



International
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Международная
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航空组织

When replying please quote:

Ref.: NT-NS2-21 — **E.OSG - NACC77295**

8 March 2019

To: Training Centres in the NAM/CAR Regions

Subject: **Invitation – Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5)**
San Salvador, El Salvador, 28 to 30 May 2019

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **26 April 2019**;
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **3 May 2019**

Sir/Madam,

Further to the kind offering of COCESNA/ICCAE to host the next Meeting of the NAM/CAR/CATC/WG (Agenda Item 7 of the NAM/CAR/CATC/WG/4 Meeting Final Report refers), I am pleased to invite your Administration to participate in the **Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5)** to be convened at the ICCAE facilities located in San Salvador, El Salvador, from 28 to 30 May 2019.

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 are urged to follow-up and provide information on their activities for implementing the Declaration of Intent (DoI) for Regional Collaboration on Training; share their training offer for 2019-2021 and their training concerns for agreeing on a regional action for the NAM/CAR/CATC/WG Work Programme. In addition, Centres and States wishing to submit proposals for the addition of items should do so by **26 April 2019**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **3 May 2019**.

The list of hotels recommended for meeting participants as well as the relevant general information will be sent at a later date.

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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 in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration may wish to submit at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word 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 **12 April 2019**, 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. Otherwise, they will become Information Papers. 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 **13 May 2019**. 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. Fernando Camargo, Regional Officer, Technical Assistance and Ms. Claudia López, Technical Cooperation Associate at the nacc-tc@icao.int e-mail address.

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; C – Working Paper template;
D – Information Paper template; E – Appendix template*



ICAO

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

Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/5)

San Salvador, El Salvador, 28 to 30 May 2019

APPENDIX A PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda and Schedule**
- Agenda Item 2: Review of Valid Conclusions of Previous Meetings**
- 2.1 Compliance verification on conclusions/agreements from the NAM/CAR/CATC/WG/4
 - 2.2 Review of conclusions/agreements from the last Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA) related to training issues
- Agenda Item 3: Updates on the Training Field**
- 3.1 Trends of aeronautical training in the short, medium and long terms and updated information of the TRAINAIR Plus Programme
 - 3.2 Presentation of CATCs participating in the NAM/CAR/CATC/WG; summary of 2018 activities and 2019 projections.
- Agenda Item 4: Subscription and Implementation Status of the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the NAM/CAR Regions**
- Agenda Item 5: Identification and Analysis of Training Needs in the NAM/CAR Regions for 2019-2021**
- 5.1 Analysis of the optimum mechanism for the identification of training offer in CATCs who are part of the NAM/CAR/CATC/WG
 - 5.2 Study for the establishment of the ideal method to determine training demand in the NAM/CAR Regions
- Agenda Item 6: NAM/CAR/CATC/WG Terms of Reference and Work Programme**
- 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 deemed appropriate.

Agenda Item 2: Review of Valid Conclusions of Previous Meetings

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 the 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.

Agenda Item 4: Subscription and Implementation Status of the Declaration of Intent (DoI) for the Regional Collaboration on Training among the Civil Aviation Training Centres of the NAM/CAR Regions

Under this agenda item, the Meeting will review the implementation of the Declaration of Intent and the status of cooperation among CATCs who signed said document.

Agenda Item 5: Identification and Analysis of Training Needs in the NAM/CAR Regions for 2019-2021

Under this agenda item, the Meeting will analyse training needs for 2019-2021 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 Terms of Reference and Work Programme

Under this agenda Item, the Meeting will assess the performance and results of the NAM/CAR/CATC/WG, considering the expectations and mandate of the Directors; it will analyse the terms of reference, work programme 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

Under this agenda item, the Meeting will analyze any other matter than cannot be addressed under the previous agenda items.

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

Fifth NAM/CAR Civil Aviation Training Centres Working Group Meeting
Quinta Reunión del Grupo de Trabajo NAM/CAR de los Centros de Instrucción de Aviación Civil
(NAM/CAR/CATC/WG/5)
San Salvador, El Salvador
28 to 30 May 2019 | 28 al 30 de mayo de 2019

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.	
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