



International  
Civil Aviation  
Organization

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Organización  
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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LT 2/3A.60 – SA435

Lima, 9 September 2016

To: Mr. Philippe Guivarch, Regional Director of Civil Aviation, West Indies and French Guiana  
Lt. Col. Egbert Field, Guyana Civil Aviation Authority  
Mr. Andojo Rusland, Minister of Transport, Communication and Tourism, Suriname

Subject: **Invitation — ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) Personnel Lima, Peru, 28 to 30 November 2016**

Action

Required: Register participation by **28 October 2016**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) to be convened at the ICAO SAM Regional Office, Lima, Peru, from 28 to 30 November 2016.

This event will provide guidance for the implementation of competency-based training and assessment for ATCOs and ATSEP as outlined in the fourth amendment to the Doc 9868 - *Procedures for Air Navigation Services – Training*, applicable in November 2016, and associated guidance manuals that will be published later this year.

This workshop is addressed to personnel from training centers, Air Navigation Service Providers (ANSPs) and Civil Aviation Authorities responsible for the management of ATSEP and ATCO training, Civil Aviation Authority personnel responsible for the management of ATCO and ATSEP regulation, auditing and oversight of training, Civil Aviation Authority personnel responsible for conducting audits and oversight of ATSEP and ATCO training, ATSEPs/ATCOs, Course Developers, Instructors and Assessors Training managers, regulators, and other personnel involved in the delivery of ATSEP and ATCO training of States and Territories of the ICAO SAM Region and representatives of invited international organizations are expected to attend. The working languages of the workshop will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Draft Agenda and Tentative Programme of the Workshop is at **Attachment A**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **28 October 2016**.

The general information of the event including the venue and hotel recommendations will be published in the ICAO SAM Office website: <http://www.icao.int/SAM/Pages/GeneralInformation.aspx>. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All event presentations will be placed in the Meetings Section of the following web page: <http://www.icao.int/SAM> as it becomes available. Taking into consideration the availability of presentations in electronic format, no hard copies will be distributed during the event.

Mr. Onofrio Smarrelli, Regional Specialist on Communications, Navigation and Surveillance of the ICAO SAM Office ([osmarrelli@icao.int](mailto:osmarrelli@icao.int)) remains at your disposal for any consultation.

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



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Enclosure**

*As indicated*

cc: Mr. Claude Miquel, Deputy Director of Civil Aviation, West Indies and French Guiana  
Mr. Jerome Journet, Head of French ATM services, West Indies and French Guiana  
Mr. Jean-Michel Pubellier, Deputy Head ATM services, West Indies and French Guiana  
Mrs. Joyce Blokland-Wijnstein, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname  
Mr. Faizel Baarn, acting Head of Civil Aviation Department, Suriname  
Mr. Brian De Souza, acting Director, CASAS, Suriname  
Mr. Marcus Doller, Air Safety Support Intl. (ASSI), United Kingdom  
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom  
D/TCB/FOS/PIU, ICAO, Montreal

## ATTACHMENT A

### ICAO COMPETENCY BASED TRAINING (CBT) WORKSHOP FOR ATCO AND ATSEP PERSONNEL

#### DRAFT AGENDA

##### Objective

Introduce the Competency-based training (CBT) concept for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) and provide guidance for its implementation, as outlined in the fourth amendment to Doc 9868 - *Procedures for Air Navigation Services — Training* (PANS-TRG) and associated training manuals to be published later in 2016.

##### Target Audience

- Personnel from training centers, Air Navigation Service Providers (ANSPs) and Civil Aviation Authorities responsible for the management of ATSEP and ATCO training
- Civil Aviation Authority personnel responsible for the management of ATCO and ATSEP regulation, auditing and oversight of training
- Civil Aviation Authority personnel responsible for conducting audits and oversight of ATSEP and ATCO training
- ATSEPs/ATCOs, Course Developers, Instructors and Assessors
- Training managers, regulators, and other personnel involved in the delivery of ATSEP and ATCO training

##### Workshop outline

The workshop will run over three days (28 to 30 November 2016). The first day of the workshop is common to both ATCOs and ATSEP. For the second day and the morning of the third day, ATCOs and ATSEP will attend separate sessions. The two groups will rejoin for a common session on the afternoon of the third day, the tentative programme is detailed below:

## TENTATIVE PROGRAMME

Monday 28 November		Tuesday 29 November				Wednesday 30 November			
0830 0900	Registration	0900 0915	<i>ATCO Workshop:</i> • Introduction • Review of day 1	0900 0930	<i>ATSEP Workshop:</i> • Introduction • Review of day 1	0900 1100	<i>CBT</i> Instruction/Assessing Exercise	0900 1000	<i>ATSEP</i> • Conversion training • Exercises – Perform conversion training
0900 0915	Opening Ceremony								
0915 1015	Introduction to Workshop	0915 1030	CBT competencies	0930 1030	Doc 10057 – <i>Training Manual/Questions</i>				
1015 1030	<i>Coffee Break</i>	1030 1045	<i>Coffee Break</i>	1030 1045	<i>Coffee Break</i>	1100 1115	<i>Coffee Break</i>		
1030 1050	NGAP overview	1045 1200	CBT Training manual	1045 1130	Examples of developing CBT plan	1115 1230	Review and wrap-up	1115 1230	Review and wrap-up
11:20 11:50	Competency-Based Training (CBT)	1200 1300	CBT developing an Adapted Competency Model	1130 1300	Exercise: • Develop performance criteria				
11:50 12:45	Introduction to PANS TRG document Question Session								
1245 1345	<i>Lunch Break</i>	1300 1400	<i>Lunch Break</i>	1300 1400	<i>Lunch Break</i>	1230 1330	<i>Lunch Break</i>		
1345 1535	General exercise (Cont.)	1400 1500	CBT Developing an Adapted Competency Model (Cont.)	1400 1500	Exercise (Cont.)  Debrief/Questions	1330 1445	<i>(ATSEP and ATCO combined)</i>  Key points and recommendations to take home		
1535 1550	<i>Coffee Break</i>	1500 1515	<i>Coffee Break</i>	1500 1515	<i>Coffee Break</i>	1445 1500	<i>Coffee Break</i>		
1550 1645	Question and Answer (Q&S)	1515 1615	CBT Instruction and assessing	1515 1545	• Unsuccessful Progression/Questions	1500 1530	Final review		
				1545 1615	• Continuation Training	1530 1600	Closure		



ADJUNTO B / ATTACHMENT B

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
INTERNATIONAL CIVIL AVIATION ORGANIZATION

ICAO Competency Based Training (CBT) Workshop for ATCO and ATSEP Personnel  
Taller de la OACI sobre instrucción basada en la competencia para ATCO y especialistas ATSEP  
(CBT Ws)

Lima, Perú, 28 al 30 de noviembre de 2016 / Lima, Peru, 28 to 30 November 2016

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

1. Estado/*State*:  
Organismo/*Organization*: \_\_\_\_\_

2. Nombre/*Name*: \_\_\_\_\_

3. Cargo/*Position*: \_\_\_\_\_

4. Participa como / *Participates as*:

Miembro/  Alterno/  Delegado/  Observador  Ponente/  Instructor/  Alumno/   
*Member Deputy Delegate Observer Lecturer Instructor Student*

5. Dirección oficial /  
*Business address*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Tel.: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. Hotel o dirección en  
la ciudad/ *Hotel or*  
*local address*: \_\_\_\_\_

8. Información de vuelo/ *Vuelo llegada/ fecha/ hora/*  
*Flight information: Arrival flight/ date/ hour:* \_\_\_\_\_

*Vuelo salida/ fecha/ hora/*  
*Departure flight/ date/ hour:* \_\_\_\_\_

Firma/ *Fecha/*  
*Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

**Please return this form to: / Por favor envíe este formulario a: E-mail: [icaosam@icao.int](mailto:icaosam@icao.int)**