



ICAO

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

Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting

NAM/CAR/CATC/WG/7

Final Report

ICAO NACC Regional Office, Mexico City, Mexico,
19 to 21 June 2023

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HISTORICAL

ii.1 Place and Date of the Meeting

The Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/7) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 19 to 21 June 2023.

ii.2 Opening Ceremony

Mr. Fernando Camargo, Regional Officer, Technical Assistance 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/7 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.

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 previous Meetings

Agenda Item 3: Exchange of Training Information among Training Centres Task Force Work Plan

Agenda Item 4: Design of Contingency Measures Task Force Work Plan

Agenda Item 5: Other Business

ii.7 Attendance

The Meeting was attended by 8 States from the North American and Caribbean Regions (NAM/CAR), 1 State from the Asia Pacific (APAC) Region, and 1 International Organization, totalling 19 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

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ii.9 List of Working Papers

WORKING PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule	26/05/23	Secretariat
WP/02	2	Status of Outstanding Conclusions and Decisions	05/06/23	Secretariat
WP/03	3	Exchange of Training Information among Training Centres Task Force	05/06/23	Rapporteur
WP/04	4	Design of Contingency Measures Task Force Work Plan	05/06/23	Rapporteur

Refer to the Meeting web page:

<https://www.icao.int/NACC/Pages/meetings-2023-catcw7.aspx>

LIST OF PARTICIPANTS

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3. Juan Francisco Alfonso Doval
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14. Sim Mong Kai
15. Deepak S Warriier

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17. Deborah Stephenson
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NAM/CAR/CATC/WG/7
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iv – 2

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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. The Meeting approved the agenda with minor changes as presented in the historical section of this report.

Agenda Item 2: Follow-up on Valid Conclusions and Decisions from previous Meetings

2.1 The Secretariat presented WP/02, guiding the Meeting to discuss the open items from the NAM/CAR/CATC/WG/6 Meeting.

2.2 The Secretariat commented that the Decisions related to the activities of the Task Forces (D6/1, D6/2 and D6/4) are still valid, while the Conclusion C/3 related to the amendment of the Terms of Reference (ToR) is completed.

2.3 As a result of the revision of previous conclusions and decisions made under this Agenda Item, the Meeting established their status as shown in the Appendix to WP/02.

Agenda Item 3: Exchange of Training Information among Training Centres Task Force Work Plan

- *Training offer by the Civil Aviation Training Centres*
- *Identification of training needs of States and industry*
- *Update procedure of information posted on the NAM/CAR/CATC/WG website*

3.1 Under this Agenda item, the Coordinator of the Exchange of Training Information among Training Centres Task Force (TF) Work Plan presented a draft proposal for the work plan of the TF (**Appendix A**).

3.2 The Work Plan proposal includes carrying out a gap analysis of the training needs of the States in relation to the existing training offer, in order to base the issuance of recommendations with a view to satisfying the training needs in the NAM/CAR Regions. To this end, the group proposes carrying out a survey with the States, in order to collect relevant information regarding their training needs.

3.3 The Group agreed on the need for each State to designate a focal point to respond to the survey, as several of the States have more than one authority acting in civil aviation, which will require internal coordination to collect information for the survey.

3.4 In addition, the Group developed a template to collect the existing training offer in the NAM/CAR Regions (**Appendix B**). This information, once collected, will be used for the aforementioned gap analysis and will be made available through the ICAO NACC Regional Office website.

3.5 As a result of the discussions, the NAM/CAR/CATC/WG agreed on the following Draft Conclusion:

DRAFT CONCLUSION NAM/CAR/CATC/WG/7/1		EXCHANGE OF TRAINING INFORMATION AMONG TRAINING CENTRES TASK FORCE WORK PLAN PROPOSAL	
What: That, in order to ensure the exchange of training information among the States and foster the appropriate development of training to support the needs in the NAM/CAR Regions, the States: a) designate a focal point to interact with the NAM/CAR/CATC/WG regarding the provision of information on training needs in all areas that make up the State's civil aviation system (including those eventually under the management of other authorities) by 28 July 2023 ; b) respond to the training needs survey within 2 weeks of receiving it ; and c) approve the Work Plan proposed by the Exchange of Training Information among Training Centres Task Force.		Expected impact: <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical	
Why: To guide the NAM/CAR/CATC/WG's activities in search of a more synergistic and efficient action			
When: By 28 July 2023, and NACC/DCA/11		Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed	
Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:		NAM/CAR Training Centres and NAM/CAR/CATC/WG	

Agenda Item 4: Design of Contingency Measures Task Force Work Plan

- *Collection format of lessons learned by the Civil Aviation Instruction Organisations (CAIOs) during the pandemic*
- *Essential resources for the CAIOs to implement a Contingency Plan*
 - *Recommended contingency measures*
 - *Collection format of available resources information by the CAIOs that could be shared during a crisis*

4.1 Under this Agenda item, the Coordinator of the Design of Contingency Measures Task Force presented a draft proposal for the work plan of the Task Force (**Appendix C**).

4.2 The work plan encompasses the collection, analyses and sharing of information regarding the available resources (facilities, technological resources and human talent) within the existing training organizations in the NAM/CAR Regions, so that contingency measures can be designed to ensure the continuity of critical training services. The goal is that civil aviation training organizations have a reference framework for the design of contingency plans for their respective organizations.

4.3 In order to make the execution of the plan feasible, a contact list of training centres operating in the NAM/CAR Regions will be drawn up, from whom information regarding existing resources will be requested. In addition, the Group also developed a template to guide the collection of such information (**Appendix D**).

4.4 A comprehensive report will be submitted by the Task Force to the NAM/CAR/CATC/WG with detailed information on the contingency measures designed, available resources and other recommendations.

4.5 The Task Force will follow-up, through virtual meetings, on the implementation of the contingency plans in civil aviation training organizations, reporting the results to the NAM/CAR/CATC/WG.

4.6 As a result of the discussions, the NAM/CAR/CATC/WG agreed on the following Draft Conclusion:

DRAFT CONCLUSION NAM/CAR/CATC/WG/7/2		DESIGN OF CONTINGENCY MEASURES TASK FORCE WORK PLAN PROPOSAL	
What: That, in order to ensure the continuity of critical training services in the NAM/CAR Regions in case of unforeseen severe (crisis) situations, the States: a) provide the NAM/CAR/CATC/WG with information on the available resources (facilities, technological resources and human talent) in their training organizations by 18 August 2023 ; and b) Approve the Work Plan proposed by the Design of Contingency Measures Task Force.		Expected impact: <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical	
Why: To support States in the NAM/CAR Regions in developing contingency plans for their training organizations.			
When: by 18 August 2023 and NACC/DCA/11		Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed	
Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:		NAM/CAR Training Centres and NAM/CAR/CATC/WG	

Agenda Item 5: Other Business

Confirmation of active members of the Working Group

5.1 The Secretariat commented that the strength of the NAM/CAR/CATC/WG lies in the exchange of knowledge and experiences and that, over the years, some of the training organizations listed as members have not participated in the Group's activities.

5.2 Therefore, considering that interaction is fundamental in the search for synergy in favour of training activity, the Secretariat suggested that States that have institutions that appear as members of the NAM/CAR/CATC/WG be urged to reaffirm their interest in continuing as members and their commitment in supporting the effective participation in the Group's activities.

5.3 As a consequence, the Meeting agreed on the following Draft Conclusions:

DRAFT CONCLUSION	
NAM/CAR/CATC/WG/7/3	CONFIRMATION OF MEMBERSHIP AND COMMITMENT IN PARTICIPATING IN THE GROUP'S ACTIVITIES
<p>What:</p> <p>That, to ensure effective participation in the activities of the NAM/CAR/CATC/WG, States that have training organizations that appear as members of the Working Group reaffirm the interest of such organizations in continuing as members and the commitment in supporting their effective participation in the Group's activities by 28 July 2023.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>To foster the exchange of knowledge and experiences in benefit of training development in the NAM/CAR Regions.</p>	
<p>When: By 28 July 2023</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>COCESNA</p>

DRAFT CONCLUSION	
NAM/CAR/CATC/WG/7/4	INVITATION TO THE STATES FOR THE ADMISSION OF NEW MEMBERS TO THE GROUP
What: That, to ensure effective participation in the activities of the NAM/CAR/CATC/WG, States that do not have training organizations as members of the Working Group consider having their training organizations join the NAM/CAR/CATC/WG by 28 July 2023 .	Expected impact: <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why: To foster the exchange of knowledge and experiences in benefit of training development in the NAM/CAR Region	
When: By 28 July 2023	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	COCESNA

Additional NAM/CAR/CATC/WG Meeting in 2023

5.4 The Rapporteur presented a proposal for the NAM/CAR/CATC/WG to hold an extraordinary meeting in 2023, to consolidate all the inputs to be received as a result of the NAM/CAR/CATC/WG/7 Meeting.

5.5 As a consequence, the Meeting agreed on the following DRAFT CONCLUSION:

DRAFT CONCLUSION	
NAM/CAR/CATC/WG/7/5	EXTRAORDINARY MEETING OF THE NAM/CAR/CATC/WG
What: That, to allow the consolidation of all the inputs to be received as a result of the NAM/CAR/CATC/WG/7 Meeting, States/Organizations approve, by 28 July 2023 , the holding of an extraordinary meeting of the Group in the last quarter of 2023.	Expected impact: <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why: To allow for the effective implementation of the activities established under the work plans of the Task Forces	
When: By 28 July 2023	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	COCESNA and Universities

Next Meeting Venue and Dates

5.6 The Meeting discussed the dates of the NAM/CAR/CATC/WG/8 Meeting, the Secretariat reminding everyone that it was agreed that NAM/CAR/CATC/WG meetings should, whenever possible, be scheduled for a period of 2 to 3 months prior to the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA).

5.7 Therefore, assuming that the NACC/DCA/12 will be held in June 2024, it was agreed that the NAM/CAR/CATC/WG/8 Meeting should be tentatively scheduled for the period from 12 to 14 March 2024.

**APPENDIX D
 TEMPLATE TO COLLECT INFORMATION ON EXISTING RESOURCES**

Civil Aviation Training Organizations Resources Template			
Available resources			
Organization's name / State			
Point of contact (PoC) (name and e-mail):			
Facilities	Quantity	Capacity	Description
Classrooms			
Labs			
Simulators			
Workshops			
Auditoriums / meeting rooms			
Technological			
Virtual learning environment (Moodle)			
Online library			
Virtual communication channels (virtual meetings)			
Human talent			
Teachers / instructors			
Validators			
Developers			
Experts and consultants			