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WORKING PAPER

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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 4: Design of Contingency Measures Task Force Work Plan

DESIGN OF CONTINGENCY MEASURES TASK FORCE WORK PLAN

(Presented by the Task Force Rapporteur)

EXECUTIVE SUMMARY	
<p>It is necessary that the Civil Aviation Training Centers of the NAM/CAR regions have a contingency plan to ensure the continuity of critical training services and the validity of the competencies of professionals involved in civil aviation.</p> <p>NAM/CAR/CATC/WG, welcoming the conclusion NACC/DCA/10/2 of the Tenth Meeting of Civil Aviation Directors of North America, Central America and the Caribbean (NACC/DCA/10), created a task force for the design of contingency measures, with the aim of improving the performance of the Training Centers in the NAM/CAR Regions, learning from the effects resulting from COVID-19 pandemic and for the sustainability of instructional services.</p>	
Action:	<p>NAM/CAR/CATC/WG is requested to review and approve the work plan of the contingency design group.</p> <p>After approval by NAM/CAR/CATC/WG, the Secretariat is requested to submit it as part of the work plan to be proposed at NACC/DCA/11, for approval.</p>
Strategic Objectives:	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
References:	<ul style="list-style-type: none">• NAM/CAR/CATC/WG/6 — NE/04 Contingency in Aviation Training.• Final Report Sixth Meeting of the NAM/CAR Working Group of Civil Aviation Training Centres NAM/CAR/CATC/WG/6.• Final Report of the Tenth Meeting of Civil Aviation Directors of North, Central America and the Caribbean (NACC/DCA/10).

1. Introduction

1.1 Faced with the crisis generated by the COVID-19 pandemic, the operational impact of certain contingency situations or disruptive events that affect the installed capacity of each civil aviation training centre and the need to implement collaborative work/support tools to guarantee the continuity of critical training services in the region was taken up.

1.2 As part of the conclusions of the Tenth Meeting of Civil Aviation Directors of North, Central America and the Caribbean (NACC/DCA/10), the directors of civil aviation considered that NAM/CAR/CATC/WG should create contingency measures to allow CIACs to anticipate any long-term suspension of their critical services, focusing efforts on ensuring the continuity of training and the validity of the competencies of professionals involved in civil aviation.

1.3 The NAM/CAR/CATC/WG group welcomed the conclusions and recommendations of NACC/DCA/10, specifically conclusion NACC/DCA/10/2, and recognized that the design of contingency measures for training centres is required, with the aim of avoiding long-term suspensions of training services, which are part of a business continuity plan in times of crisis.

1.4 For the implementation of these measures, the collaboration of all members of the NAM/CAR/CATC/WG group, as well as the civil aviation authorities that support the civil aviation training centres of the NAM/CAR region, is necessary, taking into account that contingency plans require the allocation/availability of an appropriate level of resources that allow the continuity of aeronautical training.

2. General description

2.1 At the Sixth Meeting of the NAM/CAR Working Group of Civil Aviation Training Centres (NAM/CAR/CATC/WG/6), the task force for the design of contingency measures was created, whose purpose is to improve the performance of the Training Centres in the NAM/CAR Regions, learning from the effects resulting from the COVID-19 pandemic and for the sustainability of training services.

2.2 This group has the following responsibilities to submit to NAM/CAR/CATC/WG:

- a) a template to be used in the collection of the lessons learned by the OCACs during the fight against the COVID-19 pandemic; and
- b) a list of the essential aspects to be considered by the OCACs in the development of their contingency plans.

- 2.2.1 Taking into account the list mentioned in b) above, the NAM/CAR/CATC/WG shall:
- a) design contingency measures to their organizations; and
 - b) inform the NAM/CAR/CATC/WG of the resources of any nature (i.e. physical, instructional, etc.) that may be made available by them to support another member during a crisis.
- 2.3 As the working methods, this group shall:
- a) present the information mentioned in paragraph 2.2, to the NAM/CAR/CATC/WG and maintain close coordination among its membership to optimize use of available resources and experience;
 - b) coordinate tasks to maximize efficiency and reduce costs via electronic means including emails and teleconference calls, and convene meetings as necessary; and
 - c) report on and coordinate the progress of assigned tasks to the NAM/CAR/CATC/WG.
- 2.4 In order to carry out the corresponding surveys and reviews, a draft working plan of the Design of Contingency Measures Task Force has been prepared and is available when entering the following link: [Draft Working Plan of the Design of Contingency Measures Task Force](#).

3. Conclusions

- 3.1 NAM/CAR/CATC/WG is requested to review and approve the work plan of the contingency design group.
- 3.2 After approval by NAM/CAR/CATC/WG, the Secretariat is requested to submit it as part of the work plan to be proposed at NACC/DCA/11, for approval.