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WORKING PAPER

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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 7: NAM/CAT/CATC/WG Terms of Reference and Work Programme

**REVIEW OF THE NAM/CAT/CATC/WG WORK PROGRAMME, TERMS OF REFERENCE (ToRs)
AND POINTS OF CONTACT (PoC)**

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This Working Paper proposes the review of the contents of the Terms of Reference (ToRs), the Work Programme and the information of the Points-of-Contact (PoC) of the NAM/CAR/CATC/WG in face of the impact of the COVID-19 pandemic, proposing the necessary changes.	
Action:	Suggested action presented in Section 3
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• 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• Final Report of the Ninth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/09), Port-of-Spain, Trinidad and Tobago, 25 to 27 June 2019

1. Introduction

1.1 The Terms of Reference (ToRs), Points of Contact (PoC) and Work Programme of the NAM/CAR/CATC/WG were updated by the Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5) and approved by the Ninth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/09).

2. Discussion

2.1 Considering the impact of the COVID-19 pandemic, the NAM/CAR/CATC/WG should review its Terms of Reference (ToRs) (**Appendix A**), determining whether they remain valid and consistent with the current stage of civil aviation recovery in the NAM/CAR Regions.

2.2 In addition, the Meeting should discuss the NAM/CAR/CATC/WG Work Plan referred to in the Decision CATC/WG/VM/2021/1 (see the Appendix to WP/02 of this Meeting). The Work Plan (as approved during the last meeting of the group) is attached as **Appendix B**. The Meeting has the task to update this work plan to consider the evolution in the provision of training derived from the lessons learned during the COVID-19 pandemic.

2.3 Likewise, in order to guarantee a better communication and coordination between Training Centres, the Meeting should review the information of their Points of Contact (PoC) (**Appendix C**), promoting the necessary updates.

2.4 In case there are any significant changes to the ToRs and the Work Plan shall be presented to the Eleventh Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/11) for approval, while the updated information of the PoCs shall be uploaded by the Secretariat on the NAM/CAR/CATC/WG webpage: <https://www.icao.int/NACC/Pages/nacc-regionalgroups-training.aspx>.

3. Suggested Action

3.1 The Meeting is invited to:

- a) review and update the Terms of Reference (ToRs) contained in Appendix A, submitting any significant changes to the NACC/DCA/11;
- b) update and discuss the NAM/CAR/CATC/WG Work Plan (Appendix B) to determine the next steps of this Working Group, submitting any significant changes to the NACC/DCA/11;
- b) update the information of the Points of Contact (PoC) of the NAM/CAR/CATC/WG contained in Appendix C to this paper; and
- b) recommend other actions as deemed necessary during the Meeting.

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

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1. Background

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).

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.

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, 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”).

3. Reach

- 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.

- 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).
- 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.
- d) Become an entity for technical, administrative and management coordination for the sustained development of opportunities of the CATCs in the NAM/CAR Regions.
- e) Encourage the exchange of information, best practices and standardization among CATCs 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. Responsibilities

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

- 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;
- 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.

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 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) The duties of the NAM/CAR/CATC/WG Rapporteur/Coordinator are the following:
 - i. Chair the NAM/CAR/CATC/WG meetings;
 - ii. Coordinate fulfillment of tasks and the work programme;
 - 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. Maintain close coordination with the Secretariat for development of meeting agendas and planning;
 - v. Inform the NAM/CAR Directors of Civil Aviation meetings on the NAM/CAR/CATC/WG meeting results; and
 - vi. Represent the NAM/CAR/CATC/WG in the coordination related with other international instances linked to aeronautical training.
- 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).
- f) The Secretariat will be provided by the ICAO NACC Regional Office.

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**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP
NAM/CAR/CATC/WG
WORK PROGRAMME**

No.	Activity	Responsible	Deliverable or Status	Date
1.	Objective	Strengthen the organization and work of the NAM/CAR/CATC/WG		
1.1	Formulate an annex model for the effective implementation of the Declaration of Intent (DoI)			
1.1.1	Preparation of a standardized annex model proposal	ICCAE	Annex model	July 2019
1.1.2	Review and dispatch of comments to the annex model	NAM/CAR/CATC/WG		August 2019
1.1.3	Discussion and approval of the final version of the annex model	NAM/CAR/CATC/WG		September 2019
1.2	Establishment of a coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG		Coordination and follow-up documents	October 2019
1.2.1	Agreement for the criteria to prepare a coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG	Coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	July 2019
1.2.2	Preparation of proposals for the coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	ICCAE		August 2019
1.2.3	Review and dispatch of comments for the coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG		September 2019
1.2.4	Discussion and approval of the final version of the coordination and follow-up mechanism of the work of the NAM/CAR/CATC/WG	NAM/CAR/CATC/WG		October 2019
1.3	Implementation of a strategy to broaden the participation of more training institutions in the NAM/CAR/CATC/WG		Strategy proposal	January 2019
1.3.1	Information of interesting global and regional (NAM/CAR) aviation training trends	ICAO NACC	Current trends reports	Annually in December
1.3.2	Analysis of information on the interesting global and regional (NAM/CAR) aviation training trends	NAM/CAR/CATC/WG	Yearly analysis reports	Annually in January
1.3.3	Determination of main strategic proposals for training initiatives on a NACC Regional Platform	NAM/CAR/CATC/WG	Plan of strategic proposals	Annually in January
1.4	Implementation of a strategy for the strengthening of the NAM/CAR/CATC/WG work projection.			
1.4.1	Preparation of strategy proposals for the strengthening of the NAM/CAR/CATC/WG work projection.	Universidad Aeronáutica en Querétaro (UNAQ)	Projection / Communication plan	August 2019
1.4.2	Review and dispatch of comments of the strategy for the strengthening of the NAM/CAR/CATC/WG work projection.	NAM/CAR/CATC/WG		September 2019
1.4.3	Discussion and approval of the final version of the strategy for the strengthening of the NAM/CAR/CATC/WG work projection.	NAM/CAR/CATC/WG		October 2019

No.	Activity	Responsible	Deliverable or Status	Date
2.	Objective	Determine the current and future aeronautical training demand		
2.1.1	Criteria agreement to establish the systemic determination mechanism for short, medium and long term training demand.	NAM/CAR/CATC/WG	Demand determination mechanism	July 2019
2.1.2	Preparation of proposals to establish the systemic determination mechanism for short, medium and long term training demand.	---		Agosto 2019
2.1.3	Review and dispatch of comments to the systemic determination mechanism for short, medium and long term training demand.	NAM/CAR/CATC/WG		September 2019
2.1.4	Discussion and approval of the final version of the systemic determination mechanism for short, medium and long term training demand.	---		October 2019
2.1.5	Implementation of the systemic determination mechanism for short, medium and long term training demand.	NAM/CAR/CATC/WG ICAO/NACC	Annual demand reports	Annually in November-December
3.	Objective	Define the aeronautical training offer on a regional/international basis		
3.1	Criteria agreement to establish the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG	Offer determination mechanism.	August 2019
3.2	Preparation of proposals to establish the systemic determination mechanism for short, medium and long term training offer.	---		September 2019
3.3	Review and dispatch of comments to the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG		October 2019
3.4	Discussion and approval of the final version of the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG		November 2019
3.5	Implementation of the systemic determination mechanism for short, medium and long term training offer.	NAM/CAR/CATC/WG ICAO/NACC	Annual offer reports	Annually in December

No.	Activity	Responsible	Deliverable or Status	Date
4.	Objective	<i>Determine the gap between current and future training demand and offer</i>		
4.1	Analysis of current demand that is not being covered by the CATCs	NAM/CAR/CATC/WG ICAO/NACC		
4.1.1	Definition of courses whose demand has not been covered, susceptible to be provided under a regional/international platform.	NAM/CAR/CATC/WG ICAO/NACC	Report of courses whose demand has not been covered, susceptible to be provided under a regional/international platform	Annually in February
4.1.2	Establishment of the priority to develop courses whose demand has not been covered in function of the capacities of the CATCs	NAM/CAR/CATC/WG	Implementation plan of priority courses.	Annually from March to December
5.	Objective	<i>Establish a plan to meet the current and future training needs based on a regional/international approach</i>		
5.1	Analysis of future demand unforeseen by the CATCs	NAM/CAR/CATC/WG ICAO NACC	Gap analysis report of uncovered future demand	Annually in March
5.2	Definition of courses of future demand unforeseen by the CATCs, susceptible of being provided under a regional/international platform.	NAM/CAR/CATC/WG ICAO NACC	Report of future demand unforeseen by the CATCs, under a regional/international platform.	Annually in April
5.3	Establishment of priorities for the design of new courses to meet future demand in function of capacity and CATC development plans.	NAM/CAR/CATC/WG	Priority courses implementation plan	Annually from May to December
6.	Objective	<i>Development of a 2020-2022 NAM/CAR/CATC/WG International Training Plan</i>		
6.1	Determination of the demand for standardized courses which are susceptible to be implemented on an international platform.	NAM/CAR/CATC/WG ICAO/NACC	Demand report on standardized courses	Annually in October
6.2	Preparation of annual international course plans (standardized) in function of CATC capacities.	NAM/CAR/CATC/WG	Course annual plans	Annually in December
6.3	Implementation of annual international course plans (standardized) in function of CATC capacities.	NAM/CAR/CATC/WG	Course programming	Annually from January to December

No.	Activity	Responsible	Deliverable or Status	Date
7.	Objective	<i>Promote the effective collaboration and coordination between the NAM/CAR/CATC/WG and other related instances</i>		
7.1	Determine cooperation initiatives: bench-marking, exchange of experiences, joint actions, capacity complementarity.	ICAO NACC	Cooperation and collaboration initiative plans	Permanent: 2020-2022
7.2	Establishment of permanent interaction mechanisms with the TRAINAIR Plus Office (ICAO GAT Office)	NAM/CAR/CATC/WG ICAO NACC		
7.3	Participation and feedback programme of members of the NAM/CAR/CATC/WG at international aeronautical training events	NAM/CAR/CATC/WG ICAO NACC		
7.4	Carry out joint initiatives to generate synergies, transfer of knowledge and development of aeronautical training capacities with organizations within the aeronautical industry.	NAM/CAR/CATC/WG ICAO NACC		

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APPENDIX C

**NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP
(NAM/CAR/CATC/WG)
MEMBERSHIP**

All NAM/CAR Training Centres and ICAO member States and Territories to which the ICAO NACC Regional Office is accredited and international organizations can be members of the NAM/CAR/CATC/WG.

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