



ICAO

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

# **Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators**

**(NCMC/6)**

**Draft Report**

Mexico City, Mexico, 14 – 15 December 2023

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.



**List of Contents**

<b>Contents</b>	<b>Page</b>
<b>Index</b> .....	i-1
<b>Historical</b> .....	ii-1
<b>ii.1</b> Place and Date of the Meeting .....	ii-1
<b>ii.2</b> Opening Ceremony .....	ii-1
<b>ii.3</b> Officers of the Meeting.....	ii-1
<b>ii.4</b> Working Languages.....	ii-1
<b>ii.5</b> Schedule and Working Arrangements.....	ii-1
<b>ii.6</b> Agenda .....	ii-2
<b>ii.7</b> Attendance .....	ii-2
<b>ii.8</b> Draft Conclusions and Decisions.....	ii-2
<b>ii.9</b> List of Working and Information Papers and Presentations.....	ii-3
<b>List of Participants</b> .....	iii-1
Contact Information .....	iv-1
<b>Agenda Item 1</b> .....	1-1
<i><b>Adoption of the Provisional Agenda and Schedule</b></i>	
<b>Agenda Item 2</b> .....	2-1
<i><b>Discussion on the Results of the Surveys, Work Done and Scheduled for the Immediate Future</b></i>	
<b>Agenda Item 3</b> .....	3-1
<i><b>Presentation of the Update of Procedures of the Systemic Assistance Programme (SAP) of the NACC Regional Office</b></i>	
<b>Agenda Item 4</b> .....	4-1
<i><b>Progress of the State Safety Oversight System (SOS) Improvement Project</b></i>	
<b>Agenda Item 5</b> .....	5-1
<i><b>Presentation of the Methodology for Conducting Risk-Based Surveillance (Mexico)</b></i>	
<b>Agenda Item 6</b> .....	5-1
<i><b>Presentation of the 2024 Tentative Work Programme</b></i>	
<b>Agenda Item 7</b> .....	6-1
<i><b>Other Business</b></i>	

## **HISTORICAL**

### **ii.1 Place and Date of the Meeting**

The Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCMC/6) was held at the ICAO NACC Regional Office, Mexico City, Mexico, from 14 to 15 December 2023.

### **ii.2 Opening Ceremony**

Mr. Julio Siu, Deputy Regional Director of the ICAO Regional Office for North America, Central America and the Caribbean, provided the opening speech. Mr. Marcelo Orellana, Safety Implementation Regional Officer, welcomed the participants to the Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCMC/6) and officially opened the meeting.

### **ii.3 Officers of the Meeting**

The NCMC/6 Meeting was held with the participation of Mr. Mario Ardanza, Rapporteur of the Spanish speaking NCMC Working Group (WG). Mr. Ardanza led the plenary session of the meeting. Mr. Orellana acted as Secretary of the Meeting.

### **ii.4 Working Languages**

The working languages of the Meeting were English and Spanish. The working papers and information papers 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 9:00 to 15:00 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:            Discussion on the Results of the Surveys, Work Done and Scheduled for the Immediate Future**
- Agenda Item 3:            Presentation of the Update of Procedures of the Systemic Assistance Programme (SAP) of the NACC Regional Office**
- Agenda Item 4:            Progress of the State Safety Oversight System (SOS) Improvement Project**
- Agenda Item 5:            Presentation of the Methodology for Conducting Risk-Based Surveillance (Mexico)**
- Agenda Item 6:            Presentation of the 2024 Tentative Work Programme**
- Agenda Item 7:            Other Business**

**ii.7            Attendance**

The Meeting was attended by 18 States/Territories from the CAR Region, one International Organization, totalling 37 delegates as indicated in the list of participants.

**ii.8            Draft Conclusions**

ii.8.1            The Meeting recorded its activities as Draft Conclusions as follows:

**DRAFT**

**CONCLUSIONS:**            Suggested actions that require endorsement by the Directors of Civil Aviation of North America, Central America, and the Caribbean (NACC/DCA).

ii.8.2 List of Draft Conclusions

Number	Title	Page
6/1	<b>TASKS RESULTING OF THE NCMC/WG SURVEY</b>	2-1
6/2	<b>PROGRESS OF THE STATE SAFETY OVERSIGHT SYSTEM (SOS) IMPROVEMENT PROJECT</b>	4-1
6/3	<b>2024 NCMC/WG TENTATIVE WORK PROGRAMME</b>	6-1

ii.9 List of Working and Information Papers and Presentations

**WORKING PAPERS**

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule	12/12/23	Secretariat
WP/02	2	Methodology for Calculating the Number of Personnel Needed in the CAAs of the States in the NAM/CAR Regions	08/12/23	Secretariat
WP/03	2	Need for a Methodology for the Development of Training Programmes for the States in the NAM/CAR Regions	08/12/23	Secretariat
WP/04	2	Replication Proposal of the USOAP-CMA Workshop	08/12/23	Secretariat
WP/05	6	NCMC WG Work Programme Proposal	14/12/23	Secretariat

**INFORMATION PAPERS**

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations	25/01/24	Secretariat

**PRESENTATIONS**

Number	Agenda Item	Title	Presented by
1	5	Vigilancia basada en riesgo ( <i>available only in Spanish</i> )	Mexico
2	3	NACC Systemic Assistance Programme Updates	Secretariat
3	2	Survey Responses Conducted by the National Continuous Monitoring Coordinators (NCMC) Working Group (WG)	Secretariat

---

---

<b>PRESENTATIONS</b>			
<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Presented by</b>
4	4	Progress Achieved in the Safety Oversight System (SOS) Improvement Project	Secretariat
5	7	Flight Simulation Training Device (FSTD) Certification Guidance Document	Secretariat

---

---

**LIST OF PARTICIPANTS**

**ARUBA**

1. Anthony Kirchner
2. Corine M.C. Martis

**BAHAMAS**

3. Shemeka A. Forbes
4. Dana Knowles
5. Delvin Rudolph Major

**BARBADOS**

6. Gail Clarke

**BELIZE/BELICE**

7. Ronise Rosel Caliz
8. Imelda Carolina Bautista Guerra

**CANADA/CANADÁ**

9. Xavier Bourdouleix
10. John Velho
11. Andrew Larsen

**CAYMAN ISLANDS/ISLAS CAIMANES**

12. Robert Harris

**COSTA RICA**

13. Luis Diego García Palma
14. Víctor Zamora Vargas

**CUBA**

15. Mario Ardanza González

**CURAÇAO/CURAZAO**

16. Marisella M. Ricardo

**DOMINICAN REPUBLIC/REPÚBLICA DOMINICANA**

17. Claudia Beatriz Roa
18. Antony Perez
19. Gender Damian Castro Pared
20. Santiago Castro Berg

**EL SALVADOR**

21. Ever Alexander Martínez Valencia
22. Carmen Elena Hernández de Narváez

**GUATEMALA**

23. Sigrid Marroquin

**HAITI/HAÏTÍ**

24. Marc Paulemon

**JAMAICA**

25. Noel Ellis
26. Jerome Davis

**MEXICO/MÉXICO**

27. Victor Rosales

**NICARAGUA**

28. Hector Manuel Espinoza Moraga
29. Uwe David Cano Navarro

**TRINIDAD AND TOBAGO/TRINIDAD Y TABAGO**

30. Amit Seetahal
31. Raj Narwani

**UNITED STATES/ESTADOS UNIDOS**

32. Nicole Mikel-Brumfield
33. Stacey Herishen-Smith
34. Sam El-Zoobi
35. Norma Campos

**ASSI**

- 36. Jayne Woods
- 37. Alison Thomas

**ICAO / OACI**

- 38. Junjian Nie
- 39. Marcelo Orellana
- 40. Hanna Jenno

**Agenda Item 1:           Adoption of the Provisional Agenda and Schedule**

1.1           The Secretariat presented WP/01 and invited the Meeting to approve the Provisional Agenda and Schedule. The Meeting approved the Agenda and the Schedule as presented.

**Agenda Item 2: Discussion on the Results of the Surveys, Work Done and Scheduled for the Immediate Future**

2.1 Under this Agenda Item, the Meeting followed up on the previous conclusions/decisions of the NCMC/WG and the Directors General mandates, as well as the results of the survey sent to the States. These results mainly point to the lack of:

- a) technical personnel in the authorities;
- b) specialized and continued training in general;
- c) training in the Online Framework (OLF); and
- d) understanding and depth of the ICAO Protocol Questions (PQs).

2.2 Taking into consideration the results of the survey, the NCMC/WG proposed the establishment of Task Forces to develop a compliant model training programme, and enrichment of the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Workshop material in order to update it with information affecting the NAM/CAR Regions, to provide this improved workshop to the personnel of the States. In addition, the NCMC/WG presented a methodology for the detection of personnel needs in the Civil Aviation Authorities with enhanced criteria to improve the evaluation of the personnel needed by the States, which is already available on the NACC Regional Office webpage. In this sense, the Meeting proposed the following Draft Conclusion:

<b>DRAFT CONCLUSION</b>	
<b>NCMC/6/1</b>	<b>TASKS RESULTING OF THE NCMC/WG SURVEY</b>
<p><b>What:</b></p> <p>That, in order to update the USOAP-CMA Workshop with information affecting the NAM/CAR Regions, the NCMC/WG</p> <ul style="list-style-type: none"> <li>a) improve the USOAP CMA workshop material to be provided by the first quarter of 2024; and</li> <li>b) develop the first draft of the USOAP-CMA model training programme by July 2024.</li> </ul>	<p><b>Expected impact:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Political / Global</li> <li><input type="checkbox"/> Inter-regional</li> <li><input type="checkbox"/> Economic</li> <li><input type="checkbox"/> Environmental</li> <li><input checked="" type="checkbox"/> Operational/Technical</li> </ul>
<p><b>Why:</b></p> <p>To enhance the Effective Implementation within the regions through collaboration among the NCMCs in coordination with the NACC Regional Office and the Regional Safety Oversight Organization (RSOO).</p>	
<p><b>When:</b> July 2024</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 type="checkbox"/> Other:</p>	<p>NCMC/WG</p>

**Agenda Item 3:           Presentation of the Update of Procedures of the Systemic Assistance Programme (SAP) of the NACC Regional Office**

3.1           Under this Agenda Item, the Secretariat presented the new procedures of the NACC Systemic Assistance Programme (SAP), which has been updated to streamline communication between the technical areas of the authorities and the Regional Office, systematically enhancing the support provided to the States, as part of the continuous improvement of the assistance provided by the NACC Regional Office.

3.2           In order to improve the support provided to the States, the NACC Regional Office updated the SAP by enhancing the communication among technical areas and the coordination with the NCMCs.

**Agenda Item 4: Progress of the State Safety Oversight System (SOS) Improvement Project**

4.1 Under this Agenda Item, the progress on the Safety Oversight System (SOS) Improvement Project and the preparation of the Cross-Reference Document Evaluation Tool (CRDET) was shown, which will be used in the project to measure compliance with the ICAO Standards and Recommended Practices (SARPs) by the States, as well as future evaluations to be carried out in 2023.

4.2 In this sense, the following Draft Conclusion was developed:

<b>DRAFT CONCLUSION NCMC/6/2</b>	<b>PROGRESS OF THE STATE SAFETY OVERSIGHT SYSTEM (SOS) IMPROVEMENT PROJECT</b>	
<p><b>What:</b></p> <p>That, considering the progress made in the SOS Improvement Project and the results of the first exercise conducted in Costa Rica with the CRDET used to measure compliance with the ICAO SARPs,</p> <p>a) States, with over 90% progress in their self-assessment, volunteer to receive the evaluation as part of the SOS project; and</p> <p>b) the NACC Regional Office conduct at least 3 evaluations during 2024 in the States complying with the established criteria.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input 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 enhance the Effective Implementation within the NAM/CAR Regions through the SOS Project.</p>		
<p><b>When:</b> Second quarter 2024</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 type="checkbox"/> Other:</p>	<p>NACC Regional Office / States</p>	

**Agenda Item 5:           Presentation of the Methodology for Conducting Risk-Based Surveillance  
(Mexico)**

5.1           Under this item on the agenda, Mexico made a presentation of its methodology for conducting risk-based surveillance, the established criteria, the metrics related to said risk assessment, and the results obtained so far under said methodology.

**Agenda Item 6: Presentation of the 2024 Tentative Work Programme**

6.1 Under this Agenda Item the main tasks of the NCMCs in the States were described in a sequential manner, as well as the tasks and tentative Work Programme of the Task Forces (TFs) that will support the development of specific documents, escalating common safety issues in the NAM/CAR Regions, coordinating, and providing systematic solutions with the support of the ICAO NACC Regional Office.

6.2 In this sense, the following Conclusion was developed:

<b>DRAFT CONCLUSION</b>	
<b>NCMC/WG/6/3</b>	<b>2024 NCMC/WG TENTATIVE WORK PROGRAMME</b>
<p><b>What:</b></p> <p>That, in order to foster the solution of identified issues in the NAM/CAR Regions, States in the NCMC/WG</p> <ul style="list-style-type: none"> <li>a) participate in the three 2024 NCMC/WG meetings , as scheduled under WP/05; and</li> <li>b) collaborate in the Task Forces (TF) to develop the necessary documents and implement strategies, by July 2024.</li> </ul>	<p><b>Expected impact:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Political / Global</li> <li><input type="checkbox"/> Inter-regional</li> <li><input type="checkbox"/> Economic</li> <li><input type="checkbox"/> Environmental</li> <li><input checked="" type="checkbox"/> Operational/Technical</li> </ul>
<p><b>Why:</b></p> <p>Improve safety oversight capabilities in the States of the NAM/CAR Regions</p>	
<p><b>When:</b> July 2024</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 type="checkbox"/> Other:</p>	

**Agenda Item 7:           Other Business**

7.1           Under this Agenda Item the Secretariat presented the Flight Simulation Training Device (FSTD) Certification Guidance Document, developed with the participation of International Organizations and SAP “Champion States”, such as United States, Latin American and Caribbean Air Transport Association (ALTA), Central American Corporation for Air Navigation Services (COCESNA), European Aviation Safety Agency (EASA), and the Regional Safety Oversight Cooperation System (SRVSOP). The document provides guidelines to the States concerning the approval of FSTDs and it is posted on the ICAO website.