



ICAO

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

WORKING PAPER

NAM/CAR/CATC/WG/6 — WP/02

04/11/22

**Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6)**

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

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

**STATUS OF OUTSTANDING CONCLUSIONS AND DECISIONS**

(Presented by the Secretariat)

| <b>EXECUTIVE SUMMARY</b>   |  |
|--|--|
| This working paper presents the status of the valid Conclusions and Decisions from previous meetings of the NAM/CAR Civil Aviation Training Centres Working Group. |  |
| <b>Action:</b>   | Presented in paragraph 2.  |
| <i>Strategic Objectives:</i>   | <ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Security &amp; Facilitation</li><li>• Economic Development of Air Transport</li><li>• Environmental Protection</li></ul>   |
| <i>References:</i>   | <ul style="list-style-type: none"><li>• Final Report of the Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5), San Salvador, El Salvador, 28 to 30 May 2019</li><li>• Minute of the NAM/CAR Civil Aviation Training Centres Working Group Virtual Meeting (NAM/CAR/CATC/WG/VM/2021), online, 4 November 2021</li></ul> |

**1. Introduction**

1.1 For the reference of the Meeting, the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) records 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).

1.2 The status and follow-up remarks for Draft Conclusions and Decisions is the result of a review by the Secretariat based on information available. The status for each Conclusion and Decision is designated as valid, completed or superseded.

1.3 This working paper presents in **Appendix** the conclusions and decisions valid from the Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5), as well as those from the NAM/CAR Civil Aviation Training Centres Working Group Virtual Meeting 2021 (NAM/CAR/CATC/WG/VM/2021).

1.4 The Meeting is hereby requested to analyse and take the necessary action to comply with the abovementioned conclusions. In addition, the Meeting shall take note of the Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/10) conclusions related to training matters, taking action accordingly.

1.5 Under the experience of Central American States, the NACC/DCA/10 recommended that the online and face-to-face classes' process be inclusive and accessible in all their phases with no long-term suspension, having agreed on this recommendation and formulated the following conclusion:

| <b>CONCLUSION</b>  |   | <b>ENHANCEMENT OF NAM/CAR TRAINING CENTRES PERFORMANCE</b> |  |
|--|---|--|--|
| <b>NACC/DCA/10/2</b>   |   |  |  |
| <b>What:</b>   | <p>That, in order to enhance the performance of the Training Centres in the CAR Region, learning from the COVID-19 Pandemic affectations and for the sustainability of the training services:</p> <p>a) the NAM/CAR Training Centres and the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) design contingency measures to anticipate a long-term suspension, focusing efforts on ensuring the continuity of training and the validity of the competencies of professionals involved in civil aviation by the NACC/DCA/11 meeting;</p> <p>b) the NAM/CAR Training Centres and the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) document and share the experiences of the different Civil Aviation Training Centres regarding how they overcame the limitations presented by the COVID-19 pandemic (document delivery);</p> <p>c) the NAM/CAR Training Centres and the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) promote the option of virtual training for those courses that allow it and maintain the face-to-face modality, prioritizing recurrences, complying with the established biosafety protocols; and</p> <p>d) the NAM/CAR/CATC/WG Secretariat ensure development of specific deliverables and expected outcomes.</p> |  | <b>Expected impact:</b>  |
|  |   |  | <input type="checkbox"/> Political / Global<br><input checked="" type="checkbox"/> Inter-regional<br><input checked="" type="checkbox"/> Economic<br><input type="checkbox"/> Environmental<br><input checked="" type="checkbox"/> Operational/Technical |
| <b>Why:</b>  |   |  |  |
| To enhance the performance of the Training Centres in the CAR Region, learning from the COVID-19 Pandemic affectations and for the sustainability of the training services |   |  |  |
| <b>When:</b>   | NACC/DCA/11   | <b>Status:</b>   | <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed   |
| <b>Who:</b>  | <input type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:  | NAM/CAR Training Centres and NAM/CAR/CATC/WG               |  |

1.6 Seeking to enhance the training Centres performance and the regional collaboration among them, NACC/DCA/10 agreed the following conclusion:

| <b>CONCLUSION</b>  |  |
|--|--|
| <b>NACC/DCA/10/8</b>   | <b>ENHANCEMENT ON PROVISION AND REGIONAL COLLABORATION FOR TRAINING IN THE CAR REGION</b>  |
| <p><b>What:</b></p> <p>That, to enhance the sustainable training provision and the continuous regional collaboration on training support:</p> <p>a) States support the activities of the Civil Aviation Training Centres (CATCs) of their States, providing them with the appropriate resources;</p> <p>b) States ensure the participation of the representatives of the CATCs in the meetings of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG), including the next meeting, scheduled from 6 to 8 September 6 to 8 in the NACC Regional Office;</p> <p>c) NAM/CAR/CATC/WG, together with the <i>Ecole Nationale de l'Aviation Civile</i> (ENAC), explore the development of the advanced masters in Aviation Safety Management for the CAR Region by NACC/DCA/11;</p> <p>d) the NAM/CAR/CATC/WG coordinate initiatives with the ICAO Global Aviation Training (GAT) Office by NACC/DCA/11 to:</p> <ol style="list-style-type: none"> <li>i. the development of guidelines to guide the design of conventional courses that can be implemented in the virtual modality;</li> <li>ii. design instruction to develop skills for course developers for the creation of instructional designs and content production applicable to courses taught in virtual mode; and</li> <li>iii. prepare a guide that defines the documentation, regulatory and technical requirements for the implementation of aviation training solutions in virtual mode.</li> </ol> | <p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p> |
| <p><b>Why:</b></p> <p>To enhance the sustainable training provision and the continuous regional collaboration on training support.</p>   |  |
| <p><b>When:</b> NACC/DCA/11</p>  | <p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>   |
| <p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>   | <p>NAM/CAR/CATC/WG together with the <i>Ecole Nationale de l'Aviation Civile</i> (ENAC)</p>  |

**2. Suggested Action**

2.1 The Meeting is invited to:

- a) review and take action on the conclusions of the NACC/DCA/10;
- b) reflect on the previous conclusions of the group (Appendix) as well as the need for these conclusions to be reconsidered or reincorporated within the new work plan of the NAM/CAR/CATC/WG; and
- c) provide updated information.

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**STATUS AND FOLLOW-UP OF THE OUTSTANDING CONCLUSIONS (C) AND DECISIONS (D)  
OF THE NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP MEETING**

| C/D No.        | Title of Conclusion/Decision  | Text of Conclusion/Decision  | Follow-up and Remarks  | Responsibility                           | Deliverable   | Target Completion Date  | Status (Valid, Completed, Superseded) |
|----------------|---|--|--|--|---|---|---------------------------------------|
| NACC/DCA/C/6/2 | SHARING OF TRAINING PROGRAMMES FOR SAFETY OVERSIGHT   | That, in order to improve training programmes for safety inspectors:<br>a) CAR Region States<br>i. determine training needs for personnel involved in safety oversight<br>ii. identify training centres that have the capacity to give appropriate training on safety oversight, in accordance with requirements included in Annex 19;<br>iii. share training plans and programmes with other States, in order to increase the regional oversight capacity ;<br>b) the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) analyse the training needs regarding safety oversight in the NAM/CAR Regions; and<br>c) present the results on items a) and b) by the NACC/DCA/7 Meeting. | This task was programmed to be finalized in 2020. Unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group. | Barbados (C/5/3, a))                     | IGS Needs Analysis Report   | October 2019  | Valid                                 |
| 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.  | This task was programmed to be finalized in 2020. Unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group. | Jamaica                                  | Exchange mechanism of instructors Standardized curriculum format Instructors Regional Data Base Progress Report | December 2019<br>January 2020<br>March 2020<br>Every six months | Valid                                 |
| 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.   | This task was programmed to be finalized in 2021. Unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group. | NAM/CAR/CATC/WG Rapporteur               | Progress Reports<br>Feasibility Study   | By the end of each year until 2021                              | Valid                                 |
| 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:<br>a) implement the different tasks for follow-up and support as detailed in part five (5) of the DoI;<br>b) implement the necessary tasks in their work programme; and<br>c) inform the Directors of Civil Aviation of the progress of these tasks by the NACC/DCA/8 Meeting.  | This task was programmed to be finalized in 2020. Unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group. | CATCs signatories to the NAM/CAR/CATC/WG | Creation of the model<br>Application of the model<br>Follow-up report   | July 2019<br><br>In accordance with the approved work programme | Valid                                 |

| 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/5/1 | <b>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</b> | 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   | After the 2019 deadline, the DoI has been signed by the following entities:<br><ol style="list-style-type: none"> <li>1. Universidad Aeronáutica en Querétaro (UNAQ) of Mexico (August 2019)</li> <li>2. Universidad Nacional Pedro Henríquez Ureña (UNPHU) of Dominican Republic (September 2019)</li> <li>3. Cuerpo Especializado en Seguridad Aeroportuaria y de la Aviación Civil (CESAC) of Dominican Republic (May 2021)</li> <li>4. Embry-Riddle Aeronautical University of United States (September 2021)</li> <li>5. Universidad Nacional Autónoma de Honduras (UNAH) of Honduras (April 2022)</li> <li>6. Singapore Aviation Academy (CAAS) (August 2022)</li> <li>7. Universidad Autónoma de Centro América (UACA) of Costa Rica (September 2022)</li> </ol> | CATCs pending to sign                    | Updated signatures of DoI   | 15 June 2019                      | Completed                             |
| CATC/WG/C/5/2 | <b>AVAILABLE TRAINING COURSES</b>   | 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           | This task was programmed to be finalized in 2019. The Vice-Rapporteur did not obtain the required information and unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group.  | 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                      | Valid                                 |
| CATC/WG/C/5/3 | <b>LIST OF AVAILABLE TRAINING COURSES FOR THE NAM/CAR REGIONS</b>   | 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:<br><ol style="list-style-type: none"> <li>a) Barbados develop a "Training Needs" survey process for approval by the NAM/CAR/CATC/WG by 31 July 2019; and</li> <li>b) Jamaica combine all the courses available into a comprehensive list of available training courses for the NAM/CAR Regions by 9 August 2019.</li> </ol> | This task was programmed to be finalized in 2019. The Vice-Rapporteur did not obtain the required information and unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group.  | CATCs signatories to the NAM/CAR/CATC/WG | "Training Needs" survey process<br><br>List of available training courses for the NAM/CAR Regions                                       | 31 July 2019<br><br>9 August 2019 | Valid                                 |

| 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/<br>WG/C/<br>5/4        | APPROVAL OF THE UPDATED WORK PROGRAMME                       | <p>That, in order to update the Work Programme,</p> <p>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</p> <p>b) the NAM/CAR/CATC/WG submit the revised Work Programme for approval of the NACC/DCA/9 meeting.</p>   | <p>This task was programmed to be finalized in 2019. The Rapporteur did not obtain the required information and unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group.</p>  | 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           | Valid                                 |
|                              |  |  |   | CATCs signatories to the NAM/CAR/CATC/WG | Revised Work Programme  | NACC/DCA/9 meeting     |                                       |
| CATC/<br>WG/C/<br>5/5        | PERMANENT FOCAL POINTS FOR TRAINING-RELATED MATTERS          | <p>That, to facilitate the establishment of lines of communication for the treatment of training-related matters, each State:</p> <p>a) designate/maintain a focal point to ensure the continuous interaction with the NAM/CAR/CATC/WG for training-related matters; and</p> <p>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.</p>                 | <p>This task was programmed to be finalized in 2019. The Secretariat did not obtain the required information and unfortunately, it could not be completed due to the COVID-19 Pandemic. The NAM/CAR/CATC/WG/6 will have to analyse if this task will remain in the activities of the Group.</p>   | States<br><br>Secretariat                | List of Focal Points  | 20 July 2019           | Valid                                 |
| CATC/<br>WG/C/<br>5/6        | FUTURE MEETINGS OF THE NAM/CAR/CATC/WG                       | <p>That, regarding the convening of future meetings of the NAM/CAR/CATC/WG</p> <p>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</p> <p>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.</p> | <p>The COVID-19 Pandemic severely affected the regular programming of the Regional Office events. The directors meetings are normally held during the months of May or June each year. The NAM/CAR/CATC/WG/6 will have to analyse if it is possible to schedule the group meetings during the months of March or April starting on 2024 (considering the closeness of the dates).</p> | Secretariat                              | Planning improvement and result delivery for the Directors of Civil Aviation  | 2020                   | Valid                                 |
| CATC/<br>WG/D<br>/2021/<br>1 | ELECTION OF THE NAM/CAR/CATC/WG RAPPOREUR AND VICE-RAPPOREUR | <p>That, in observance of the Terms of Reference of the Group, and to allow the continuity of the coordinated activities of the Group:</p> <p>c) 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</p> <p>d) the Secretariat shall, by 10 December 2021, update the Group's website to reflect this election.</p>  | <p>Jamaica informed the Regional Office that Mrs. Coral McLaren was re-assigned within the Jamaica Civil Aviation Authority and that she could no longer continue with her duties as Vice-Rapporteur. As such, the NAM/CAR/CATC/WG/6 will have to have new elections to determine who will be the next Vice-Rapporteur.</p>   | Rapporteur                               | Rapporteur and Vice-Rapporteur elected  | 10 December 2021       | 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/<br>WG/D<br>/2021/<br>2 | NEXT STEPS OF THE<br>NAM/CAR/CATC/WG FOR 2022 | <p>That, in order to resume the activities of the Group:</p> <p>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;</p> <p>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:</p> <p>i. programmes and lists of courses with the greatest demand;</p> <p>ii. programmes and lists of courses with less demand;</p> <p>iii. current needs in terms of course development (e.g. course virtualization, course translation, etc.); and</p> <p>c) the Rapporteur will timely contact each Training Centre to guide and coordinate the provision of the information mentioned in item b).</p> | The Rapporteur and the Vice-Rapporteur worked on a work plan proposal and it will be presented during this Meeting | Rapporteur and Vice-Rapporteur | Draft a work plan for 2022 | 10 December 2021       | Valid                                 |

— END —