



International  
Civil Aviation  
Organization

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de l'aviation civile  
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Международная  
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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NS2-21 — **E.OSG-NACC118891**

11 March 2026

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

Subject: **Invitation – Tenth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/10)**  
San Jose, Costa Rica, 21 to 23 April 2026

Action

- Required:
- 1) Transmittal of additional items to the Draft Agenda by **31 March 2026**;
  - 2) Submission of documentation by the deadlines provided in this letter;
  - 3) Register participation by **3 April 2026**.

Dear Sir/Madam,

Further to the kind offering of Costa Rica to host the next meeting of the NAM/CAR/CATC/WG, I wish to invite your Administration to participate in the Tenth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/10) to be convened in San Jose, Costa Rica, from 21 to 23 April 2026.

The Meeting will review progress toward the adoption of standardized training programmes for civil aviation inspectors, an initiative aimed at promoting harmonization and strengthening competencies in the NAM/CAR Regions, as well as fostering collaboration among training centres. Participants will be given the opportunity to exchange experiences and present training initiatives, including courses focused on managerial and soft skills, aimed at strengthening leadership and management capacities within civil aviation organizations. In addition, the Working Group will review the proposed Regional Guide for the Design and Implementation of On-the-Job Training (OJT) programmes, developed through regional collaboration.

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 meeting Draft Agenda is in **Appendix A**. States wishing to submit proposals for adding items should do so by **31 March 2026**. I would appreciate confirmation of your participation by **3 April 2026** by registering here: <https://forms.office.com/r/QnZNTqDpDg>

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

All meeting documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/nacc/meetings> 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](mailto: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 **4 April 2025**.

If you require any further information regarding the event, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance or his Assistant Mrs. Leslie Gandara, Assistant to the following e-mail [nacc-tc@icao.int](mailto:nacc-tc@icao.int).

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

A handwritten signature in black ink that reads "Christopher Barks". The signature is overlaid with a blue circular digital signature watermark. The watermark contains the text "ICAO - OACI - HKAO" at the top and "Firma Digital" and "Signature" on the sides.

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

**Enclosure:**

*A – Draft Agenda; B – Working Paper template;  
C – Information Paper template; D – Appendix template*

*<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Meetings/NAM CAR CATC WG/NAMCARCATCWG10/Correspondence/NACC118891TA-States-NAMCARCATWG10Inv.docx> / CLP*



ICAO

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

**Tenth NAM/CAR Civil Aviation Training Centres Working Group Meeting  
(NAM/CAR/CATC/WG/10)**

San José, Costa Rica, 21 – 23 April 2026

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**APPENDIX A  
DRAFT AGENDA**

- Agenda Item 1: Approval of the Draft Agenda and Schedule**
- Agenda Item 2: Review of Valid Conclusions from Previous Meetings**
- Agenda Item 3: Compilation and Presentation of Courses Focused on Managerial and Soft Skills**
- Agenda Item 4: Presentation of the Regional Guide for the Design and Implementation of On-the-Job Training (OJT) — MEX/HON/USA**
- Agenda Item 5: Summary of the Training Issues Presented by the States' Training Centres at the ICAO Assembly 42nd Session (Dominican Republic)**
- Agenda Item 6: Review and Validation of the Policy for Standardized Training Programmes for Civil Aviation Inspectors**
- Agenda Item 7: Update on ICAO Training and the TRAINAIR PLUS Programme**
- Agenda Item 8: Review of the Results of the Global Implementation Support Symposium (GISS 2026), with regard to Training**
- Agenda Item 9: Conference on Artificial Intelligence Focused on Training Centres**
- Agenda Item 10: ICAO Global Aviation Training (GAT) Interactive Session/Workshop**

**Agenda Item 11:      Other Business**

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**DRAFT AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Approval of the Draft Agenda and Schedule**

Under this agenda item, the Meeting will review and adopt the agenda and the work schedule. The objectives and general expectations of the meeting will be presented.

**Agenda Item 2: Review of Valid Conclusions from Previous Meetings**

Under this agenda item, the Meeting will review the valid conclusions and decisions arising from the NAM/CAR/CATC/WG meetings, highlighting their impact on the implementation of matters related to safety, air navigation and aviation security in the States and the NAM/CAR Regions.

**Agenda Item 3: Compilation and Presentation of Courses Focused on Managerial and Soft Skills**

Under this agenda item, the delegations participating in the meeting will have the opportunity to present their training offerings focused on the development of managerial and soft skills.

**Agenda Item 4: Presentation of the Regional Guide for the Design and Implementation of On-the-Job Training (OJT) — MEX/HON/USA**

Under this agenda item, the Sub-Working Group will present a proposed regional guidance solution for the design and implementation of on-the-OJT, for analysis and recommendations by the Working Group.

**Agenda Item 5: Summary of the Training Issues Presented by the States' Training Centres at the ICAO Assembly 42nd Session (Dominican Republic)**

Under this agenda item, Dominican Republic will present a summary of the training issues presented at the ICAO Assembly 42nd Session, in order to follow up on the resolutions issued.

**Agenda Item 6: Review and Validation of the Policy for Standardized Training Programmes for Civil Aviation Inspectors**

Under this agenda item, the delegations participating in the Working Group will review and validate the policy on standardized training programmes for civil aviation inspectors, with a view to obtaining a final proposal.

**Agenda Item 7: Update on ICAO Training and the TRAINAIR PLUS Programme**

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

**Agenda Item 8: Review of the Results of the Global Implementation Support Symposium (GISS 2026), with regard to Training**

Under this agenda item, the Secretariat will present the results related to training of the ICAO Global Implementation Support Symposium (GISS 2026).

**Agenda Item 9: Conference on Artificial Intelligence Focused on Training Centres**

Under this agenda item, a subject-matter expert will be invited to deliver a presentation on the use of Artificial Intelligence, with a focus on training centres

**Agenda Item 10: ICAO Global Aviation Training (GAT) Interactive Session/Workshop**

Under this agenda item, the Secretariat will facilitate round-table discussions on topics aimed at stimulating group participation, while addressing the current challenges faced by Civil Aviation Training Centres and TRAINAIR PLUS Programme (TPP) Members at the regional level.

**Agenda Item 11: Other Business (1 hour)**

Under this agenda item, any other matters not covered under the preceding agenda items will be considered