



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-21 — **E.OSG - NACC59372**

3 February 2016

To: States, Territories and International Organizations

Subject: **Invitation – Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)**
ICAO NACC Regional Office, Mexico City, Mexico, 12 to 13 April 2016

Action

Required: 1) Transmittal by States of any additional items to the Provisional Agenda by **19 February 2016**;
2) Submission of documentation by the deadlines provided in this letter
3) Register participation by **10 March 2016**

Sir/Madam:

I am pleased to invite your Administration/Organization to participate in the **Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)** to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 12 to 13 April 2016.

Directors of regional and national Civil Aviation Training Centres from ICAO NAM/CAR Regions States and Territories are expected to attend. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **19 February 2016**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **10 March 2016**.

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The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format (using the attached templates). Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Only working papers **received** by this office by **25 February**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **25 March**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require any further information regarding the meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int) or Ms. Claudia López, Technical Cooperation Associate, (clopez@icao.int).

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

A digital signature in blue ink, appearing to read 'Julio C. Cintron', is overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text 'Firma Digital' on the left and 'Digital Signature' on the right. Above the signature, the text 'ICAO - OACI - ИКАО' is visible.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Agenda
B – Registration Form
(Templates for Papers)



ICAO

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

**Third NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 12 to 13 April 2016

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda and Schedule**
- Agenda Item 2: Review of Valid Conclusions of Previous NAM/CAR/CATC/WG Meetings**
- Agenda Item 3 ICAO Global Aviation Training (GAT) Office**
- Agenda Item 4 NAM/CAR Regional Civil Aviation Training Centre (CATC) Network**
- 4.1 Standardization of Training Programmes
 - 4.2 Creation of a regional data base of potential instructors
 - 4.3 Creation of a regional training association
- Agenda Item 5 Courses Offered by the NAM/CAR Regional Civil Aviation Training Centres (CATC)**
- 5.1 Identification and Analysis of NAM/CAR Region Training Needs
- Agenda Item 6 NAM/CAR/CATC/WG 2016 Activities Plan**
- Agenda Item 7 Other Business**
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