



International
Civil Aviation
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Международная
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航空组织

When replying please quote:

Ref.: NT-NS2/21 — **E.OSG-NACC115009**

21 March 2025

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

Subject: **Invitation – Ninth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/9)**
San Salvador, El Salvador, 7 to 9 May 2025

Action

- Required:
- 1) Transmittal of additional items to the Agenda by **28 March 2025**;
 - 2) submission of documentation by the deadlines provided in this letter;
 - 3) register participation by **9 April 2025**.

Dear Sir/Madam,

Further to the kind offering of the Central American Aeronautical Training Institute (ICCAE) in El Salvador to host the next meeting of the NAM/CAR/CATC/WG, I wish to invite your Administration to participate in the **Ninth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/9)** to be convened at the ICCAE facilities from 7 to 9 May 2025.

At this Ninth Meeting of the NAM/CAR/CATC/WG, a discussion will be held with the Directors General of Central America on training needs, and reports and proposals from the Task Forces will be presented.

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 **28 March 2025**. We would appreciate confirmation of your participation by **9 April 2025** by registering here: <https://forms.office.com/r/sB4iNncp1E>

A list of hotels recommended for the meeting will be sent promptly, as well as contact details of ICCAE event coordinators. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.


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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/Organization may wish to submit/present for the Meeting should be forwarded to this office by e-mail (icaonacc@icao.int) as soon as practicable in Microsoft Word format using the attached templates, in both languages, English and Spanish. Working Papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. The deadline to receive papers in both languages is **23 April 2025**.

If you require any further information regarding the event, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance or his Assistant Ms. Sybil Gómez, Capacity Development and Implementation Assistant to the following e-mail nacc-tc@icao.int.

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


Christopher Barks
Director Regional
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

Ninth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/9)

San Salvador, El Salvador, 7 – 9 May 2025

APPENDIX A PROVISIONAL AGENDA

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|-----------------------|---|
| Agenda Item 1: | Approval of the Provisional Agenda and Schedule |
| Agenda Item 2: | Follow-up on Valid Conclusions and Decisions from Previous Meetings |
| Agenda Item 3: | Discussion “Needs and Challenges of Aeronautical Training in the Region” with Central American Directors of Civil Aviation Authorities |
| Agenda Item 4: | Results of the Regional Database Task Force of Qualified Instructors |
| Agenda Item 5: | Regional Task Force on Standardization and Harmonization of Instructional Programmes |
| Agenda Item 6: | Updates on ICAO training and the TRAINAIR PLUS Programme |
| Agenda Item 7: | Review of the outcomes of the Global Implementation Support Symposium (GISS 2025), in relation to instruction |
| Agenda Item 8: | ICAO Training Workshop and Roundtable Discussions |
| Agenda Item 9: | Other Business |

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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Approval 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: Discussion “Needs and Challenges of Aeronautical Training in the Region” with Central American Directors of Civil Aviation Authorities

Under this Agenda Item, we will speak with Directors of Civil Aviation Authorities (CAA) of Central America, where we will address topics such as:

- a) The main training needs of the CAAs of the Region
- b) Main challenges in the CAAs for the training of their personnel
- c) Obtain a training profile proposal for the CAAs personnel from ICAO
- d) Additional training topics that they consider requesting from the Working Group.

Agenda Item 4: Results of the Regional Database Task Force of Qualified Instructors

Under this agenda item, the Sub-Working Group 2 will present a proposed solution so that members of the Work Group can share information about the instructors at the training centres.

Agenda Item 5: Regional Task Force on Standardization and Harmonization of Instructional Programmes

Under this Agenda Item, the proposal presented by Sub-Working Group 1 will be analysed so that, as a Working Group, a solution proposal can be formulated along with a Working Paper to be presented at the Meeting of Civil Aviation Directors.

Agenda Item 6: Updates on ICAO training and the TRAINAIR PLUS Programme

Under this Agenda Item, the Secretariat will present the progress of ICAO training activities carried out by the Global Aviation Training (GAT) Section of the Capacity and Development Implementation Bureau (CDI).

Agenda Item 7: Review of the outcomes of the Global Implementation Support Symposium (GISS 2025), in relation to instruction

Under this Agenda Item, the Secretariat will review the training-related outcomes of the Global Implementation Support Symposium (GISS 2025), which took place in Abu Dhabi, United Arab Emirates from 10 to 12 February 2025.

Agenda Item 8: ICAO Training Workshop and Roundtable Discussions

Under this Agenda Item, the Secretariat will facilitate roundtable discussions on topics that will aim to stimulate group participation, while addressing current challenges faced by Civil Aviation Training Centres and TRAINAIR PLUS Programme (TPP) Members at the regional level.

Agenda Item 9: Other Business

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

APPENDIX B
PROVISIONAL SCHEDULE

Time	Wednesday 7 May	Thursday 8 May	Friday 9 May
08:30–09:00	Registration		
09:00–09:30	Opening and Group Photo	Agenda Item 5	Agenda Item 8 (cont.)
09:30–10:00	Agenda Item 1		
10:00–10:30	Agenda Item 2		Agenda Item 9
10:30–11:00	Coffee Break		
11:00–11:45	Agenda Item 3	Agenda Item 6	Agenda Item 9 (cont.)
11:45–12:30		Agenda Item 7	Closure
12:30–14:00	Lunch Break		
14:00–14:30	Agenda Item 4	Agenda Item 8	
14:30–15:00			
Social Activities			
Events in the afternoon/evening, actual times will be announced in Order of Business	Dinner in the City Centre	Dinner in Surf City	Lunch at the Volcano

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