



ICAO

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

WORKING PAPER

NAM/CAR/CATC/WG/7 — WP/01

26/05/23

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

Agenda Item 1: Approval of the Provisional Agenda and Schedule

PROVISIONAL AGENDA AND SCHEDULE

(Presented by the Secretariat)

EXECUTIVE SUMMARY

The Provisional Agenda and Schedule of the Seventh NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/7) are presented in **Appendices A and B** to this working paper, respectively.

The items of the Provisional Agenda have been presented in a format that aligns with the ICAO strategic objectives.

The NAM/CAR/CATC/WG/7 will meet in plenary with the option to propose Ad hoc groups to deal with specific matters, if necessary.

Action:	The Meeting is invited to approve the Provisional Agenda and Schedule for the NAM/CAR/CATC/WG/7 Meeting as presented in Appendices A and B, respectively.
Strategic Objectives:	This working paper relates to all ICAO Strategic Objectives

**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

**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.

**APPENDIX B
PROVISIONAL SCHEDULE**

Time	Monday 19 June	Tuesday 20 June	Wednesday 21 June
08:30–09:00	<i>Registration</i>		
09:00–09:30	<i>Opening Ceremony & Photo</i>	Agenda Item 4	Agenda Item 5
09:30–10:00	Agenda Item 1		
10:00–10:30	Agenda Item 2		
10:30–11:00	<i>Coffee break</i>		
11:00–11:30	Agenda Item 3	Agenda Item 4	Agenda Item 5
11:30–12:00			
12:00–12:30			
12:30–13:30	<i>Coffee break / Lunch time</i>		
13:30–14:00	Agenda Item 3 (cont.)	Agenda Item 5	Agenda Item 5
14:00–14:30			
14:30–15:00			Agenda Item 6
15:00–15:30			<i>Closing</i>

— END —