

Building Capacity in Civil Aviation
(Concorde Hotel -Tunis, Tunisia, 1-3 June 2016)
Action Required: Reply not later than 15 May2016

Sir,

I have the honour to invite your Administration/Organization to participate in the ACAC/ICAO Conference on "Development of Human Resources and Capacity Building Training in Civil Aviation" jointly organized with ICAO which will be held in Concorde Hotel -Tunis, Tunisia, 1-3 June 2016

The Conference will be conducted in Arab/English languages. Translation will be provided. The provisional Agenda/Work Programme for the Conference is at Attachment A. The Bulletin containing further details about the Conference including the recommended Hotel List in Tunis will be provided at a late stage.

The conference aims to:

- Provide a forum for information exchange on national, as well as international, policies and practices;
- Share key elements and best practices related to the experience in training programmes in the field of Civil Aviation;
- Highlight the practices and issues regarding Human resources Development at the organizational and national level;
- Highlight education and training programmes and practices; and;
- Establishing of association of Arab Academies training.

Representatives from ACAC States, ICAO and relevant stakeholders including airlines, Aviation Schools and industry will participate in the conference and share their views and perspectives.

The success of this conference bears much on the contribution of the stakeholders and participants which we highly encourage. Your active participation with Power Point Presentations covering some of the subjects which will be addressed during the conference will be highly appreciated.

I would appreciate it if you could, as soon as possible, preferably not later than 15 May2016, confirm the participation of your Administration/Organization to the conference by exchange of correspondence with ACAC at our e-mail address: acac@acac.org.ma and provide us with the name(s) of your delegate(s) using the nomination Form at Attachment B to this letter.

Accept, Sir, the assurances of my highest consideration.

Eng. Mohamed Ibrahim Sherif

ACAC Director General



Attachments:

- Attachment A : Provisional Agenda/ Work Programme
Attachment B : Nomination Form



الهيئة العربية للطيران المدني

مرفق -2-

Registration Form

نموذج تسجيل

الندوة الثانية

لتنمية القدرات وتطوير العنصر البشري من خلال التكوين والتدريب في مجال الطيران المدني

Joint ACAC/ICAO Conference on the Development of Human Resources
and Capacity Building Training in Civil Aviation

نزل الكنكورد- تونس 1-3 يونيو 2016

(Concorde Hotel -Tunis, Tunisia, 1-3 June 2016)

=====

Name: الاسم :

State: الدولة :

Organization: المنظمة/جهة العمل :

Job title/Department: الوظيفة :

Phone: لهاتف :

Fax: الفاكس :

Email: يميل :

Hôtel : فندق الإقامة :

Signature

**Joint ACAC/ICAO Conference on the Development of Human Resources
and Capacity Building Training in Civil Aviation
(Concorde Hotel -Tunis, Tunisia, 1-3 Juin 2016)
Draft Agenda/ Working programme**

Day 1 : 1st Juin 2016

8 :30-09 :00	Registration
09 :00-09 :30	Opening Session / Welcome Address and Introduction
09 :30-10 :00	Group photo
10 :00-10 :30	Coffee Break
Session n°1: Aviation training capacity at the global level	
10:30-11:00	ICAO/GAT policy and Programme ICAO Trainer Plus program Aviation Training Directory NGAP and GAT connection
11 :00-11 :30	IATA Training programme
11 :30-12 :00	ACI Training programme
12 :00-12 :30	FAA Training programme
12 :30-14 :00	Lunch
Session n°2 : Aviation training capacity at the global level: Other training programme	
14 :00-14 :30	AFRA Training programme
14 :30-15 :00	AACO Training programme
15:00-15:30	JAA To Training programme
End Day 1	

Day 2 : 2nd Juin 2016

Session n°3 : ACAC Training programme	
09 :00-09 :20	ACAC draft training Strategy Future axes for the development of Training strategy
09 :20-09 :40	Civil Aviation Training challenges: States views
09 :40-10 :00	Operational Aviation Views
10 :00-10 :30	Coffee Break
Session n°4 : Establishment of an Arab Civil Aviation Training Association	
10 :30-12 :00	Submit a draft Basic Law (the importance of the project, validity and provide regional examples)
12 :00-14 :00	Lunch
Session n°5 : Establishment of an Arab Civil Aviation Training Association	
14 :00-14 :30	Approval of Draft basic Law
14 :30-15 :30	The ratification of the Constituent Assembly body President selection
End Day 2	

Day 3 : 3rd Juin 2016

Session n°6 : Constituent Assembly body meeting of Arab Civil Aviation Training Association	
10 :00-11 :00	Development of Action Programme and Operational Plan
11 :00-11 :15	Coffe Break
Closing Session	
11:15-13:00	Closing seminar and proposals
13 :00- 15 :00	Lunch
End Day 3	