



ICAO

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

WORKING PAPER

NAM/CAR/CATC/WG/7 — WP/03

05/06/23

Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/7)

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

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

EXCHANGE OF TRAINING INFORMATION AMONG TRAINING CENTRES TASK FORCE

(Presented by the Task Force Rapporteur)

EXECUTIVE SUMMARY	
The purpose of this working paper is to present a work plan for approval by the region's Directors General at the next DCA's meeting. The work plan as designed by the Task Force is to embark on a study to determine regional training needs, determine how best training information can be exchanged among Regional Training Centres and determine how best these Regional Training Centres can work together to maximise efficiency, and ensure collective sustainability.	
Action:	To be finalised by the NAM/CAR/CATC/WG7 meeting for forwarding to the NACC/DCA/11 DCAs meeting in Havana, Cuba 28 to 30 June 2023, for their approval to operationalise.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency

1. Introduction

1.1 At the ICAO NAM/CAR/CATC/WG/6 meeting of 22 to 24 November 2022, the Working Group decided on the creation of Task Forces to work on items of importance.

1.2 An "Exchange of Training Information Among Training Centres" Task Force was formed with the goal of enhancing sustainable training provision and continuous regional collaboration and support on training.

- 1.3 The Task Force was assigned responsibility to provide the following:
- 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) determination 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.

- 1.4 The task force comprised the following members:
- 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).

1.4.1 Trinidad and Tobago was elected as Task Force Rapporteur

2. Discussion

2.1 Task force meetings were held virtually.

2.2 In consultation with the NAM/CAR/CATC/WG Rapporteur, it was decided to draft a work plan for approval by the next regional DCAs meeting for operationalisation of the Task Force's responsibilities.

2.3 The work plan was drafted, discussed, amended and agreed upon by the Task Force, and is attached as Appendix 1 to this Working Paper.

3. Conclusion

3.1 The work plan is submitted for the approval of NAM/CAR/CATC/WG/7 for onward submission to NACC/DCA/11 for their approval to operationalise the work plan.

4. Recommendation

4.1 The Task Force recommends that the NAM/CAR/CATC/WG/7 meeting of 19 to 21 June 2023 in Mexico City, Mexico, approve the work plan attached as **Appendix** for its forwarding to the NACC/DCA/11 meeting of 28 to 30 June 2023 for their approval for the Task Force to operationalise.

APPENDIX

WORK PLAN FOR OPERATIONALISATION OF TASK FORCE RESPONSIBILITIES

TASK	RESPONSIBILITY	BUDGET	PROGRESS	START	END
Phase 1					
Compilation of regional and international distribution list				1-May-23	18-Jun-23
Approval of distribution list NAM/CAR/CATC/WG/7				19-Jun-23	21-Jun-23
Approval of Proposal by NACC/DCA/11				28-Jun-23	30-Jun-23
Creation of survey instrument for regional Training Centres				3-Jul-23	9-Jul-23
Collation and analysis of survey results, production of report				10-Jul-23	4-Aug-23
Production of report/recommendations on responsibilities b) and c)				5-Aug-23	18-Aug-23
Implementation of Task Force responsibilities b) and c)				19-Aug-23	15-Sep-23
Creation of survey instrument for regional/international stakeholders				19-Aug-23	27-Aug-23
Distribution of survey instrument to regional/international stakeholders				28-Aug-23	6-Oct-23
Collation and analysis of survey results				7-Oct-23	29-Oct-23
Conduct of stakeholder engagements				30-Oct-23	17-Nov-23
Prouction and submission of stakeholder survey report				18-Nov-23	24-Nov-23
Phase 3					
Task Force Virtual Meetings with ICAO				27-Nov-23	8-Dec-23
Final Report and recommendations on the 5 task force items				9-Dec-23	22-Dec-23
Implementation of Task Force recommendations				2-Jan-24	TBD

The full GANTT Chart of the work plan is attached on the following page.

NAM/CAR/CATC/WG Task Force - Exchange of Training Information among Training Centres Project Schedule

