



International
Civil Aviation
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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-NACC111379**

3 April 2024

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

Subject: **Invitation – Eighth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/8)**
Port of Spain, Trinidad and Tobago, 12 to 14 June 2024

Action

- Required:
- 1) Transmittal of additional items to the Agenda by **19 April 2024**;
 - 2) submission of documentation by the deadlines provided in this letter;
 - 3) register participation by **13 May 2024**.

Dear Sir/Madam,

Further to the kind offering of the Trinidad and Tobago Civil Aviation Authority to host the next meeting of the NAM/CAR/CATC/WG, I wish to invite your Administration to participate in the **Eighth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/8)** to be convened at the Hyatt Regency Hotel, located at 1 Wrightson Road, Port of Spain, Trinidad and Tobago, from 12 to 14 June 2024.

The Members of the Exchange of Training Information among Training Centres Task Force and of 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 of the signatory entities who have adhered to the Declaration of Intent (DoI) for the Regional Collaboration of training, are expected to attend this meeting. 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 event's Provisional Agenda is in **Appendix A**. States wishing to submit proposals for adding items should do so by **13 April 2024**. We would appreciate confirmation of your participation by **13 May 2024** by registering here: <https://forms.office.com/r/3FnRrTPxKY>

A list of hotels recommended for the meeting will be sent promptly. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance, please contact Mrs. Sati Rambaran, Executive Assistant, or Ms. Rachel Sylvester, Executive Assistant, who are the meeting coordinators from the Trinidad and Tobago Civil Aviation Authority (TTCOA) at srambaran@caa.gov.tt and rsylvester@caa.gov.tt. They can provide local information or assistance.

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In order to make the presentation of the *Training Offering in the NAM/CAR Regions Training Centers* webpage more productive, each member is requested to visit the page at <https://www.icao.int/NACC/Pages/namcarcatcwg-trainingoffering.aspx>, and send their training offering information to nacc-tc@icao.int, by **30 April 2024**, using the form in **Appendix B**.

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 **13 May 2024**, 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 **28 May 2024**. 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 or his Assistant Ms. Claudia López, Capacity Development and Implementation Associate to the following e-mail nacc-tc@icao.int.

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


Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

*A – Provisional Agenda; B – Training Offering Information; C – Working Paper template;
D – Information Paper template; E – Appendix template*



ICAO

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

**Eighth NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/8)**

Port of Spain, Trinidad and Tobago, 12 to 14 June 2024

**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: Presentation of the NAM/CAR/CATC/WG Training Offerings Webpage**
- Agenda Item 4: Presentation of the Virtual Space to List the Available Resources in Cases of Contingency**
- Agenda Item 5: The Use of Artificial Intelligence (AI) in Training**
- Agenda Item 6: Standardized Training Programme for Government Inspectors**
- Agenda Item 7: Election of Rapporteur and Vice-Rapporteur**
- 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 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: Presentation of the NAM/CAR/CATC/WG Training Offerings Webpage

Under this agenda item, the Secretariat will present to the Meeting the space on the NACC Regional Office web page dedicated to publishing course offerings from NAM/CAR/CATC/WG members.

Agenda Item 4: Presentation of the Virtual Space to List the Available Resources in Cases of Contingency

Under this agenda item, the Secretariat will present to the Meeting the virtual space created to store information on the resources available to support the Group's members in case of contingency.

Agenda Item 5: The Use of Artificial Intelligence (AI) in Training

Under this Agenda Item, the Meeting will discuss the application of AI in the different training processes.

Agenda Item 6: Standardized Training Programme for Government Inspectors

Under this Agenda Item, the Meeting will discuss the development of a standardized training programme for government inspectors according to ICAO Standards and Recommended Practices (SARPs).

Agenda Item 7: Election of Rapporteur and Vice-Rapporteur

The Meeting will elect the Group's Rapporteur and Vice-Rapporteur for the next term.

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. There will be a review of the active members of the Working Group and the status of signatures of any 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.