

## TERMS OF REFERENCE COMPARISON CHART

CURRENT	NEW
<p>1. Background</p> <p>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).</p> <p>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.</p> <p>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.</p>	<p>1. Background</p> <p>In order to support and improve training aspects for <i>the</i> 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).</p> <p>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 <del>Civil Aviation Training Centres (CATC)</del><i>entities in charge of providing civil aviation training</i>, 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 <del>Regional</del><i>regional</i> scope.</p> <p>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 (<del>FS</del>) and aviation security (<del>AVSEC</del>) 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.</p>

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<p data-bbox="69 138 300 167">2. Integration</p> <p data-bbox="69 337 1024 508">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”).</p>	<p data-bbox="1041 138 1272 167">2. Integration</p> <p data-bbox="1041 175 2001 386">The working group is integrated by participating <del>Training training Centres</del>centres, which are the institutions in charge of <i>providing civil aviation</i> training, which were established by diverse States, International Organizations and other public and private entities <i>with a capacity for action and/or interest to contribute to the development of aviation</i> in the NAM/CAR Regions (<i>henceforth denominated Civil Aviation Training Centres or simply “CATCs.”</i>)</p> <p data-bbox="1041 394 2001 524"><i>In the case of Approved training organization (ATO), as defined by ICAO Doc 9841, these are, and who are represented by the Civil Aviation Director General (or its equivalent), or its designated person (henceforth denominated as “CATCs”).</i></p> <p data-bbox="1041 532 2001 670"><i>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.”</i></p>
<p data-bbox="69 711 237 740">3. Reach</p> <ul style="list-style-type: none"> <li data-bbox="90 748 1024 849">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.</li> <li data-bbox="90 889 1024 1060">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).</li> <li data-bbox="90 1101 1024 1206">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.</li> <li data-bbox="90 1247 1024 1352">d) Become an entity for technical, administrative and management coordination for the sustained development of opportunities of the CATCs in the NAM/CAR Regions.</li> <li data-bbox="90 1393 1024 1458">e) Encourage the exchange of information, best practices and standardization among CATCs and the projection of their academic offer to civil aviation.</li> </ul>	<p data-bbox="1041 711 1209 740">3. Reach</p> <ul style="list-style-type: none"> <li data-bbox="1062 748 2001 849">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.</li> <li data-bbox="1062 889 2001 1060">b) Coordinate and foster cooperation among <del>Training Centres</del>CATCs 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).</li> <li data-bbox="1062 1101 2001 1206">c) Become a key instance for the fostering of safety and aviation <i>security</i> awareness and a driving force for integral and continuous professionalization of civil aviation personnel.</li> <li data-bbox="1062 1247 2001 1352">d) Become an entity for technical, administrative and management coordination for the sustained development of opportunities of the CATCs in the NAM/CAR Regions.</li> <li data-bbox="1062 1393 2001 1458">e) Encourage the exchange of information, best practices and standardization among CATCs and the projection of their academic offer to civil aviation.</li> </ul>

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<p>f) Support the generation of State capacities, expanding opportunities and improvement in aeronautical training in the NAM/CAR Regions.</p> <p>g) Contribute to the strategic use of resources in States and in training centres from the operation and risk data analysis and management.</p> <p>h) Manage training needs in States for the compliance of international agreements and other specific to their management.</p>	<p>f) Support the generation of State capacities, expanding opportunities and improvement in aeronautical training in the NAM/CAR Regions.</p> <p>g) Contribute to the strategic use of resources in States and in training centres from the operation and risk data analysis and management.</p> <p>h) <del>Manage</del> <i>Identify aviation</i> training needs in States, <i>to contribute to the</i> <del>for</del> the compliance of international agreements and other <i>requirements</i> specific to their management.</p>
<p>2. Responsibilities</p> <p>The NAM/CAR/CATC/WG is responsible for:</p>	<p>2. Responsibilities</p> <p>The NAM/CAR/CATC/WG is responsible for:</p>
<p>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;</p> <p>b) Present and manage its work programme; establishing activities in terms of objectives, responsibilities, deliverable results and deadlines;</p> <p>c) Designate, if necessary, Ad hoc Groups to work on specific issues and activities; and organize clearly defined tasks and activities;</p> <p>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;</p> <p>e) Provide technical assistance to improve training issues in States and training organizations in the NAM/CAR Regions;</p> <p>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;</p>	<p>a) <del>Proposing lines of</del> <i>Implementing the established</i> <del>action</del> <i>aimed to harmonize framework for the harmonization of the</i> 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 <del>Training Centre</del> <i>CATCs</i>;</p> <p>b) Present and manage its work programme; establishing activities in terms of objectives, responsibilities, deliverable results and deadlines;</p> <p>c) Designate, if necessary, Ad hoc Groups to work on specific issues and activities; and organize clearly defined tasks and activities;</p> <p>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;</p> <p>e) Provide technical assistance to improve training issues in States and training organizations in the NAM/CAR Regions;</p> <p>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;</p>

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<p>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.</p>	<p>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.</p> <p><i>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)</i></p> <p><i>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.</i></p>
<p>5. Working Methods</p>	<p>5. Working Methods</p>
<p>a) The NAM/CAR/CATC/WG will be led by a Rapporteur/Coordinator who will be elected for a three-year term.</p> <p>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.</p> <p>c) The duties of the NAM/CAR/CATC/WG Rapporteur/Coordinator are the following:</p> <ul style="list-style-type: none"> <li>i. Chair the NAM/CAR/CATC/WG meetings;</li> <li>ii. Coordinate fulfilment of tasks and the work programme;</li> <li>iii. Manage planning and follow-up of the convening of meetings, both face-to-face or virtual, work planning, preparation and approval of reports;</li> <li>iv. Maintain close coordination with the Secretariat for development of meeting agendas and planning;</li> <li>v. Inform the NAM/CAR Directors of Civil Aviation meetings on the NAM/CAR/CATC/WG meeting results; and</li> <li>vi. Represent the NAM/CAR/CATC/WG in the coordination related with other international instances linked to aeronautical training.</li> </ul>	<p>b) The NAM/CAR/CATC/WG will be led by a Rapporteur/Coordinator who will be elected for a three-year term.</p> <p>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.</p> <p><i>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 to cover the vacancy(ies) in 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.</i></p> <p><i>ed) The duties of the NAM/CAR/CATC/WG Rapporteur/Coordinator are the following:</i></p> <ul style="list-style-type: none"> <li><i>i. Chair the NAM/CAR/CATC/WG meetings;</i></li> <li><i>ii. Coordinate fulfilment of tasks and the work programme;</i></li> <li><i>iii. Manage planning and follow-up of the convening of meetings, both face-to-face or virtual, work planning, preparation and approval of reports;</i></li> <li><i>iv. Maintain close coordination with the Secretariat for development of meeting agendas and planning of the work sessions;</i></li> <li><i>v. Inform the NAM/CAR Directors of Civil Aviation meetings on the NAM/CAR/CATC/WG meeting results; and</i></li> </ul>

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- 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).

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- vi. Represent the NAM/CAR/CATC/WG in the coordination related with other international instances linked to aeronautical training.
- ~~e~~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;
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  - iv. establish the internal operation dispositions of the DoI.
- ~~ef~~f) 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 suggested~~ actions in *its* meeting reports *which require the endorsement of the Directors of Civil Aviation, Deans of Universities or other individuals on which the CATC depends on;*
  - iv. *Will use “Decisions” to record internal actions of the NAM/CAR/CATC/WG in its reports, which are within its scope;*
  - v. Designate, as necessary, Ad hoc Groups to work on specific topics and activities and organize clearly defined tasks and activities
  - vi. Coordinate its work to maximize efficiency and reduce costs via electronically, written correspondence, telephone and teleconference calls, and hold meetings when necessary
  - vii. ~~Coordinate Report and coordinate~~ the progress of assigned tasks *and will notify in advance to meetings of the* Directors of Civil Aviation, Deans of Universities or other individuals *on which the CATC depends on of the NAM/CAR Region and as requested by the NAM/CAR Air Navigation Implementation Working Group (ANI/WG).*

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f) The Secretariat will be provided by the ICAO NACC Regional Office.	<del>g</del> f) The Secretariat will be provided by the ICAO NACC Regional Office.