



ICAO

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

WORKING PAPER

NACC/DCA/11 — WP/51  
23/06/23

**Eleventh North American, Central American and Caribbean Directors of Civil Aviation Meeting  
(NACC/DCA/11)**

Varadero, Cuba, 28-30 June 2023

**Agenda Item 4: NAM/CAR Regional Safety/Air Navigation Implementation**

**4.1 Safety Implementation Matters**

**4.2 Air Navigation Implementation Matters**

**REPORT OF THE SEVENTH NAM/CAR CIVIL AVIATION TRAINING CENTRES WORKING GROUP MEETING  
(NAM/CAR/CATC/WG/7)**

(Presented by the Secretariat)

<b>EXECUTIVE SUMMARY</b>	
This paper shows the progress and achievements of the Working Group of Civil Aviation Instruction Centres (NAM/CAR/CATC/WG) in the framework of developing of regional collaboration on instruction.	
<b>Action:</b>	Under Section 4.
<b>Strategic Objectives:</b>	<ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Security &amp; Facilitation</li></ul>
<b>References:</b>	<ul style="list-style-type: none"><li>• Report of the 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</li><li>• Report of the 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</li></ul>

**1. Introduction**

1.1 The essential purpose of the NAM/CAR Working Group of the Civil Aviation Instruction Centres 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 entities in charge of providing civil aviation training, through the impulse of exchanging experiences among its members as well as other sector organizations.

1.2 The Group meets at least once a year, whenever possible two to three months in advance of the North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA). Since the Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/10), the Group held its Sixth and Seventh meetings.

## **2. Discussion**

2.1 The Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 22 to 24 November 2022.

2.2 As a result of the discussions held during the NAM/CAR/CATC/WG/6, an Exchange of Training Information among Training Centres Task Force was formed as a means to pave the way to the development of an improved scheme of interaction between training centres. In addition, the Design of Contingency Measures Task Force was created in order to enhance the performance of the Training Centres in the NAM/CAR Regions, learning from the COVID-19 Pandemic affectations and for the sustainability of the training services.

2.3 The Final Report of the NAM/CAR/CATC/WG/6 was sent to States through State Letter Ref. NT-NS2-21 — E.OSG-NACC96409, dated 24 February 2023, with a deadline for comments/approval by 10 March 2023.

2.4 The Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/7) was held at the ICAO NACC Regional Office facilities located in Mexico City, Mexico, from 19 to 21 June 2023; in the framework of monitoring the activities of this group, associated with the agreements and conclusions of the North American, Central American and Caribbean Directors of Civil Aviation Meetings (NACC/DCA).

2.5 During the inaugural ceremony, the importance of the work of the NAM/CAR/CATC/WG for the coordinated development of instruction in the NAM/CAR Regions was mentioned; also, it was emphasized that instruction is fundamental for operational safety and efficiency.

2.6 The NAM/CAR/CATC/WG/7 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 included in the meeting report.

2.7 The meeting focused its discussions on topics related to the work of the two Task Forces created at the NAM/CAR/CATC/WG/6 Meeting, to address the Decisions NAM/CAR/CATC/WG/6/1, NAM/CAR/CATC/WG/6/3, and NAM/CAR/CATC/WG/6/4.

2.8 The proposal presented by the Coordinator of the Exchange of Training Information among Training Centres Task Force 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 proposed carrying out a survey with the States, in order to collect relevant information regarding their training needs and also agreed on the need for each State to designate a focal point to respond to the survey.

2.9 The proposal presented by the Coordinator of the Design of Contingency Measures Task Force 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.

### **3. Other Business**

3.1 The Meeting discussed the lack of participation from some members and agreed that States that have training organizations that appear as members of the Working Group should reaffirm both the interest of such organizations in continuing as members and the commitment in supporting their effective participation in the Group's activities.

3.2 In addition, 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, to be held in the fourth quarter.

3.3 The Final Report of the NAM/CAR/CATC/WG/7 Meeting is presented in the **Appendix**.

### **4. Suggested Action**

4.1 The Meeting is invited to:

- a) take note of the progress and work agreements of the NAM/CAR/CATC/WG and approve the Final Report contained in the Appendix to this working paper;
- b) take any other action deemed appropriate.

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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**

### **Draft 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>

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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.

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**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:

<b>DRAFT CONCLUSION</b>	
<b>NAM/CAR/CATC/WG/7/1</b>	<b>EXCHANGE OF TRAINING INFORMATION AMONG TRAINING CENTRES TASK FORCE WORK PLAN PROPOSAL</b>
<p><b>What:</b></p> <p>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:</p> <p>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 <b>28 July 2023</b>;</p> <p>b) respond to the training needs survey <b>within 2 weeks of receiving it</b>; and</p> <p>c) approve the Work Plan proposed by the Exchange of Training Information among Training Centres Task Force.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input checked="" 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 guide the NAM/CAR/CATC/WG's activities in search of a more synergistic and efficient action</p>	
<p><b>When:</b> By 28 July 2023, and 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 Training Centres and          NAM/CAR/CATC/WG</p>

**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:

<b>DRAFT CONCLUSION</b> <b>NAM/CAR/CATC/WG/7/2</b>		<b>DESIGN OF CONTINGENCY MEASURES TASK FORCE WORK PLAN PROPOSAL</b>	
<b>What:</b> 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 <b>18 August 2023</b> ; and b) Approve the Work Plan proposed by the Design of Contingency Measures Task Force.		<b>Expected impact:</b> <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	
<b>Why:</b> To support States in the NAM/CAR Regions in developing contingency plans for their training organizations.			
<b>When:</b> by <b>18 August 2023</b> and NACC/DCA/11		<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed	
<b>Who:</b> <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:

<b>DRAFT CONCLUSION</b>	
<b>NAM/CAR/CATC/WG/7/3</b>	<b>CONFIRMATION OF MEMBERSHIP AND COMMITMENT IN PARTICIPATING IN THE GROUP'S ACTIVITIES</b>
<p><b>What:</b></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 <b>28 July 2023</b>.</p>	<p><b>Expected impact:</b></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><b>Why:</b></p> <p>To foster the exchange of knowledge and experiences in benefit of training development in the NAM/CAR Regions.</p>	
<p><b>When:</b> By 28 July 2023</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 checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	COCESNA

<b>DRAFT CONCLUSION</b>	
<b>NAM/CAR/CATC/WG/7/4</b>	<b>INVITATION TO THE STATES FOR THE ADMISSION OF NEW MEMBERS TO THE GROUP</b>
<b>What:</b> 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 <b>28 July 2023</b> .	<b>Expected impact:</b> <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
<b>Why:</b> To foster the exchange of knowledge and experiences in benefit of training development in the NAM/CAR Region	
<b>When:</b> By 28 July 2023	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <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:

<b>DRAFT CONCLUSION</b>	
<b>NAM/CAR/CATC/WG/7/5</b>	<b>EXTRAORDINARY MEETING OF THE NAM/CAR/CATC/WG</b>
<b>What:</b> 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 <b>28 July 2023</b> , the holding of an extraordinary meeting of the Group in the last quarter of 2023.	<b>Expected impact:</b> <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
<b>Why:</b> To allow for the effective implementation of the activities established under the work plans of the Task Forces	
<b>When:</b> By 28 July 2023	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <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**

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