



International
Civil Aviation
Organization

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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-21; NT-NS2-35 — **E.OSG - NACC61707**

15 July 2016

To: States, Territories and International Organizations

Subject: **New dates for the Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)**
ICAO NACC Regional Office, Mexico City, Mexico, 19 to 20 October 2016

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **12 August 2016**;
- 2) Submit fellowship nomination form by **26 October 2016**
- 3) Submission of documentation by the deadlines provided in this letter
- 4) Register participation by **19 September 016**

Sir/Madam:

I refer to my letters Ref. **E.OSG – NACC59372**, dated 3 February 2016, and **E.OSG – NACC60203**, dated 30 March 2016, both related to the carrying out of the subject matter Meeting on April 2016 and its postponement (enclosed for your ease of reference). In this regard, I am pleased to inform you that the **Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)** will be convened at the ICAO NACC Regional Office, Mexico City, Mexico, and the new dates will be from 19 to 20 October 2016.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **12 August 2016**. You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **19 September 2016**.

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As previously informed through my letter Ref. **E.OSG – NACC59500** dated 11 February 2016, Project RLA/09/801 is offering one fellowship to each Project Member¹ to participate in this event (this letter is attached for your ease of reference). The duly completed Fellowship Nomination Form must be received in this Regional Office no later than **26 October 2016**.

Regarding hotel information and documentation for this meeting, please refer to my letter Ref. **E.OSG – NACC59372**, dated 3 February 2016 (attached), please consider that the new documentation deadlines are as follows: **only** working papers **received** by this office by **2 September 2016**, 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 **3 October 2016**. 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. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int), Ms. Claudia López, Technical Cooperation Associate, (clopez@icao.int) or Miss Lizette Morales, Assistant (lmorales@icao.int).

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

A digital signature in black ink is overlaid on a blue circular stamp. The stamp contains the ICAO logo and the text 'Firma Digital' and 'Digital Signature'.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

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

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¹ *RLA/09/801 Project Member States are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*



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North American, Central American and Caribbean Office

**Third NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 19 to 20 October 2016

ATTACHMENT A

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda and Schedule**
- Agenda Item 2: Review of Valid Conclusions of Previous NAM/CAR/CATC/WG Meetings**
- Agenda Item 3 ICAO Global Aviation Training (GAT) Office**
- Agenda Item 4 NAM/CAR Regional Civil Aviation Training Centre (CATC) Network**
- 4.1 Standardization of Training Programmes
 - 4.2 Creation of a regional data base of potential instructors
 - 4.3 Creation of a regional training association
- Agenda Item 5 Courses Offered by the NAM/CAR Regional Civil Aviation Training Centres (CATC)**
- 5.1 Identification and Analysis of NAM/CAR Region Training Needs
- Agenda Item 6 NAM/CAR/CATC/WG 2016 Activities Plan**
- Agenda Item 7 Other Business**
-

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OACI

North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

Third NAM/CAR Civil Aviation Training Centres Working Group Meeting
Tercera Reunión del Grupo de Trabajo NAM/CAR de los Centros de Instrucción de Aviación Civil
(NAM/CAR/CATC/WG/3)

ICAO NACC Regional Office, Mexico City, Mexico, 19 to 20 October 2016
Oficina Regional NACC de la OACI, Ciudad de México, México, 19 al 20 de octubre de 2016

ATTACHMENT B / ADJUNTO B
REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: (Please select one option)	Chief Delegate / Jefe de la Delegación	Delegate / Delegado			
	Posición dentro de su Delegación: (Por favor seleccione una opción)	Adviser / Asesor	Observer / Observador			
2.	Country / Organization País / Organización					
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.		Miss / Srta.
4.	Name / Nombre					
5.	Official Position or Title / Cargo o Título Oficial					
6.	Official Telephone / Teléfono oficial					
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)					
8.	Official E-mail / Correo-e oficial					
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento					
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#		
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento					
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias					
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name Nombre				
		Relationship Relación				
		Telephone Teléfono				

Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int



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When replying please quote:

Ref.: NT-NS2-21 — **E.OSG - NACC59372**

3 February 2016

To: States, Territories and International Organizations

Subject: **Invitation – Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)**
ICAO NACC Regional Office, Mexico City, Mexico, 12 to 13 April 2016

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **19 February 2016**;
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by **10 March 2016**

Sir/Madam:

I am pleased to invite your Administration/Organization to participate in the **Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)** to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 12 to 13 April 2016.

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 the addition of items should do so by **19 February 2016**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **10 March 2016**.

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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/presentations 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 **25 February**, 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 **25 March**. 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. Eduardo Chacin, Regional Officer, Flight Safety (echacin@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 ICAO logo. The logo contains the text 'ICAO - OACI - ICAO' and 'Firma Digital' on the left and 'Digital Signature' on the right. The signature itself is a cursive script.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

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



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**Third NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 12 to 13 April 2016

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda and Schedule**
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- Agenda Item 3 ICAO Global Aviation Training (GAT) Office**
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- Agenda Item 7 Other Business**
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When replying please quote:

Ref.: NT-NS2-21 — **E.OSG - NACC60203**

30 March 2016

VERY URGENT

To: States, Territories and International Organizations

Subject: **POSTPONEMENT – Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)**
ICAO NACC Regional Office, Mexico City, Mexico, 12 to 13 April 2016

Action

Required: **Take note of postponement of this event**

Sir/Madam:

I refer to my letter Ref. NT-NS2-21 — E.OSG – NACC59372, dated 3 February 2016, through which I invited your Administration to the **Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)** that was scheduled to be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 12 to 13 April 2016.

On this regard, please note that due to the insufficient number of registered participants, as well as requests from States to change the dates, this event has been postponed to the fourth quarter of 2016. The new dates will be sent to you at a later date. I regret any inconveniences that this postponement may cause your Administration.

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

Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

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