up report	July 2019 In accordance with the approved work programme	Superseded by the COVID-19 pandemic
CATC/WG/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	That those CATCs who have not yet signed the DoI, consider to sign it as soon as possible and before the NACC/DCA/11 Meeting.	CATCs pending to sign	Updated signatures of DoI	15 June 2019	Completed

C/D No.	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
CATC/ WG/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	These activities have been interrupted by the pandemic	CATCs signatories to the NAM/CAR/CATC/WG	List of all available training courses in the NAM/CAR Regions (containing their descriptions, language, durations and target audiences)	30 June 2019	Superseded by CONCLUSION NAM/CAR/CATC/WG/6/1
CATC/ WG/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 approval by the NAM/CAR/CATC/WG by 31 July 2019; and b) Jamaica combine all the courses available into a comprehensive list of available training courses for the NAM/CAR Regions by 9 August 2019.	These activities have been interrupted by the pandemic	CATCs signatories to the NAM/CAR/CATC/WG	"Training Needs" survey process	31 July 2019	Superseded by CONCLUSION NAM/CAR/CATC/WG/6/1
					List of available training courses for the NAM/CAR Regions	9 August 2019	
CATC/ WG/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 b) the NAM/CAR/CATC/WG submit the revised Work Programme for approval of the NACC/DCA/9 meeting.	These activities have been interrupted by the pandemic	ICCAE	Results of the discussion on all the subjects related to the offer and demand of training in the NAM/CAR Regions (including the need to establish a mechanism to identify the demands for training, and to determine capacity of the Training Centres	14 June 2019	Completed
				CATCs signatories to the NAM/CAR/CATC/WG	Revised Work Programme	NACC/DCA/9 meeting	
CATC/ WG/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 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.	The information from focal points were received and published in the NAM/CAR/CATC/WG webpage The actions related to the maintenance of the accurate information from focal points were incorporated in the Terms of Reference of the Working Group	States Secretariat	List of Focal Points	20 July 2019	Completed

C/D No.	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
CATC/ WG/C/ 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 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.	The actions related to this CONCLUSION were incorporated in the Terms of Reference of the Working Group	Secretariat	Planning improvement and result delivery for the Directors of Civil Aviation	2020	Completed
CATC/ WG/D /2021/ 2	**ELECTION OF THE NAM/CAR/CATC/WG RAPPORTEUR AND VICE-RAPPORTEUR**	That, in observance of the Terms of Reference of the Group, and to allow the continuity of the coordinated activities of the Group: a) Mr. Raul Melchor (ICCAE/COCESNA) and Mrs. Coral McLaren (CAATI/Jamaica) have been elected as Rapporteur and Vice-Rapporteur respectively, for the next three-year term; and b) the Secretariat shall, by 10 December 2021, update the Group's website to reflect this election.	Jamaica informed the Regional Office that Mrs. Coral McLaren had been reassigned within the Jamaica Civil Aviation Authority and that she could not continue with her Vice-Rapporteur duties. As such, the NAM/CAR/CATC/WG/6 will have to elect a candidate to be the new Vice-Rapporteur	Rapporteur	Election of the Rapporteur and Vice-Rapporteur	10 December 2022	Completed
CATC/ WG/D /2021/ 2	**NEXT STEPS OF THE NAM/CAR/CATC/WG FOR 2022**	That, in order to resume the activities of the Group: a) The Rapporteur and the Vice-Rapporteur will draft a work plan for 2022 for the provision of relevant training information detailed in item b), to be submitted to the Group members, by 10 December 2021; b) each Training Centre will forward to the Rapporteur, in accordance with the work plan for 2022 referred to in item a), the following information: i. programmes and lists of courses with the greatest demand; ii. programmes and lists of courses with less demand; iii. current needs in terms of course development (e.g. course virtualization, course translation, etc.); and c) the Rapporteur will timely contact each Training Centre to guide and coordinate the provision of the information mentioned in item b).	The Rapporteur and the Vice-Rapporteur will draft a work plan for 2023	Rapporteur and Vice-Rapporteur	Draft a work plan for 2022	10 December 2021	Superseded by Conclusion NAM/CAR/CATC/WG/6/3

APPENDIX B
EXCHANGE OF TRAINING INFORMATION AMONG TRAINING CENTRES TASK FORCE
TERMS OF REFERENCE

1.   Background

During Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6), an Exchange of Training Information among Training Centres Task Force was formed in order to enhance the sustainable training provision and the continuous regional collaboration on training support.

2.   Responsibilities

The Task Force will be responsible for determining the training needs of the NAM/CAR Regions and the sharing of relevant training information, presenting to the NAM/CAR/CATC/WG:

a)   a proposal detailing what training-related information should be provided by Group members for subsequent publication on the internet;

b)   the layout through which the information should be displayed on the Internet;

c)   a proposal detailing the mechanisms to ensure that published information remains up-to-date;

d)   determinination of whether there is a demand for the deployment of an Advanced Masters course on Aviation Safety Management; and

e)   a list of training needs from civil aviation authorities and industry identified in the NAM/CAR Regions.

3.   Working Methods

The Task Force will:

a)   present the information mentioned in paragraph 2, to the NAM/CAR/CATC/WG and maintain close coordination among its membership to optimize use of available resources and experience;

b)   coordinate tasks to maximize efficiency and reduce costs via electronic means including emails and teleconference calls, and convene meetings as necessary; and

c)   report on and coordinate the progress of assigned tasks to the NAM/CAR/CATC/WG.

4. **Membership**

The Task Force will be composed of:

a)   Trinidad and Tobago's   Civil Aviation Training Centre (TTCATC);
b)   Academia Superior de Ciencias Aeronáuticas (ASCA) from Dominican Republic;
c)   Centro de Capacitación para la Navegación Aérea en Cuba (CCNAC);
d)   Universidad Nacional Autónoma de Honduras (UNAH);
e)   Barbados Civil Aviation Training Centre;
f)   Escuela de Seguridad de la Aviación Civil (ESAC) from Dominican Republic;
g)   Junta de Aviación Civil (JAC) from Dominican Republic; and
h)   Universidad Autónoma de Centroamérica (UACA).

5. **Task Force Rapporteur**

The Task Force Rapporteur will be the Representative of the Trinidad and Tobago Civil Aviation Training Centre (TTCATC), who will present the results of the work carried out by the Task Force to the NAM/CAR/CATC/WG.

APPENDIX C
DESIGN OF CONTINGENCY MEASURES TASK FORCE
TERMS OF REFERENCE

1.   Background

During Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6), a Design of Contingency Measures Task Force was formed in order to enhance the performance of the Training Centres in the NAM/CAR Regions, learning from the COVID-19 Pandemic affectations and for the sustainability of the training services.

2.   Responsibilities

The Task Force will be responsible of determining all relevant aspects of the COVID-19 pandemic that affected aviation training and present to the NAM/CAR/CATC/WG:

a)   a template to be used in the collection of the lessons learned by the OCACs during the fight against the COVID-19 pandemic; and

b)   a list of the essential aspects to be considered by the OCACs in the development of their contingency plans.

Taking into account the list mentioned in b) above, the NAM/CAR/CATC/WG shall:

a)   design contingency measures to their organizations; and

b)   inform the NAM/CAR/CATC/WG of the resources of any nature (i.e. physical, instructional, etc.) that may be made available by them to support another member during a crisis.

3.   Working Methods

The Task Force will:

c)   present the information mentioned in paragraph 2, to the NAM/CAR/CATC/WG and maintain close coordination among its membership to optimize use of available resources and experience;

d)   coordinate tasks to maximize efficiency and reduce costs via electronic means including emails and teleconference calls, and convene meetings as necessary; and

e)   report on and coordinate the progress of assigned tasks to the NAM/CAR/CATC/WG.

4.   Membership

The Task Force will be composed of:

a)   Trinidad and Tobago's   Civil Aviation Training Centre (TTCATC);
b)   Academia Superior de Ciencias Aeronáuticas (ASCA) of Dominican Republic;
c)   Universidad Nacional Autónoma de Honduras (UNAH); and
d)   Instituto Centroamericano de Capacitación Aeronáutica (ICCAE) of COCESNA

5.   Task Force Rapporteur

The Task Force Rapporteur will be the Representative of the Academia Superior de Ciencias Aeronáuticas (ASCA) from Dominican Republic, who will present the results of the work carried out by the Task Force to the NAM/CAR/CATC/WG.

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

1.   Background

In order to support and improve training aspects for *the* 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)~~*entities in charge of providing civil aviation training,* 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~~*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~~*training centres*, which are the ~~institutions~~*entities* in charge of ~~training, which were~~*providing instruction in civil aviation matters,* established by ~~diverse~~*the various* States, International Organizations and other public and private entities *with a capacity to act and/or interest to contribute to the development of aviation* in the NAM/CAR Regions~~, and who~~ *(hereinafter jointly referred to as Civil Aviation Instruction Organisations or simply "CAIOs").*
In the case of Approved training organization (ATO), as defined by ICAO Doc 9841, these are*,* represented by the Director General *of Civil Aviation (or its equivalent),* or its designated person ~~(henceforth denominated as "CATCs").~~*.*

Note: In accordance with Doc 9841 - Manual on the Approval of Training Organizations, an Approved training organization (ATO) is an "organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training."

3. **Reach**

a)   Establish an action*a)   Identify the aviation training needs in the States, and establish a* 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.*these needs and contribute to compliance with International Agreements and other specific requirements for their management;*

b)   Coordinate and foster cooperation among Training Centres*CAIOs* in order to give*deliver* courses related, inter alia, to *to the achievement of ICAO strategic objectives, such as* the Aviation System Block Upgrade (ASBU) approach, in accordance with*and adopting as reference* the ICAO Global *Civil* Aviation Safety Plan (GASP), the Global Aviation Security Plan (GASeP) as well as*), and* the Global Air Navigation Plan (GANP).*);*

c)   Become a key instance for the fostering of *aviation* safety and aviation *security* 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*CAIOs* in the NAM/CAR Regions.*;*

e)   Encourage the exchange of information, best practices and standardization among CATCs*CAIOs* 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.

2.4.   **Responsibilities**

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

a)   Implementing the established *Proposing lines of* action framework for the harmonization of*aimed to harmonize the* aviation training activities in the NAM/CAR Regions including, but not limited to, the training*instruction* programmes, quality assurance aspects, instructor qualifications and coordination of*among* the Training Centre;*CAIOs;*

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.
   i.   *The annual meetings should be convened between 30 and 40 days prior to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA); and*
   ii. *The Secretariat will inform the members, using the appropriate means of communication, the assigned period for the NAM/CAR/CATC/WG meeting, as soon as the NACC/DCA dates have been defined.*

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 *Vice*-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

c)   *If for any reason, there is a need to replace the Rapporteur or Vice-Rapporteur before the end of their term, a new election will be held to fill the vacancy(ies) at the next meeting of the Group, which will also determine the length of the mandate assigned to the new Chairpersonship (Rapporteur or Vice-Rapporteur), and will not exceed over three years.*

d)   The duties of the NAM/CAR/CATC/WG Rapporteur/Coordinator are the following:

   i.   *i.*   Chair the NAM/CAR/CATC/WG meetings;
   ii. *ii.*   Coordinate fulfillment*fulfilment* of tasks and the work programme;
   iii. *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. *iv.*   Maintain close coordination with the Secretariat for development of meeting agendas and planning; *of the work sessions;*
   v.   *v.*   Inform the NAM/CAR Directors of Civil Aviation meetings on the NAM/CAR/CATC/WG meeting results; and
   vi. *vi.*   Represent the NAM/CAR/CATC/WG in the coordination related with other international instances linked to aeronautical training.

d

e)   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

f)   The NAM/CAR/CATC/WG will have the following responsibilities:

~~i.~~   *i.*   Present its work programme containing activities in terms of objectives, responsibilities, deliverables and timelines*;*

~~ii.~~   *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.~~   *iii.*   Use "draft conclusions" to record ~~recommendations andsuggested~~ actions in *its* meeting reports *which require the endorsement of the Directors of Civil Aviation, Deans of Universities or other individuals on which the CAIO depends on;*

iv.   *Use "Decisions" to record in its meeting reports the internal actions of the NAM/CAR/CATC/WG that are within its mandate;*

~~iv.~~   *v.*   Designate, as necessary, Ad hoc Groups to work on specific topics and activities and organize clearly defined tasks and activities*;*

~~v.~~   *vi.*   Coordinate its work to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls, and hold meetings when necessary*; and*

~~vi.~~   ~~Report and coordinate~~*vii.*   *Coordinate* the progress of assigned tasks *and notify said progress* to ~~meetings of~~*the* Directors of Civil Aviation ~~of the NAM/CAR Region and as requested by~~*, Deans of Universities or other persons on which* the ~~NAM/CAR Air Navigation Implementation Working Group (ANI/WG).OCACC~~*AIO depends.*

~~f~~*g*)   The Secretariat will be provided by the ICAO NACC Regional Office.