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When replying please quote:

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21 September 2022



To: Training Centres in the NAM/CAR Regions and Signatories of the DoI

Subject: **Invitation – Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6)**
ICAO NACC Regional Office, Mexico City, Mexico, 22 to 24 November 2022

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda by **8 October 2022**;
 - 2) Submission of documentation by the deadlines provided in this letter;
 - 3) Register participation by **7 November 2022**.

Dear Sir/Madam,

Further to the coordination carried out by the Rapporteur and Vice-Rapporteur and this Regional Office with the NAM/CAR Training Centres, I wish to invite your Administration to participate in the **Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6)** to be convened at the ICAO NACC Regional Office in Mexico City, Mexico, from 22 to 24 November 2022.

Directors of regional and national Civil Aviation Training Centres from ICAO NAM/CAR Regions States and Territories as well from the signatory entities who have adhered to the Declaration of intent (DoI) for the Regional Collaboration of training among the Civil Aviation Training Centres of the North America (NAM) Central America and Caribbean (CAR) Regions, 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/Programme of the event is at **Appendix A**. Training Centres are urged to follow-up and provide information on their activities for implementing the DoI for Regional Collaboration on Training; share their training offer for 2022-2023 and their training concerns for agreeing on a regional action for the NAM/CAR/CATC/WG Work Programme. Training Centres wishing to submit proposals for the addition of items should do so by **8 October 2022**.

We would appreciate confirmation of your participation by **7 November 2022** by registering here: <https://forms.office.com/r/cjvE4NzynX>

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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 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 **8 October 2022**, 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 **7 November 2022**. 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 event, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance and his Assistant Ms. Claudia López, to the following e-mail: nacc-tc@icao.int.

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text "ICAO REGIONAL OFFICE". The signature is written over the stamp and extends to the left and right. The words "Firma Digital" are written vertically on the left side of the stamp, and "Digital Signature" is written vertically on the right side.

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

Enclosure:

A – Provisional Agenda; B – Working Paper template; C – Information Paper template; D – Appendix template



ICAO

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

**Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/6)**

ICAO NACC Regional Office, Mexico City, Mexico, 22 to 24 November 2022

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Follow-up on Valid Conclusions and Decisions from NAM/CAR/CATC/WG Meetings**
- Agenda Item 3: Introduction of new Members in virtue of the signing of the Declaration of intent (DoI) for the Regional Collaboration of training among the Civil Aviation Training Centres of the North America (NAM) Central America and Caribbean (CAR) Regions**
- Universidad Aeronáutica en Querétaro (UNAQ) of Mexico
 - Universidad Nacional Pedro Henríquez Ureña (UNPHU) of Dominican Republic
 - Cuerpo Especializado en Seguridad Aeroportuaria y de la Aviación Civil (CESAC) of Dominican Republic
 - Embry-Riddle Aeronautical University of United States
 - Universidad Nacional Autónoma de Honduras (UNAH) of Honduras
 - Singapore Aviation Academy of the Civil Aviation Authority of Singapore (CAAS)
 - Universidad Autónoma de Centroamérica (UACA) of Costa Rica
 - Ecole Nationale de l'Aviation Civile (ENAC) of France
- Agenda Item 4: Training Programmes, Facilities and Development of Training Centres**
- 4.1 State Training Needs
 - 4.2 Regional Training Solutions
 - 4.3 Sharing of experiences on overcoming limitations presented by the COVID-19 Pandemic
 - 4.4 ICAO in-kind support for events offering fellowships to the NAM/CAR Regions States
- Agenda Item 5: Contingency Measures on Training**

- Agenda Item 6: Design of conventional courses**
6.1 In person vs. virtual modality
6.2 Regional Training Solutions

Agenda Item 7: NAM/CAT/CATC/WG Terms of Reference and Work Programme

Agenda Item 8: Other Business

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting shall select a new Rapporteur and Vice-Rapporteur. Also, it will review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Follow-up on Valid Conclusions and Decisions from NAM/CAR/CATC/WG

Under this agenda item, the Meeting will conduct a follow-up review of valid conclusions and decisions of NAM/CAR/CATC/WG meetings, highlighting their impact on the NAM/CAR States and Regions' aviation safety, air navigation and security implementation. Additionally, the meeting will discuss the conclusions of the Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/10) related to training.

Agenda Item 3: Introduction of new Members in virtue of the signing of the Declaration of intent (DoI) for the Regional Collaboration of training among the Civil Aviation Training Centres of the North America (NAM) Central America and Caribbean (CAR) Regions

Under this agenda item, the new members will introduce themselves to the Meeting.

Agenda Item 4: Training Programmes, Facilities and Development of Training Centres

The Meeting will discuss the importance of identifying the training needs in the NAM/CAR Regions, as well as the solutions to address those needs in a synergic way. In addition, the Meeting will take note of the experiences on overcoming the difficulties and limitations imposed by the COVID-19 pandemic.

Agenda Item 5: Contingency Measures on Training

The Meeting will be informed and will take note on the importance of establishing a contingency plan for training.

Agenda Item 6: Design of conventional courses

The Meeting will be informed and will take note on important aspects involved in the development of conventional courses.

Agenda Item 7: NAM/CAT/CATC/WG Terms of Reference and Work Programme

Under this agenda item, the Meeting will review the Terms of Reference and the Work Programme of the Working Group.

Agenda Item 8: Other Business

Under this agenda item, the Meeting will analyse any other matter than could not be addressed under the previous agenda items.