



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LT 2/3 – SA373

Lima, 22 August, 2022

To: Mr. M. Thierry Buttin, Regional Director of Civil Aviation Authority (DSAC)  
for French Antilles and French Guiana  
Mr. Philippe Versi, Regional Director, West Indies and French Guiana  
Lt. Col. Egbert Field, Director General, Guyana Civil Aviation Authority  
H.E. Albert Egbert Jubithana BBA, Minister of Transport, Communication and Tourism,  
Suriname

Subject: **Twentieth Meeting of Directors of the Civil Aviation Training Centers of the South  
American Region (CIAC/20)**  
(Brasilia, Brazil, 24 to 28 October, 2022)

Required  
action: **Register participants by 7 October 2022**

Dear Sir/Madam:

I am pleased to address you this letter inviting you to participate in the Twentieth Meeting of Directors of the Civil Aviation Training Centers (CIAC/20) of the South American Region, which will take place in Brasilia, Brazil, from 24 to 28 October 2022.

The purpose of the Meeting is to follow up on the instruction and training activities implemented by the Civil Aviation Training Centers (CATCs) in recent years. Likewise, it is intended to give guidelines to the CATCs on the training requirements that lead to the continuous recovery of aviation in relation to the COVID-19 pandemic, and the challenge of training new professionals to face the ICAO slogan "**Reconnecting the World**".

Additionally, the Meeting is expected to take note of the good practices implemented by the CATCs and the ICAO GAT, within the context of the COVID-19 pandemic, in order to give continuity to the instruction and training plans, as well as to the ICAO recommendations in relation to them, presented during the last international symposia and the General Assembly of the Organization.

States are invited to present the training activities carried out during 2022 and those planned for 2023, as well as the good practices implemented due to the COVID-19 pandemic.

In this regard, I would very much appreciate your informing **by 7 October, 2022**, your confirmation to participate in the event, returning the registration form (**Attachment C**), duly completed with respect to each participant.

Please note that the event will be held in Spanish and will have simultaneous interpretation services into English **only if confirmation of participation is received from delegates from English-speaking States, until 7 October 22.**

As **Attachment A** the draft Agenda with its respective explanatory notes and the meeting schedule is presented, and as **Attachment B** the Mnemonic Paper.

The documentation, as well as the working and information papers will be published on the ICAO South American Regional Office website:

<https://www.icao.int/SAM/Pages/default.aspx>

Should you require further information regarding the event, please contact Mr. Jorge Armoa, Regional Officer, ANS Implementation (AIM/MET), at the e-mail: [jarmoa@icao.int](mailto:jarmoa@icao.int).

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



Fabio Faizi Rahnemay Rabbani  
Regional Director  
ICAO South American Office  
Lima

Enclosure:

*As indicated*

cc: Mr. Patrick Pezzeta, Deputy Director, Antilles-Guyane, French Antilles  
Mr. Alain Kerhascoet, Head of French Guiana Air Control Centre Cayenne-Félix Eboué Airport, Head of the Aircraft Search and Rescue RCC  
Mr. Jean-Jacques Deschamps, Directeur Adjoint, ANSP Martinique, French Antilles-Guyane  
Mr. Damien Cazé, Director General of Civil Aviation, France  
Mrs. Estrella Noordzee, Permanent Secretary, Directorate of Transport, Suriname  
Mrs. Cindy Toemin, Acting Head of Civil Aviation Department, Suriname  
Mr. Brian de Souza, Director a.i, Civil Aviation Safety Authority Suriname, 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  
ICAO EUR/NAT (*For retransmission to DGAC France*)



## ATTACHMENT A

### TWENTIETH MEETING OF DIRECTORS OF THE CIVIL AVIATION TRAINING CENTERS OF THE SOUTH AMERICAN REGION (CIAC/20)

(Brasilia-Brazil, 24 to 28 October, 2022)

#### DRAFT AGENDA

- Agenda Item 1: **Seminar on competency-based training and human factors in aviation**
- Agenda Item 2: **Analysis of the valid conclusions formulated at the Nineteenth Meeting of Directors of the Civil Aviation Training Centers of the South American Region (CIAC/19) and previous meetings.**
- Agenda Item 3: **Activities carried out by the Civil Aviation Training Centers of the Region**
- Agenda Item 4: **Follow-up of the implementation of training activities in air navigation, safety, aviation security, environment, and other aviation areas in the Region**
- Agenda Item 5: **Challenges of continuity of training and instruction activities focused by the GAT, and Follow-up on the activities of the TRAINAIR PLUS Program and NGAP**
- Agenda Item 6: **Review of the results, in relation to training, of the ICAO Global Implementation Support Symposium (GISS 2022) and of the 41st ICAO Assembly**
- Agenda Item 7: **Review of the terms of reference and work program of the CIAC group**
- Agenda Item 8: **Other business**

**TWENTIETH MEETING OF DIRECTORS OF THE CIVIL AVIATION TRAINING CENTERS  
OF THE SOUTH AMERICAN REGION (CIAC/20)**

(Brasilia-Brazil, 24 to 28 October, 2022)

**EXPLANATORY NOTES**

**Agenda Item 1: Seminar on competency-based training and human factors in aviation**

Under this Agenda item, a seminar will be held on competency-based training according to the ICAO PANS-TRG guidelines and other documents related to Instruction and Training. In addition, the issue of the Human Factor in aviation in the context of automation will be addressed.

**Agenda Item 2: Analysis of the valid conclusions formulated at the Nineteenth Meeting of Directors of the Civil Aviation Training Centers of the South American Region (CIAC/19) and previous meetings.**

The implementation status of the valid conclusions formulated during the CIAC/19 Meeting, as well as the valid conclusions of the previous CIAC meetings, will be reviewed and their validity will be evaluated in light of the actions that may have been adopted in relation to each one of them.

**Agenda Item 3: Activities carried out by the Civil Aviation Training Centers of the Region**

The Directors of the Civil Aviation Training Centers of the Region will present to the Meeting the main activities carried out in terms of training since the last CIAC meeting (CIAC/19). This should allow the Meeting to obtain information on the current situation regarding courses and future forecasts from each participating Civil Aviation Training Center (CATC).

**Agenda Item 4: Follow-up of the implementation of training activities in air navigation, safety, aviation security, environment, and other aviation areas in the Region**

In this agenda item, the Meeting will take note of the regional training activities on air navigation (Aeronautical Information, Aeronautical Meteorology, Air Traffic Management, Communication, Navigation and Surveillance, Aerodromes), Safety, Aviation Security, and Environment carried out since 2022 and those planned for 2023.

**Agenda Item 5 Challenges of continuity of training and instruction activities focused by the GAT, and Follow-up on the activities of the TRAINAIR PLUS Program and NGAP**

The GAT will be asked about the challenges faced to give continuity to its Work Plan in the context of the recovery from the COVID-19 pandemic in order to comply with the ICAO slogan "reconnecting the world"

The Meeting will also take note of the advances in the ICAO programs carried out by the Global Aviation Training Office (GAT), in particular, the TRAINAIR PLUS program, as well as the program on New Generation of Aviation Professionals (NGAP) and the TRAINAIR PLUS program.

**Agenda Item 6            Review of the results, in relation to training, of the ICAO Global Implementation Support Symposium (GISS 2022) and of the 41st ICAO Assembly**

This agenda item will review the results, related to training, of the Global Implementation Support Symposium (GISS 2022), an event that took place in Istanbul-Turkey, from 28 June to 1 July, as well as the A41 Resolutions, related to item 26 of the Assembly Agenda, if they were already available.

**Agenda Item 7:            Review of the terms of reference and work program of the CIAC group**

In this agenda item, the CIAC group's terms of reference and work program will be reviewed.

**Agenda Item 8:            Other business**

Other aspects related to instruction will be analyzed, which may be presented by the CATCs Directors, and which are not included in the other items on the Agenda.

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**TENTATIVE AGENDA**

<b>Time</b>	<b>Monday 24 October 2022</b>	<b>Tuesday 25 October 2022</b>	<b>Wednesday 26 October 2022</b>	<b>Thursday 27 October 2022</b>	<b>Time</b>	<b>Friday 28 October 2022</b>
08:30 09:00	Registration				10:00 10:30	Delivery and reading of the CIAC/19 final report
09:00 09:30	Opening Ceremony: Words from the Director of the ICAO South American Regional Office Welcome words from the Director of the ANAC CATC Words from the Director of the ANAC of Brazil Election of president	<b>Agenda Item 1</b>	<b>Agenda Item 3</b>	<b>Agenda Item 4</b>		
09:30 10:30	Approval of the Work Agenda  <b>Agenda Item 1</b>					
10:30 11:00	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	10:30 11:00	<i>Coffee break</i>
11:00 12:30	<b>Agenda Item 1</b>	<b>Agenda Item 2</b>	<b>Agenda Item 3</b>	<b>Agenda Item 5 &amp; 6</b>	11:00 12:00	Review of the final report
					12:00 12:15	Closing ceremony
12:30 13:30	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>		
13:30 15:30	<b>Agenda Item 1</b>	<b>Agenda Item 2</b>	<b>Agenda Item 3</b>	<b>Agenda Item 7 &amp; 8</b>		



## ATTACHMENT B

### ICAO SOUTH AMERICAN REGIONAL OFFICE

#### MNEMONIC PAPER

<b>Twentieth Meeting of Directors of the Civil Aviation Training Centers of the South American Region (CIAC/20)</b>  <b>Brasilia, Brazil, 24 to 28 October, 2022</b>	
<p style="text-align: center;"><b>Regional strategy for the implementation of GAT Programs and training programs necessary for the implementation of GREPECAS Programs and Projects, in the SAM Region</b></p>	<ul style="list-style-type: none"> <li>✓ <b>Until December 2025</b>, promote that the Civil Aviation Training Centers (CATCs) include in their Training and Instruction Plans, the areas of innovation and new aviation challenges, in all areas.</li> <li>✓ <b>Until December 2025</b>, promote the NGAP program in universities that have careers related to aeronautics and <b>promote alliances to support the completion of projects related to the training of aviation professionals.</b></li> <li>✓ <b>Until December 2025</b>, promote the training of new technicians in all aviation fields to support the renewal and replacement of retired aeronautical personnel during the pandemic.</li> <li>✓ <b>Continuous tasks:</b> <ul style="list-style-type: none"> <li>a) Promote the accreditation of courses provided by CATCs through the TRAINAIR and TRAINAR Plus programs.</li> <li>b) Coordinate with the Regional Officers the training needs in the different areas and explore with the CIAC authorities the feasibility of carrying out the training courses.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>ICAO Strategic Objectives</b></p>	<p>The Meeting is related to the analysis of the activities carried out by the CATCs to increase the training of aeronautical personnel in the States. Considering that training is essential in all areas so that the services provided are carried out with continuous improvement, this meeting is transversal to all the strategic objectives of ICAO.</p> <p>Likewise, the Meeting intends to capture the good practices implemented by the CATCs to give continuity to their Instruction Plans, in the context of the COVID-19 pandemic.</p> <p>Additionally, the Meeting will promote the revision of the Training and Instruction Programs to face innovation and the aviation challenges in all areas for the next five years.</p> <p>On the other hand, it is intended to invite the CATCs to promote the training of new aviation technicians to support the take-off of post-pandemic aviation</p>
<p style="text-align: center;"><b>Current situation of the SAM Region</b></p>	<p>Regarding the application of the TRAINAIR Plus Program, at present, the CATCs that operate under the umbrella of the Civil Aeronautical Authority, in a high percentage have certified their activities and have become Full Members or Associate Members of the Program. Certification is subject to a monitoring and recertification process every three years.</p>

	<p>Regarding the NGAP Program, it is still incipient in the SAM Region. There are interests expressed by a State of the Region to organize the annual symposium in 2023-2024.</p> <p>The context of the COVID-19 pandemic has affected the CATCs' instruction and training programs.</p> <p>The COVID-19 Pandemic generated a forced retirement of aviation professionals, in all areas. This, together with the retooling for some other activity from various aviation professionals is seen as a challenge for the takeoff of post-pandemic aviation. The CATCs will be a fundamental pillar for the training of new professionals to cover the "<b>deficit of aeronautical professionals</b>" that could arise as aviation recovers pre-pandemic levels.</p>
<p><b>Nature of the event</b></p>	<p>This is an annual accountability, evaluation, preparation/approval and follow-up meeting of the CATCs work plan to align their activities with the GAT initiatives in relation to the TRAINAIR and NGAP programs, and the training needs of the States regarding the implementation of improvements in the services provided by the States in the different aviation areas, as well as for the training of aviation professionals (pilots, crew members, aviation mechanics, DOV, among others).</p> <p>In general, CATCs report on their activities during the year, and ICAO recommendations are presented as a result of the annual symposia of both GAT programs. The Meeting is directed to those responsible for CATC planning in the States or their representatives. This meeting is scheduled by the GAT, who -in general- prepare working papers to be considered in it.</p>
<p><b>Competences that the event will generate</b></p>	<p>The CATCs' Directors or Representatives will be informed of the progress of the ICAO GAT programs and of the guidance issued in the training field. Likewise, they will take note of the training needs expressed by the different areas involved in improving the provision of aeronautical services.</p>
<p><b>Participants profile</b></p>	<p>Directors or representatives of the Civil Aviation Training Centers of the States with the capacity to provide information on the activities carried out by these institutions for the implementation of the ICAO GAT initiatives.</p>
<p><b>Next Steps in Strategy Development</b></p>	<p>In accordance with the activities carried out by the GAT and the progress of GREPECAS programs and projects, the regional strategy should be:</p> <ul style="list-style-type: none"> <li>✓ Follow up on the certification and re-certification processes of the CATCs;</li> <li>✓ Follow up on the recommendations of the symposia related to TRAINAIR and NGAP;</li> <li>✓ Initiate contacts with universities in the SAM Region that have aviation-related careers and establish a link with the NGAP program to carry out activities in this field; and</li> <li>✓ Continue coordinating with the CATCs and regional officers, to provide instruction and training support to the different implementations necessary within the scope of the projects carried out by GREPECAS and aligned with the ICAO Global Plans (GANP, GASP and GASeP).</li> </ul>

	<ul style="list-style-type: none"><li>✓ Evaluate the CATCs and GAT challenges to give continuity to their instruction and training activities in the context of the pandemic.</li><li>✓ Promote the realization of a training course on new technologies applied to aviation, cybersecurity culture, Environment, among others.</li></ul>
<b>Contact staff in the SAM Office</b>	Mr. Jorge Armoa, Regional Officer, ANS Implementation (AIM/MET) <a href="mailto:jarmoa@icao.int">jarmoa@icao.int</a>



ADJUNTO / ATTACHMENT C

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
INTERNATIONAL CIVIL AVIATION ORGANIZATION

Vigésima Reunión de Directores de los Centros de Instrucción de Aviación Civil de la Región Sudamericana

Twentieth Meeting of Directors of the Civil Aviation Training Centers of the South American Region

(CIAC/20)

Brasilia, Brasil, 24 al 28 de octubre de 2022 / Brasilia, Brazil, 24 to 28 October, 2022

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

1. Estado/*State*  
(país/*country*):

\_\_\_\_\_

2. Nombre del Organismo/  
Name of the *Organization*:

\_\_\_\_\_

3. Nombre del  
Participante/*Name of*  
*Participant*:

\_\_\_\_\_

4. Cargo/*Position*:

\_\_\_\_\_

5. Participa como / *Participates as*:

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

6. Dirección oficial /  
*Business address*:

\_\_\_\_\_  
\_\_\_\_\_

7. Tel.: \_\_\_\_\_

E-mail: \_\_\_\_\_

8. Hotel o dirección en la  
ciudad/ *Hotel or local*  
*address*:

\_\_\_\_\_

9. Información de vuelo/  
*Flight information*:

Vuelo llegada/ fecha/ hora/  
*Arrival flight/ date/ hour*:

\_\_\_\_\_

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

\_\_\_\_\_

Firma/  
*Signature*:

\_\_\_\_\_

Fecha/  
*Date*:

\_\_\_\_\_

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