

**TERMS OF REFERENCE (ToRs) OF THE
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN DIRECTORS OF CIVIL AVIATION MEETINGS
(NACC/DCA)**

1. Terms of Reference

The Meeting main purpose is to provide the Directors a suitable structure within which all the measures required for cooperation and coordination of civil aviation activities may be discussed and planned.

Information is the key role in supporting the Directors in making decisions and providing both challenge and approval on issues affecting the progress of the civil aviation in the region.

- a) The Meetings will be of a decisive nature and their approved conclusions will be subject to a period compliance by each one of the Civil Aviation Authorities of each one of the States.
- b) States will have 40 days after receiving the meeting report to notify disagreement on any of the conclusions. After this period, if no discrepancy is received, it will be considered that the States agree with the report decisions/conclusions.
- c) To fulfill the mentioned objective, the NACC/DCA meetings will develop all the necessary actions and in particular will:
 - i. Foster efficiency and continuity of a safety oversight system, both at the State and at the regional level, with timely and cost-effective enhancements to safety under the ICAO Global Aviation Safety Plan (GASP) goals.
 - ii. Promote and support coordination and cooperation among States for the safe and orderly development and the best use of air transport, from and to the NAM and CAR Regions.
 - iii. Support and perform studies and work on air transport and civil aviation in the NAM/CAR Regions. providing overall strategic direction for the risks associated with the deficiencies for ANS
 - iv. Promote further information exchange and support on resources among States ensuring the required resources are available

- v. Apply in an effective and continuous manner application of ICAO standards and recommended practices (SARPS), implementation of the Regional Navigation Plans and the Global Air Navigation Plan (GANP) and Regional Air Navigation Plan (RPBANIP) in order to achieve a safer and more ordered development of civil aviation in the NAM and CAR Regions.
- vi. Foster agreements on personnel training on all the civil aviation fields.
- vii. Foster collective agreements of technical cooperation in the NAM and CAR Region in the field of civil aviation aimed at obtaining the best use of all the available resources.
- viii. Promote more communication among the Directors of the NAM and CAR Regions and adjacent regions in order to create synergies and joint enhancement work.

2. Working Method

2.1 The Chairperson of the NACC/DCA will be elected by the Meeting participants and the tenure will be for the duration of the meeting only. A Vice-chairperson shall be elected for the same period of the meeting. The NACC Regional Office Director, or the person designated by ICAO will act as Secretary of the meeting.

2.2 The NACC/DCA meetings may be ordinary or extraordinary meetings. Ordinary meetings will be held at least once a year, convened by the Secretariat, preferably according to the agreed rotational scheme.

2.3 The Meetings ordinary and extraordinary require for sessions to have a quorum of at 50% of the Directors.

3. Membership

3.1 All ICAO States, Territories and International Organizations which are accredited to the ICAO NACC Regional Office are members of the NACC/DCA. Other States adjacent to the NACC Region or industry may be invited to participate in the NACC DCA as observers.

4. Meeting Sites

- a) the ICAO NACC Regional Office will convene the NACC/DCA Meeting at least six months before holding it;
- b) the NACC/DCA will meet in accordance with the following rotational scheme: Central America (CA), North America (NAM), Eastern Caribbean (E/CAR) and Central Caribbean (C/CAR);

- c) any member States/Territory/International Organizations may, at any time, offer to host a NACC/DCA meeting.
- d) the NACC/DCA meeting should be held in May/June timeframe preferably.