



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
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гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-21 — **E.OSG - NACC72016**

14 March 2018

To: States, Territories and International Organizations

Subject: Invitation – Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/4)
ICAO NACC Regional Office, Mexico City, Mexico, 6 to 8 June 2018

Action

- Required:**
- 1) Confirm your participation to the NAM/CAR/CATC/WG Teleconference by **30 March 2018**;
 - 2) Transmittal by States of any additional items to the Provisional Agenda by **30 April 2018**;
 - 3) Connect to the NAM/CAR/CATC/WG Teleconference on Thursday 5 April 2018 at **10:00 hrs. (GMT-6; 16:00 hrs UTC)**
 - 4) Submission of documentation by the deadlines provided in this letter
 - 5) Register participation by **4 May 2018**

Sir/Madam,

I am pleased to invite your Administration/Organization to participate in the **Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/4)** to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 6 to 8 June 2018.

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 interpretation services will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the meeting is at **Appendix A**. Training Centres and States wishing to submit proposals for the addition of items should do so by **30 April 2018**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **4 May 2018**.

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Moreover, I am pleased to inform you that the authorities of the *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIIASA) Ing. Roberto Kobeh González*, have extended an invitation to participants of the NAM/CAR/CATC/WG/4 Meeting to visit their facilities; this visit will take place on 7 June 2018.

I hereby inform you that the Draft Agreement for Regional Collaboration on Training will be circulated in future days. It is our intention that the NAM/CAR/CATC/WG/4 Meeting review this document for agreement and signature by the Training Centres. In order to have a preliminary discussion regarding this agreement, we are contemplating to convene a teleconference to review the agenda and the aforementioned Draft Agreement. This teleconference will be led by Mr. Juan César Thomas Burgos, Rapporteur of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG). Therefore, considering that the different Training Centres are expected to participate in this preparatory meeting, we will appreciate that you confirm your participation by **30 March 2018**.

We will appreciate your assistance in having Training Centre Focal Points assess the agenda and the Draft Agreement, that will be sent at a later date, in order to prepare their consultations for the NAM/CAR/CATC/WG teleconference that will be held next Thursday 5 April at 10:00 hrs (GMT-6; 16:00 hrs UTC). The connection information for this teleconference is provided as follows:

NAM/CAR/CATC/WG Coordination Teleconference

Thu, Apr 5, 2018 10:00 AM - 11:30 AM CDT

<https://global.gotomeeting.com/join/884457021>

To dial in using your phone:

United States: +1 (408) 650-3113

Access code: 884-457-021

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 **20 April**, 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 **21 May**. **The deadlines for submission of documentation 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. Juan César Thomas Burgos, Rapporteur of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG) (JThomas@asca.edu.do), Mr. Julio César Siu, Deputy Regional Director and Ms. Claudia López, Technical Cooperation Associate, (nacc-tc@icao.int).

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



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

**Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/4)**

ICAO NACC Regional Office, Mexico City, Mexico, 6 to 8 June 2018

**APPENDIX A
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 as well as of Directors Meetings that are Related to Training Issues**

 - Agenda Item 3: Updates on the Training Field**

 - Agenda Item 4: Agreement for Regional Collaboration on Training**

 - Agenda Item 5: Identification and Analysis of Training Needs in the NAM/CAR Regions for 2019-2020**

 - Agenda Item 6: NAM/CAT/CATC/WG Assessment and Corresponding Action Plan**

 - Agenda Item 7: Other Business**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Approval of the Provisional Agenda and Schedule

The Meeting shall review and adopt the agenda and schedule, as it deems appropriate.

Agenda Item 2: Review of Valid Conclusions of Previous NAM/CAR/CATC/WG Meetings as well as of Directors Meetings that are Related to Training Issues

The Meeting will review previous agreements and will follow-up on mandates by the Directors that are related with training issues for the NAM/CAR Regions.

Agenda Item 3: Updates on the Training Field

The Meeting will be informed and will take note regarding the latest training updates by ICAO, through Global Aviation Training Office (GAT), the TRAINAIR Programme, related ICAO projects or in support of training; regional collaboration and training updates issues. Training Centres are invited to offer an update on their Centres and training offer.

Responding to the kind invitation of the *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIIASA) Ing. Roberto Kobeh González*, there will be a visit to its facilities.

Agenda Item 4: Agreement for Regional Collaboration on Training

Under this agenda item, the Meeting will perform a final review to the Draft Agreement for Regional Collaboration on Training and it is expected to sign this agreement during the meeting.

Agenda Item 5: Identification and Analysis of Training Needs in the NAM/CAR Regions for 2019-2020

Under this agenda item, the meeting will analyse training needs for 2019-2020 in air navigation, aeronautical management, safety, security and other aviation fields, in order to establish agreements to meet the regional needs.

Agenda Item 6: NAM/CAT/CATC/WG Assessment and Corresponding Action Plan

Under this agenda Item, the Meeting will assess the performance and results of the NAM/CAR/CATC/WG, considering the expectations and mandates by the Directors; it will analyse the terms of reference and the initiative to create a NAM/CAR Association of Civil Aviation Training Centres (CATC) as well as the deliverables set regarding the standardization of training programmes, the creation of a potential instructor databank as well as other actions to optimize the work of the group in order to meet training services in a harmonized and profitable manner.

Agenda Item 7: Other Business

ICAO



OACI

North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

Fourth NAM/CAR Civil Aviation Training Centres Working Group Meeting
Cuarta Reunión del Grupo de Trabajo NAM/CAR de los Centros de Instrucción de Aviación Civil
(NAM/CAR/CATC/WG/4)

ICAO NACC Regional Office, Mexico City, Mexico, 6 to 8 June 2018
Oficina Regional NACC de la OACI, Ciudad de México, México, 6 al 8 de junio de 2018

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: <i>(Please select one option)</i> Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	Chief Delegate / Jefe de la Delegación	Delegate / Delegado			
2.	Country / Organization País / Organización					
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.		Miss / Srta.
4.	Name / Nombre					
5.	Official Position or Title / Cargo o Título Oficial					
6.	Official Telephone / Teléfono oficial					
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)					
8.	Official E-mail / Correo-e oficial					
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento					
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#		
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento					
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias					
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name Nombre				
		Relationship Relación				
		Telephone Teléfono				

Please send this form to: / Por favor envíe este formulario a:
E-mail: icaonacc@icao.int