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

WORKING PAPER

NAM/CAR/CATC/WG/2 — WP/01 Rev.
24/11/14

**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

Agenda Item 1: **Adoption of the Provisional Agenda and Schedule**

**PROVISIONAL AGENDA AND SCHEDULE OF THE SECOND NAM/CAR CIVIL AVIATION
TRAINING CENTRES WORKING GROUP MEETING (NAM/CAR/CATC/WG/2)**

(Presented by the Secretariat)

EXECUTIVE SUMMARY
The Provisional Agenda and Schedule for the Second NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/2) are presented in **Appendices A** and **B**, respectively. The items of the Provisional Agenda have been presented in a format which aligns to the Strategic Objectives and Programmes of the Organization. The Meeting will meet in plenary with the option for the Chairperson to propose Ad hoc Groups to deal with specific matters, if necessary.

Action:	The Meeting is invited to approve the Provisional Agenda and Schedule for the NAM/CAR/CATC/WG/2 Meeting as presented in Appendices A and B, respectively.
Strategic Objectives:	• Safety • Air Navigation Capacity and Efficiency • Security & Facilitation • Economic Development of Air Transport • Environmental Protection

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APPENDIX A
PROVISIONAL AGENDA

Agenda Item 1:   **Adoption of the Provisional Agenda and Schedule**

Agenda Item 2:   **Follow-up on Conclusions from Previous Meetings**

Agenda Item 3   **Follow-up on ICAO Training and Human Resources Activities**

3.1   TRAINAIR Plus Training Programme
3.2   Next Generation Aviation Professionals (NGAP) Programme – Training Centres Experience
3.3   ICAO NACC Regional Office Role in the Planning and Implementation of Training Programmes in the NAM/CAR Regions

Agenda Item 4   **Civil Aviation Training Centre (CATC) Network in the NAM/CAR Regions**

4.1   Establishment of a NAM/CAR Region Civil Aviation Training Centre Network
4.2   NAM/CAR Regional Coordination and Cooperation among CATCs

Agenda Item 5   **Analysis of Courses Offered in Each NAM/CAR Region CATC**

5.1   Training Programme Exchange and Collaboration among CATCs
5.2   Identification and Analysis of NAM/CAR Region Training Needs
5.3   Aeronautical Information Management Training Development
5.4   Introduction of CATCs and Respective Offered Instruction

Agenda Item 6   **Preparation of Course Instructors and Designers in the NAM/CAR Regions**

6.1   Competency Assessment for Courses Taught at CATCs
6.2   CATC Instructor Preparation Workshops

Agenda Item 7   **NAM/CAR/CATC/WG Work Programme**

Agenda Item 8   **Excellency Centres**

Agenda Item 9   **Other Business**

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APPENDIX B
DRAFT SCHEDULE

Schedule	Tuesday 2 December	Wednesday 3 December	Thursday 4 December[1]	Friday 5 December
08:30 – 09:00	**Registration of Participants**			
09:00 – 09:30	*Opening Ceremony and Group Photo*	Agenda Item 5	Ad-hoc Group Meetings	Presentations by the Ad-hoc Groups
09:30 – 10:00	Agenda Item 1			
10:00 – 10:30	Agenda Item 2			
10:30 – 11:00	*Coffee Break*			
11:00 – 11:30	Agenda Item 3	Agenda Item 6	Ad-hoc Group Meetings	Presentations by the Ad-hoc Groups
11:30 – 12:00				
12:00 – 12:30				
12:30 – 13:30	*Break*			
13:30 – 14:00	Agenda Item 4	Agenda Item 7	Ad-hoc Group Meetings	*Closing*
14:30 – 15:00		Agenda Item 8		
15:00 – 15:30		Agenda Item 9		

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[1] *No interpretation services will be provided during the Ad-hoc Group Meetings*