



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

When replying please quote:

Ref.: NT-NS2-21 — **EMX0949**

8 October 2014

To: States, Territories and International Organizations

Subject: **Invitation – Second NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/2)**
ICAO NACC Regional Office, Mexico City, Mexico, 2 to 5 December 2014

Action

Required: 1) Transmittal by States of any additional items to the Provisional Agenda by **24 October 2014**
2) Submission of documentation by the deadlines provided in this letter
3) Register participation by **2 November 2014**

Sir/Madam:

I am pleased to invite your Administration/Organization to participate in the **Second NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/2)** to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 2 to 5 December 2014.

Directors of regional and national Civil Aviation Training Centres from ICAO NAM/CAR Regions States and Territories are expected to attend. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for additional items should do so by **24 October 2014**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **2 November 2014**.

... / 2

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). 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: <http://www.icao.int/NACC/Pages/default.aspx> 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 may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Only working papers **received** by this office by **17 October**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **17 November**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require any further information regarding the meeting, please contact Mr. Julio Garriga, Regional Officer, Technical Assistance (jgarriga@icao.int) or Ms. Claudia López, Technical Cooperation Associate, (clopez@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text "Firma Digital" on the left and "Digital Signature" on the right. The signature itself is a cursive script.

Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Agenda
B – Registration Form
(Templates for Papers)

ATTACHMENT A
Second NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/2)
ICAO NACC Regional Office, Mexico City, Mexico, 2 to 5 December 2014

PROVISIONAL AGENDA

- Agenda Item 1 Follow-up on ICAO Training and Human Resources Activities**
- 1.1 TRAINAIR Plus Training Programme
 - 1.2 Next Generation Aviation Professionals (NGAP) Programme – Training Centres Experience
 - 1.3 ICAO NACC Regional Office Role in the Planning and Implementation of Training Programmes in the NAM/CAR Regions
- Agenda Item 2 Civil Aviation Training Centre (CATC) Network in the NAM/CAR Regions**
- 2.1 Establishment of a NAM/CAR Region Civil Aviation Training Centre Network
 - 2.2 NAM/CAR Regional Coordination and Cooperation among CATCs
- Agenda Item 3 Analysis of Courses Offered in Each NAM/CAR Region CATC**
- 3.1 Training Programme Exchange and Collaboration among CATCs
 - 3.2 Identification and Analysis of NAM/CAR Region Training Needs
 - 3.3 Aeronautical Information Management Training Development
 - 3.4 Introduction of CATCs and Respective Offered Instruction
- Agenda Item 4 Preparation of Course Instructors and Designers in the NAM/CAR Regions**
- 4.1 Competency Assessment for Courses Taught at CATCs
 - 4.2 CATC Instructor Preparation Workshops
- Agenda Item 5 NAM/CAR/CATC/WG Work Programme**
- Agenda Item 6 Excellency Centres**
- Agenda Item 7 Other Business**
-