



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
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-NACC98687**

18 August 2023

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

Subject: **Invitation – Extraordinary Meeting of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG/EXT)**
Santo Domingo, Dominican Republic, 17 to 18 October 2023

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda by **1 September 2023**;
 - 2) Submission of documentation by the deadlines provided in this letter;
 - 3) Register participation by **29 September 2023**.

Dear Sir/Madam,

Further to Conclusion NAM/CAR/CATC/WG/7/5 – *Extraordinary Meeting of the NAM/CAR/CATC/WG* approved by the Eleventh Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/11), I wish to invite your Administration/Organization to participate in the Extraordinary Meeting of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG/EXT) to be convened at the facilities of the *Academia Superior de Ciencias Aeronáuticas (ASCA)*, Santo Domingo, Dominican Republic, from 17 to 18 October 2023, which will be hosted by the *Instituto Dominicano de Aviación Civil (IDAC)* of Dominican Republic.

This extraordinary meeting, requested by the Rapporteur and Vice-rapporteur of the Group, has the following objectives:

- a) process the information gathered regarding the course offering in the NAM/CAR Regions in order to improve a sustainable provision of training as well as continuous regional collaboration to provide support on training (Decision NAM/CAR/CATC/WG/6/1 refers); and
- b) analyse the information gathered on available resources to be shared in case of a crisis in order to anticipate any long-term suspension, focusing efforts to ensure training continuity and the validity of competencies of professionals involved in civil aviation (Decision NAM/CAR/CATC/WG/6/2 refers).

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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. 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 of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **1 September 2023**.

We would appreciate confirmation of your participation by **29 September 2023** by registering here: <https://forms.office.com/r/Ak0AA17P6t>

The list of hotels recommended for meeting participants can be found at **Appendix B**. The facilities of ASCA are located at: Academia Superior de Ciencias Aeronáuticas ASCA, Prolongación ruta 66, Punta Caucedo, Complejo Aeronáutico Dominicano, Santo Domingo Este, República Dominicana.


All meeting/event documentation/presentations 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/presentations 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 **2 September 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. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **2 October 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).

The meeting coordinator from ASCA of Dominican Republic is Mrs. Vanessa Byas, ASCA Technical Coordinator, Tel. + 1 809 633 1100, e-mail address vbyas@asca.edu.do. If you require any further information regarding the event, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance or 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 – Hotel List; C – Working Paper template;
D – Information Paper template; E – Appendix template*



ICAO

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

**Extraordinary Meeting of the NAM/CAR Civil Aviation Training Centres Working Group
(NAM/CAR/CATC/WG/EXT)**

Santo Domingo, Dominican Republic, 17 to 18 October 2023

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Exchange of Training Information Among Training Centres**
- 2.1 Presentation and consolidation of the training offer from the Training Centres Working Group
 - 2.2 Procedure to update the NAM/CAR/CATC/WG website
 - 2.3 Procedure to disseminate information on the NAM/CAR/CATC/WG website
 - 2.4 Identification of States' training needs, list of focal points and distribution of a survey
 - 2.4.1 Gathering and analysis of survey results
 - 2.4.2 Production and presentation of the report
- Agenda Item 3: Contingency measures: Essential Resources for Civil Aviation Instruction Organisations (CAIO) to Implement a Contingency Plan**
- 3.1 Analysis of the information gathered related to available resources for CAIOs that could be shared during a crisis
 - 3.1.1 Establishment of a dissemination, publication and update mechanism for the resources template
 - 3.2 Contingency measures
 - 3.2.1 Design of contingency measures and aspects to be considered when CAIOs face contingencies
 - 3.2.2 Preparation and presentation of the report of contingency measures for CAIOs
 - 3.2.3 Establish a report dissemination and publication mechanism for States in the NAM/CAR Regions
- Agenda Item 4: Other Business**

— END —



Academia Superior de Ciencias Aeronáuticas

RECOMMENDED ACCOMMODATIONS

Hampton by Hilton Santo Domingo Airport / Category: Airport Hotel

4 Stars hotel

Address: Las Américas Ave., Km 27, 11336, Santo Domingo, Dominican Republic (8 minutes from ASCA)

Tel.: +1 809-375-4000

Occupancy	Rate
DOBLE	US\$99.00 p/pax + 28% of tax
SINGLE	US\$119.00 p/pax + 28% of tax

Emotions by Hodelpa / Category: Resort hotel

All Inclusive / 4 Stars hotel

Address: Boulevard Juan Dolio, Playa Juan Dolio, San Pedro de Macorís, Dominican Republic, 21000, (25 minutes from ASCA)

Tel.: +1 809-339-9555

Occupancy	Rate
DOBLE	US\$85.00 p/pax + 28% of tax
SINGLE	US\$97 p/pax + 28% of tax

Notes:

1. All hotels include American breakfast and WiFi.
2. Direct reservations with the selected hotel.
3. Fixed prices to those referred by the ASCA; request your reference at ASCA before booking.
4. Transportation from/to ASCA is included for this event.
5. Rates may vary according to the season.