



ICAO

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

WORKING PAPER

NCMC/6 — WP/03

8/12/23

**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 programmed for the immediate future.

NEED FOR A METHODOLOGY FOR THE DEVELOPMENT OF TRAINING PROGRAMMES FOR THE STATES IN THE NAM/CAR REGIONS

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This Working Paper presents background information on the need to establish, at the regional level, a model Training Programme that meets the standards established by ICAO.

Action:	See Section 4
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety

1. Introduction

1.1 As part of the follow-up carried out by the regional office through the Systemic Assistance Programme (SAP) and considering the results of the Universal Safety Oversight Audit Programme (USOAP) audits, the need for States to have a model training programme that meets ICAO standards for the proper performance of their responsibilities as signatory States to the Chicago Convention has become apparent.

1.2 The provision of adequate training to the authority's inspectors is one of the primary pillars for the fulfilment of States' responsibility to ensure the continuous improvement of operational surveillance in all areas through the provision of adequate training.

2. Objective

2.1 The objective of this Working Paper is to develop a model training programme that will ensure that States have a methodological template of this document that complies with ICAO standards, the creation of an Ad-Hoc group composed of volunteer members from States for the development of the programme in coordination with the ICAO NACC Regional Office.

3. Proposal

Proposal for the development of the model training programme that complies with ICAO provisions.

3.1 Considering the background and the need of the States to develop a training programme that complies with ICAO standards, the States willing to participate in the development process of such programme will be identified, which will be carried out through virtual meetings with the participation of technical personnel and human resources personnel, as applicable. The minimum training will be established in coordination with the Regional Officers of the NACC Regional Office for each specialty, and the collaboration of the training centres of the region may also be requested.

3.2 The programme shall be developed considering, but not limited to, the following criteria:

- Definition of the initial training with its corresponding Syllabus, identification of the training that requires recurrence and its periodicity, as well as the identification of the required special trainings.
- Establishment of a quality system for the training given, procedures for detecting training needs.
- Definition of the requirements for the personnel who will provide the training. This may include internal personnel of the organization or external instructors.
- Establishment of the methodology for the development of the annual training plan, including procedures for rescheduling, prioritization, and training to address identified deficiencies (remediation).
- Detailed description of the topics to be covered in each training, its duration, the training methods to be used and the resources required for its implementation, among other topics.

4. Recommended Action

4.1 The NACC Regional Office invites the States of the NAM/CAR Regions to commit and be part of the Ad-Hoc group that will oversee developing a model training programme, in compliance with ICAO requirements and that will contribute to the standardization of training in the States, with the support of the NACC Regional Office.