



ICAO

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

WORKING PAPER

NCMC/6 — WP/02

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**Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators  
(NCMC/WG/6)**

Mexico City, Mexico, 14 - 15 December 2023

**Agenda Item 2: Discussion on the results of the surveys, work carried out and planned for the immediate future**

**METHODOLOGY FOR CALCULATING THE NUMBER OF PERSONNEL NEEDED IN THE CAAs OF THE STATES  
IN THE NAM/CAR REGIONS**

(Presented by the Secretariat)

<b>EXECUTIVE SUMMARY</b>	
This Working Paper presents a proposal for the resolution of the need to establish, at the regional level, a standardized methodology for the calculation of the staffing needs in the Civil Aviation Authorities (CAAs), which responds to the standards established by ICAO and the responsibilities of these organizations.	
<b>Action:</b>	See Section 4
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Strategic Objective 1 – Safety</li></ul>

**1. Introduction**

1.1 Based on the results of the audits in our regions, on the data collected during the Regional Office assistances and on the surveys conducted by the National Continuous Monitoring Coordinators (NCMC) Working Group, a marked need for qualified personnel in our CAAs has been identified, as a first step to solve this need, a standardized method for detecting personnel needs is proposed.

1.2 The NACC Regional Office, in coordination with the NCMC Working Group, has worked on improving the methodology developed by COCESNA for calculating the staffing needs of the CAAs, in order to have a standardized method at the regional level that adequately responds to the needs of the States.

## **2. Objective**

2.1 The objective of this Working Paper is to propose to the NACC States the adoption of a standardized methodology for the calculation of CAAs staffing needs, to ensure adequate standards to respond to the provisions of the Chicago Convention, ICAO requirements for the establishment of a civil aviation authority, as well as to provide the CAAs with an effective tool for the fulfillment of their functions.

## **3. Proposal**

3.1 The States of the NAM/CAR Regions have identified a lack of resources, both material and qualified personnel, and therefore this methodology is proposed as a useful and standardized tool to assist in the process of identifying personnel needs. This document is based on a procedure developed by the Central American Aviation Safety Agency (ACSA) to which criteria for improvement were added through the NCMC Working Group and can be used as is or improved as applicable as a result of the continued and sustained use of the tool and the experience of the States of the NAM/CAR Regions.

3.2 This document is proposed as a standardized tool, which will be available to the States of the Regions to facilitate this process and as a source of validated evidence in the audit process, contributing to the correspondence between the structure and composition of the Civil Aviation Authorities and the different functions performed by these organizations.

## **4. Suggested Action**

4.1 The NACC Regional Office invites the States of the Region to adopt/improve this standardized methodology for the calculation of the staffing needs of their Civil Aviation Authorities to meet ICAO requirements and to contribute to the standardization of these issues in the States of the Regions, with the support of the NACC Regional Office.