Ref.: NS 2-21 — **EMX0382**   17 May 2013

To: States, Territories and Civil Aviation Training Centres

Subject: **First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1) – Invitation**
               ICAO NACC Regional Office, Mexico City, Mexico, 27 to 30 August 2013

Action
Required: 1)   Transmittal by States of any additional items to the Provisional Agenda by **3 June 2013**
               2)   Submission of documentation by the deadlines provided in this letter
               3)   Participant registration by **26 July 2013**

Sir/Madam:

        I refer to the Fourth Meeting of Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA/4) held in San Pedro Sula, Honduras, from 20 to 24 June 2011, and in particular item g) of Conclusion 4/8 – *Civil Aviation Training in the CAR Region*, which stated: *"the ICAO NACC Regional Office convene a CAR Region Civil Aviation Training Centres meeting during the first quarter in 2012."*

        As you know, this meeting was replaced by invitation and participation of CAR Region States/Territories at the Twelfth Meeting of Directors of Civil Aviation Training Centers (CIAC/12), which was held in 2012 at the ICAO SAM Regional Office in Lima, Peru. Nevertheless, the CAR Region State representatives who attended the Fifth Regional Symposium on the Next Generation of Aviation Professionals (NGAP) and TRAINAIR PLUS -- The Americas held in Montego Bay, Jamaica, from 5 to 7 February 2013, requested ICAO to convene a CAR Region civil aviation training centres meeting during 2013.

        As a result of this request, I have the honour to invite your Administration to participate in the First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 27 to 30 August 2013. 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.

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Directors of regional and national Civil Aviation Training Centres of States and Territories of the ICAO CAR Region are expected to attend. The purpose of this meeting will be to review the progress achieved with training and human resources planning and development through the Next Generation Aviation Professionals (NGAP) Task Force and TRAINAIR Plus Programme.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for additional items should do so by **3 June 2013**. You are also requested to complete the Registration Form at **Attachment B** in Microsoft Word for each participant and forward by e-mail to this office by **26 July 2013**.

The list of suggested hotels, ICAO NACC Regional Office location, and 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.mexico.icao.int/VisitorsInfo.html). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation will be placed on the following web page: http://www.mexico.icao.int/Meetings/Meetings.html as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event, and it is recommended that participants bring a laptop or tablet to the meeting.

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 (**Attachment C**). 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 **12 July 2013**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be sent **in both languages**. Information papers will only be issued in the language of submission. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **12 August 2013**. 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 Cooperation, (jgarriga@icao.int), or his Assistant Ms. Claudia López (clopez@icao.int).

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

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

Enclosure:
A – Provisional Agenda/Programme
B – Registration Form
C – Templates for Papers

**First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions
(NAM/CAR/CATC/1)**
ICAO NACC Regional Office, Mexico City, México, 27 to 30 August 2013

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
1.3 ICAO NACC Regional Office role in the planning and implementation of training programmes in the CAR Region

Agenda Item 2 **Civil Aviation Training Centre (CATC) Network in the CAR Region**

2.1 Establishment of a Civil Aviation Training Centre Network in the CAR Region
2.2 Regional coordination and cooperation among CATCs in the CAR Region

Agenda Item 3 **Analysis of Courses Offered in Each CATC in the CAR Region**

3.1 Training Programme exchange and collaboration among CATCs
3.2 Identification and analysis of training needs in the CAR Region
3.3 Air navigation training development
3.4 Dissemination of CATCs and their offered instruction

Agenda Item 4 **Preparation of Course Instructors and Designers in the CAR Region**

4.1 Competency assessment for courses taught at CATCs
4.2 CATC instructor preparation workshops

Agenda Item 5 **Terms and Reference (ToRs) and Work Programme of the NAM/CAR/CATC**

Agenda Item 6 **Other business**