

TERMS OF REFERENCE
NAM/CAR NATIONAL CONTINUOUS MONITORING COORDINATORS WORKING GROUP
(NAM/CAR/NCMC/WG)

1. Background

1.1 The establishment of the NAM/CAR/NCMC/WG and its Terms of Reference (ToR), have, as foundation, the Declaration of Intent (DoI) for the ICAO NACC Regional Office No Country Left Behind (NCLB) Strategy, agreed during the Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/6), held in Nassau, Bahamas from 10 to 12 May 2016.

1.2 The Second National Continuous Monitoring Coordinators of the NAM/CAR Regions meeting (NCMC/2), held in Mexico City, Mexico, from 14 to 16 November 2017, agreed to propose the group name adjustment to be a Working Group (WG) establishing the NAM/CAR National Continuous Monitoring Coordinators Working Group (NAM/CAR/NCMC/WG) to support and improve the effective implementation of the NAM/CAR States' Safety Oversight Systems, enhancing the preparation for the USOAP-CMA activities in accordance with ICAO requirements.

1.3 During the NCMC/WG Teleconferences held in February 2020, as part of a more effective approach of the work of the WG and the review of the work programme progress led to an adjustment of the existing WG work methodology, by agreeing to conduct the work of the WG with 2 Rapporteurs (English-speaking States and another for Spanish-speaking States), in order to enhance the WG communication.

2. Objective

2.1 The principal objective of the NAM/CAR/NCMC/WG is to support States under the Systemic Assistance Program (SAP) for North America, Central America and Caribbean (NACC) to increase the effective implementation of the NAM/CAR States' Safety Oversight Systems, enhancing their Safety oversight capability and preparedness for the USOAP CMA activities in accordance with ICAO requirements, by:

- working collaboratively, sharing best practices, promoting efficient and effective collaboration among States.
- promoting the empowerment of the activities and functions of the NCMCs toward the quality of information uploaded in the ICAO On line Framework (OLF).
- verifying and supervising the actions taken and work programmes resulting from the Corrective Action Plans (CAPs) and their follow up.
- identifying potential situations or issues that may jeopardize the continuous improvement of the safety oversight capabilities of the states (as required), i.e.: lack of training at regional or individual level.

3. Responsibilities

3.1 The NAM/CAR/NCMC/WG is responsible for:

- a) establishing and managing its work programme;
- b) establishing a mechanism to identify common challenges, and to propose adequate solutions according to regional and/or individual needs and resources;
- c) promoting the collaboration among NCMCs in the NAM/CAR Regions;
- d) emphasizing the empowerment of NCMC's role, and enhancing its importance for the Effective Implementation of the actions included on the CAPs ensuring its quality, value and adequacy
- e) identifying opportunities for the improvement of the ICAO USOAP and ensuring their notification through the ICAO NACC Regional Office;
- f) identifying training needs of the NCMCs to coordinate with the NACC Regional Office and/or the respective authorities the delivery of such training;
- g) meeting with the members of the WG periodically as stipulated in the work programme and keep constant communication among the States and the NACC Regional Office;
- h) keeping the awareness among the States on the need of complying with the self-assessment as prescribed in the work programme; and
- i) overseeing and monitoring the revisions of the Annexes and guidance material in order to discuss the trends and necessary actions to be taken by the NCMCs and/or States.

4. Working Methods and Roles

- a) The NAM/CAR/NCMC/WG will be led by two Rapporteurs (one for English-speaking States and another for Spanish-speaking States) who will be elected for a three-year term.
- b) The duties of the NAM/CAR/NCMC/WG Rapporteurs are the following:
 - I. Chair the respective NAM/CAR/NCMC/WG meetings
 - II. Coordinate tasks and the fulfilment of the work programme
 - III. Maintain close coordination with the Secretariat for the development of meeting agendas and planning.
 - IV. Inform NACC Directors of Civil Aviation (NACC/DCA) meetings on NAM/CAR/NCMC/WG meetings results, in coordination with the NACC Regional Officer, Safety Implementation.
 - V. Notify the NACC Regional Officer, Safety Implementation of any difficulties found to fulfil his/her duties

c) Rapporteur's selection criteria

Since the rapporteurs of the WG will coordinate the assigned tasks of the WG, the nomination for these positions will be done by election of the WG Members considering the following desirable criteria:

- I. should have a minimum of 3 years of experience as NCMC of the State
- II. should have the support and authorization from the DG of his/her authority to collaborate with ICAO as rapporteur
- III. should have the willingness to collaborate with the Secretariat as rapporteur and freely accept the nomination.
- IV. should be elected as acceptable by the States conforming the working group

d) The NAM/CAR/NCMC/WG will:

- i. present its work programme activities to the Secretariat, in terms of objectives, responsibilities, deliverables and timelines;
- ii. avoid duplication of work with other regional implementation groups, and maintain close coordination among the existing entities to optimize the use of available resources and experience;
- iii. establish "draft conclusions" to record recommendations and actions in meeting reports to facilitate monitoring by the Secretariat;
- iv. designate, as necessary, Ad hoc Groups to work on specific topics and activities, and clearly organize defined tasks and activities;
- v. coordinate its work to maximize efficiency and reduce costs via electronic, written correspondence, telephone and teleconference calls, and hold meetings when necessary;
- vi. coordinate and report the progress of the work programme and assigned tasks to NACC Directors of Civil Aviation meetings; and
- vii) implement a communication platform where NCMC's can communicate freely, express experiences, share concerns and suggest solutions.

e) The ICAO NACC Regional Office will act as Secretariat and will oversee the progress of the working group.

5. Membership and Observers

5.1 The NCMC/WG shall include all National Continuous Monitoring Coordinators of ICAO States and International Organizations accredited to the ICAO NACC Regional Office.

5.2 The Regional Safety Oversight Organizations (RSOOs) can participate in support of the tasks and work plan of the WG.

5.3 Other participation to the WG requested from organizations or particulars willing to participate may be approved as observers, upon consultation among the NCMC/WG Members and the Secretariat.

5.4 The NCMCs may propose observers from their own authorities, prior authorization by their Administration; such proposals must be processed according to the previous paragraph and will be limited to a maximum of three observers.

6. Work Programme

6.1 The NAM/CAR/NCMC/WGs Work Programme should be agreed in the first semester of every three years period, in alignment with the election of the rapporteurs. The update of the WG work programme is possible whenever the circumstances required it.