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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/3A.49-SA275

9 June 2014

To: Mr. Jean-Michel Boivin, Regional Director of Civil Aviation, French Guiana
Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **TRAINAIR PLUS Course Developers and Instructors Standardization Meeting (CDI/STD)** (Instituto de Controle do Espaço Aéreo (ICEA), São José dos Campos, Brazil
24 - 26 de September 2014

Action: **Confirm your participation before 22 August 2014**

Sir/Madam,

I have the pleasure to invite you to the third Regional TRAINAIR PLUS Course Developers and Instructors Standardization (CDI/STD) Meeting to be held in San Jose dos Campos, Brazil, from 24-26 September 2014. This meeting will be graciously hosted by Instituto de Controle do Espaço Aéreo (ICEA) and is targeting course developers and instructors in the CAR/SAM Regions. The languages of the meeting will be English and Spanish with simultaneous translation.

The ICAO CDI/STDs are a key element of the TRAINAIR PLUS Programme. They provide a unique platform for training professionals to exchange best practices, discuss challenges, and identify opportunities for the improvement of training deliverables.

The CDI/STDs will enable participants to enhance their knowledge and implementation of the ICAO TRAINAIR PLUS course development methodology, which is based on the ICAO *Training Development Guide, Competency-based Training Methodology* (Doc 9941), as well as any of the other Instructional Systems Design (ISD) methodologies they may be using.

The expected outcome of each meeting will be the production of a document comprising conclusions and recommendations to be distributed to the global team of ICAO TRAINAIR PLUS qualified instructors, course developers, and validators. We encourage instructors, course developers, and TRAINAIR PLUS validators to attend CDI/STDs on a regular basis to keep pace with changes affecting the aviation training industry.

Participants will be provided with certificates of attendance upon completion of the event. For more information and registration, please visit the TRAINAIR PLUS website at www.icao.int/trainairplus.

We very much look forward to seeing you in San Jose dos Campos.

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

The image shows a handwritten signature in blue ink over the official ICAO logo. The logo features a globe with wings and the text 'ICAO' and 'INTERNATIONAL CIVIL AVIATION ORGANIZATION' around it. The signature is written in a cursive style.

Franklin Hoyer
Regional Director
ICAO South American Office
Lima

cc: Mr. Olivier Jouans, Regional Director of ATM services, French Guiana
Mrs. Thelma Douglas Pinas, Permanent Secretary, MTCT, Suriname
Mr. Robby Venlo, Director General (a.i.), Civil Aviation Department, Suriname
Mr. Brian De Souza, Director (a.i.), CASAS, Suriname
GAT Manager, HQ