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When replying please quote:

Ref.: NT-NS2-21 — **EMX0556**

19 June 2014

To: States, Territories and International Organizations

Subject: **Third Regional TRAINAIR Plus Course Developers and Instructors Standardization (CDI/STD) Meeting**  
ICEA – Instituto de Controle do Espaço Aéreo, São José dos Campos, Brazil  
24 - 26 de September 2014

Action

Required: **Confirm your participation before 22 August 2014**

Sir/Madam:

I have the pleasure to invite you to the Third Regional TRAINAIR *Plus* Course Developers and Instructors Standardization (CDI/STD) Meeting to be held in São José dos Campos, Brazil, from 24 - 26 de September 2014. This meeting is graciously hosted by ICEA - *Instituto de Controle do Espaço Aéreo* and targets course developers and instructors in the CAR/SAM Regions. The working languages of the meeting will be English and Spanish with simultaneous translation.

The ICAO CDI/STDs meetings are a key element of the TRAINAIR *Plus* Programme. They provide a unique platform for aviation training professionals to exchange best practices, discuss challenges and identify opportunities for the improvement of training deliverables.

The CDI/STDs will enable participants to enhance their knowledge and implementation of the ICAO TRAINAIR *Plus* course development methodology, which is based on the ICAO *Training Development Guide, Competency-based Training Methodology* (Doc 9941), as well as any of the other Instructional Systems Design (ISD) methodologies they may be using.

The expected outcome of the meeting will be the production of a document comprising conclusions and recommendations to be distributed to the global team of ICAO TRAINAIR *Plus* qualified instructors, course developers and validators. We encourage instructors, course developers and TRAINAIR *Plus* validators to attend CDI/STDs on a regular basis to keep pace with changes affecting the aviation training industry.

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Participants will be provided with certificates of attendance upon completion of the event. For more information and registration, please visit the TRAINAIR *Plus* website at [www.icao.int/trainairplus](http://www.icao.int/trainairplus).

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in black ink, appearing as a stylized cursive script, is centered on the page. The signature is overlaid on a circular blue stamp that contains the text "Firma Digital" on the left and "Digital Signature" on the right, with a central emblem.

Loretta Martin  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office