



ICAO

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

WORKING PAPER

NAM/CAR/CATC/WG/EXT — WP/01
17/10/23

**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

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

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

**APPENDIX B
PROVISIONAL SCHEDULE**

Time	Tuesday 17 October	Wednesday 18 October
09:00–09:30	<i>Registration</i>	Agenda Item 3
09:30–10:00	<i>Opening Ceremony & Photo</i>	
10:00–10:30	Agenda Item 1	
10:30–12:30	Agenda Item 2	
12:30–13:30	<i>Coffee break / Lunch time</i>	
13:30–16:00	Agenda Item 2	Agenda Item 4

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