



International Civil Aviation Organization

North American, Central American and Caribbean Office (NACC)

**First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions
(NAM/CAR/CATC/1)**

ICAO NACC Regional Office, Mexico City, 27 to 30 August 2013

NAM/CAR/CATC/1 — WP/01

26/08/13 – Revised 2

**PROVISIONAL AGENDA AND SCHEDULE OF THE FIRST MEETING OF CIVIL AVIATION
TRAINING CENTRES IN THE NAM/CAR REGIONS
(NAM/CAR/CATC/1)**

(Presented by the Secretariat)

SUMMARY

The Provisional Agenda and Schedule for the First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1) are presented in **Appendices A and B**, respectively.

The items of the Provisional Agenda have been presented in a format which aligns to the Strategic Objectives and Programmes of the Organization.

The Meeting will meet in plenary with the option for the Chairperson to propose Ad hoc Groups to deal with specific matters, if necessary.

Action: The Meeting is invited to approve the Provisional Agenda and Schedule for the NAM/CAR/CATC/1 Meeting as presented in Appendices A and B, respectively.

<i>Strategic Objectives</i>	<i>This working paper relates to all Strategic Objectives.</i>
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APPENDIX A
PROVISIONAL AGENDA

- Agenda Item 1** **Follow-up on ICAO Training and Human Resources Activities**
- 1.1 ICAO NACC Regional Office role in the planning and implementation of training programmes in the NAM/CAR Regions
 - 1.2 TRAINAIR Plus training programme
 - 1.3 Next Generation Aviation Professionals (NGAP) programme
- Agenda Item 2** **Civil Aviation Training Centre (CATC) Network in the NAM/CAR Regions**
- 2.1 Establishment of a Civil Aviation Training Centre Network in the NAM/CAR Regions
 - 2.2 Regional coordination and cooperation among CATCs in the NAM/CAR Regions – Training Programme exchange and collaboration among CATCs
- Agenda Item 3** **Analysis of Courses Offered in Each CATC in the NAM/CAR Regions**
- 3.1 Identification and analysis of training needs in the NAM/CAR Regions
 - 3.2 Aeronautical Information Management training development
 - 3.3 Introduction of CATCs and their offered instruction
- Agenda Item 4** **Preparation of Course Instructors and Designers in the NAM/CAR Regions**
- 4.1 Competency assessment for courses taught at CATCs
 - 4.2 CATC instructor preparation workshops
- Agenda Item 5** **Terms and Reference (ToRs) and Work Programme of the NAM/CAR/CATC**
- 5.1 Terms of Reference (ToRs)
 - 5.2 Work Programme for 2013-2014
- Agenda Item 6** **Other business**
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APPENDIX B
DRAFT SCHEDULE

Schedule	Tuesday 27 August	Wednesday 28 August	Thursday 29 August	Friday 30 August
08:30 – 09:00	Registration of Participants			
09:00 – 09:30	<i>Opening Ceremony and Group Photo</i>	Agenda Item 3.1 WP/07	Agenda Item 4	Workshop
09:30 – 10:00	WP/01 Agenda Item 1 Presentation	Agenda Item 3.2		Workshop & Presentation of Ad hoc Groups
10:00 – 10:30	WP/02 NI/02	Agenda Item 3.3	Agenda Item 5	
10:30 – 11:00	<i>Coffee Break</i>			
11:00 – 11:30	Agenda Item 1.1	Agenda Item 3.3 Presentations	Agenda Item 6	Preparation of Conclusions
11:30 – 12:00			Visit to CIIASA, Mexico facilities	
12:00 – 12:30	Agenda Item 1.2 WP/05 WP/02		<i>Closing</i>	
12:30 – 13:30	<i>Coffee Break</i>			
13:30 – 14:00	Agenda Item 1.3 WP/03 WP/04 NI/02	Agenda Item 3.3 Presentations	Visit to CIIASA, Mexico facilities <i>Approximate time of return to the ICAO NACC Regional Office at 15:00 hrs.</i>	
14:00 – 14:30				
14:30 – 15:00	Agenda Item 2 2.1 – WP/06 2.2 - Presentation	Agenda Item 4 4.1		
15:00 – 15:30		4.2		