



International
Civil Aviation
Organization

Organisation
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Международная
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гражданской
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المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-21 — **E.OSG-NACC96944**

12 April 2023

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

Subject: **Invitation – Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/7)**
ICAO NACC Regional Office, Mexico City, Mexico, 19 to 21 June 2023

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **5 May 2023**;
2) submission of documentation by the deadlines provided in this letter; and
3) register participation by **20 May 2023**.

Dear Sir/Madam,

Further to Decision *NAM/CAR/CATC/WG/6/4 – Work Programme and Roadmap Proposals* of the Sixth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/6), held in Mexico City, Mexico, November 2022, I wish to invite your Administration to participate in the **Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/7)** to be convened at the ICAO NACC Regional Office in Mexico City, Mexico, from 19 to 21 June 2023.

The Members of the Exchange of Training Information among Training Centres Task Force and the Design of Contingency Measures Task Force, as well as the Directors of regional and national Civil Aviation Training Centres from ICAO NAM/CAR Regions States and Territories and from the signatory entities who have adhered to the Declaration of intent (DoI) for the Regional Collaboration of training, 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**. Task Force Rapporteurs are urged to follow-up and provide information on their activities assigned during the last meeting of the Group, for the submission of the information requested in the terms of reference of each Task Force. Training Centres wishing to submit proposals for the addition of items should do so by **5 May 2023**.

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We would appreciate confirmation of your participation by **20 May 2023** by registering here: <https://forms.office.com/r/ie7aGKee0e>

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 **5 May 2023**, 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. The deadline to receive papers is **4 June 2023**. 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). Papers received from international organizations will not be translated and will be issued only in the language submitted.

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.



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Julio César Siu
Acting 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

**Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/7)**

ICAO NACC Regional Office, Mexico City, Mexico, 19 to 21 June 2023

**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 previous Meetings**
- Agenda Item 3: Exchange of Training Information among Training Centres Task Force Work Plan**
- 3.1 Training offer by the Civil Aviation Training Centres**
 - 3.2 Identification of training needs of States and industry**
 - 3.3 Update procedure of information posted on the NAM/CAR/CATC/WG website**
- Agenda Item 4: Design of Contingency Measures Task Force Work Plan**
- 4.1 Collection format of lessons learned by the Civil Aviation Instruction Organisations (CAIOs) during the pandemic**
 - 4.2 Essential resources for the CAIOs to implement a Contingency Plan**
 - 4.2.1 Recommended contingency measures**
 - 4.2.2 Collection format of available resources information by the CAIOs that could be shared during a crisis**
- Agenda Item 5: Integration of the Work Plan to be presented at the NACC/DCA/11 Meeting**
- Agenda Item 6: Other Business**
- 3.1 Confirmation of new active members of the Working Group**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting 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 previous Meetings

Under this agenda item, the Meeting will review 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.

Agenda Item 3: Exchange of Training Information among Training Centres Task Force Work Plan

The Meeting will be informed, note and propose adjustments to the Work Plan presented by the Exchange of Training Information among Training Centres Task Force.

Agenda Item 4: Design of Contingency Measures Task Force Work Plan

The meeting will be informed, note and propose adjustments to the Work Plan presented by the Design of Contingency Measures Task Force Work Plan.

Agenda Item 5: Integration of the Work Plan to be presented at the NACC/DCA/11 Meeting

Under this Agenda Item, the Meeting will work on the Work Plan proposal to be presented at the Eleventh North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/11).

Agenda Item 6: Other Business

Under this agenda item, the Meeting will analyse any other matter than could not be addressed under the previous agenda items. There will be a review of the active members of the Working Group and the status of signatures of new interested parties to join the Working Group 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.