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When replying please quote:

Ref.: NT-NT4-4.51, NS2-35 — **E.OSG - NACC61019**

14 June 2016

To: States, Territories and ECCAA

Subject: **Invitation— ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) Personnel**  
Mexico City, Mexico, 21 – 23 September 2016

Action

Required: **1) Register participation by 26 August 2016; and**  
**2) Submit the Fellowship Nomination Form by 31 August 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 NACC Regional Office, Mexico City, Mexico, from 21 to 23 September 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.

Air navigation services providers (ANSPs), managers and designers of Training Centers and Training organization, and licensing authorities concerned with ATCO and/or ATSEP of States and Territories of the ICAO NAM/CAR Regions 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 **26 August 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](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 event presentations 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 presentations in electronic format, no hard copies will be distributed during the event.

Furthermore, in accordance with the 2016 Activities Plan approved by the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – *Multi-Regional Civil Aviation Assistance Programme (MCAAP) (RLA/09/801)*, I am pleased to inform that the Project is offering for this event one fellowship to each Project Member<sup>1</sup>.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Mexico City, Mexico, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **31 August 2016**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

If you require any further information regarding the event, please contact Mr. Mie Utsunomiya, Regional Officer – Communications, Navigation and Surveillance, ([mutsunomiya@icao.int](mailto:mutsunomiya@icao.int)) or Mrs. Ana Valencia, Assistant, ([avalencia@icao.int](mailto:avalencia@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 ICAO logo and the text 'Firma' on the left and 'Digital Signature' on the right.

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

**Enclosure:**

*A – Tentative Programme*

*B – Registration Form*

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<sup>1</sup> *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).*

## TENTATIVE PROGRAMME

### 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 (21 to 23 September 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

Schedule	Wednesday, 21 September	Thursday, 22 September		Friday, 23 September	
08:00 – 08:30	Registration	ATCO workshop: Introduction	ATSEP workshop: Introduction	ATCO workshop: CBT, the relevance of CBT to your organization	ATSEP workshop Exercise: <ul style="list-style-type: none"> <li>• Perform conversion</li> <li>• Continuation training</li> <li>• Developmental training</li> </ul>
08:30-09:00	Opening ceremony Photo group	Review of day 1	Review of day 1		
09:00-10:00	Introduction to Workshop	CBT competencies	Doc 7192 – <i>Training Manual</i>		
10:00– 10:15	<i>Coffee Break</i>				
10:15 – 11:30	NGAP overview	CBT training manual	Examples of developing CBT plan	Review and wrap-up	Review and wrap-up
11:30 – 12:45	Competency-Based Training (CBT)	CBT developing material			
12:45 – 13:45	<i>Lunch Break</i>				
13:45 – 14:30	Introduction to PANS TRG document	CBT instructing and assessing	Exercise: <ul style="list-style-type: none"> <li>• Develop performance criteria</li> <li>• Unsuccessful progression</li> <li>• Example of conversion training</li> </ul>	(ATSEP and ATCO combined)  Best practices	
14:30 – 14:45	<i>Coffee Break</i>				
14:45 – 15:30	General exercise  Question and Answer (Q&S)	CBT assessing	Exercise (Cont.)	Final review Closure	

ICAO



OACI

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

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

Mexico City, Mexico, 21 – 23 September 2016 / Ciudad de México, México de 21 al 23 de Septiembre de 2016

**REGISTRATION FORM / FORMULARIO DE REGISTRO**

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

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

E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int)