



**CIVIL AVIATION SAFETY AND
SECURITY OVERSIGHT AGENCY**

**REGIONAL WORKSHOP ON FLIGHT CREW AND FLIGHT DISPATCH
SKILL TEST STANDARDS AND ASSESSMENT MATERIALS
17TH – 21ST NOVEMBER 2025**

PROTEA HOTEL BY MARRIOTT, KAMPALA, UGANDA

Organized by: The EAC-CASSOA, in collaboration with the Uganda Civil Aviation

Authority (UCAA)

INFORMATION BULLETIN

1. Introduction

The Regional Workshop on Flight Crew and Flight Dispatch Skill Test Standards and Assessment Materials will be held from 17th to 21st November 2025 at Protea Hotel Kampala, Uganda. The workshop aims to harmonize and strengthen skill testing and competency assessment practices across the East African region, in alignment with ICAO and other international standards. Participants will include CAA Inspectors, ATO representatives, Flight Examiners, Flight Dispatch Examiners, Airline Operators, and other aviation stakeholders.

2. Workshop objectives

The main objectives are to:

- Promote a shared understanding of skill test and assessment standards for flight crew and flight dispatch personnel.
- Strengthen regional harmonization of skill test and examiner qualification frameworks.
- Support the implementation of Competency-Based Training and Assessment (CBTA) in licensing and testing processes.
- Foster collaboration and information exchange among civil aviation authorities, training organizations, and airline operators.

3. Venue and Accommodation

Venue:- Protea Hotel - Kampala

Elgon Terrace, Kololo – Kampala, Uganda

Tel: +256 (0)312 550 000

Website: www.marriott.com

Rooms are available at the venue at a special conference rate (\$110) per night. Participants should book early, quoting “UCAA Skill Test Standards Workshop” to access the discounted rate.

Nearby budget-friendly hotels within approximately 1 km of the venue include:

Hotel Name	Address	Approx. Rate /night	Distance to Venue	Contact
Nob view Hotel	Plot 6 Commercial road-Ntinda 4339, Kampala - Uganda	\$45	7 Km - (15 Min. drive)	Tel : +256 774083769-Mr. Oundo Email: info@nobviewhotel.com
Kololo Courts Hotel & Restaurant	Plot 3 Dundas Road, Lower Kololo	\$100	0.3 km	Tel: +256-414-235376 / +256-414-235369 / Whatsapp: +256-785-105782 Email: info@kololocourts.com
Arirang Hotel	Plot 15A Kyadondo Road, Nakasero	\$95	0.9 km	Tel: +256414346777 Email: arirangrestaurant@gmail.com
ONOMO Hotel Kampala	18A Akii Bua Road, Nakasero, Kampala, Uganda	\$90-110	1.1 km	+256 740 910561 +256 740 910561 (also available for WhatsApp for reservations) onomo.kampala@onomohotel.com

4. Transportation

Entebbe International Airport (EBB) is approximately 45 km from the workshop venue (about one hour’s drive). The following transport options are recommended:

- Private taxi or hotel shuttle: UGX 150,000 (≈ \$ 40). Participants are advised to confirm fares before departure, use registered drivers, and allow 45–60 minutes travel time depending on traffic. Carry local currency (UGX) for payments where necessary.
- Whereas Uganda is generally a secure place, shared or public taxis are not recommended for participants with luggage or late-night arrivals.
- Daily Transport: Participants staying at nearby hotels can easily access the venue on foot or by hotel shuttle, depending on the arrangement made with the relevant hotel.

5. Safety and Security

Uganda is generally a safe and visitor friendly country; Nevertheless, its recommended to standard precautions as follows:

- Always carry personal identification and keep valuables securely.
- Avoid walking alone at night or in unfamiliar areas.
- Use only registered taxis or hotel transport.
- Follow hotel safety guidelines and comply with all local security instructions.
- In case of emergency, contact hotel security or dial **999** for police assistance.

6. Weather and dress code

- **Weather:** November in Kampala is typically warm (25–30°C) with occasional light rains.
- **Dress Code:**
 - Formal attire for the opening and closing sessions,
 - Business casual for workshop sessions.

7. Health and Medical information

- Proof of **Yellow Fever vaccination** is required upon entry into Uganda.
- Basic first aid and medical support may be available at the hotel;
- Serious cases will be referred to the nearest hospital (**Nakasero Hospital** or **The Surgery Clinic**), both located within 10 minutes of the venue. Participants are advised to ensure they have valid **travel insurance** covering medical treatment during their stay.

8. Visa requirements

Most East African Community nationals do not require a visa to enter Uganda. Other participants should verify visa requirements and, if necessary, seek assistance from the contact persons here below.

9. Contact Information

Workshop Secretariat – Uganda Civil Aviation Authority & the EAC-CASSOA
Attention to:

- i. MS. Catherine Jigga Lumonya
Principal Personnel Licensing Officer-EAC-CASSOA
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- ii. MS. Nakaana Sarah Namuli-
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- iii. MS. Joan Kamwesigye
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10. Workshop program

DAY 1

Time	Activity	Details
09:00 – 09:30	Registration and Arrival of Participants	Workshop Secretariat
09:30 – 10:30	Official Opening Ceremony	-Prayer -EAC Anthem - Keynote addresses - Official workshop opening -Photo session
10:30 – 11:00	Morning Tea Break and Networking	
11:00- 11:30	Background, Mandate and Functions of EAC CASSOA	Presentation on regional aviation safety oversight, harmonization efforts, and the CASSOA role in personnel licensing and training standards
11:30 – 12:00	Presentation on Stakeholder Feedback through the Questionnaire	Analysis of collected data from stakeholders (airline operators, ATOs, and CAA representatives) on skill test standards
12:00- 13:00	Group Discussion:- Interpreting stakeholder feedback and identifying regional harmonization gaps	Facilitated group work (mixed teams: regulators & the industry)
13:00- 14:00	Lunch Break	
14:00- 15:00	Overview of the Civil Aviation Personnel Licensing Regulations / ICAO Annex 1)	Focus on pilot and dispatcher training, testing, and licensing
15:00 – 15:45	Group discussions on highlights of CBTA	Industry position on transition to CBTA
15:45 – 16:00	Daily Wrap-up	Summary of key insights and expectations for Day 2
16:00	Evening Tea	

DAY 2

Time	Activity	Details
09:00 – 10:30	Ab-Initio Pilot Training (PPL & CPL)	Discussion on foundational competencies, student attitude, and aptitude evaluation
10:30-11:00	Current and Emerging Industry Best Practices	Featuring global examples of CBTA implementation and assessment tools
11:00 – 11:30	Morning Tea Break	
11:30 – 13:00	PPL and CPL Skill Test Standards	Presentation on minimum skill demonstration requirements and examination structure
13:00 – 14:00	Lunch Break	
14:00 – 15:00	Competency-Based Training and Assessment (CBTA) Approach in PPL/CPL Skill Tests	Presentation followed by guided examples of CBTA-aligned assessment criteria
15:00 – 15:45	Group Discussion - Harmonizing regional assessment standards for PPL/CPL	Focus on examiner calibration, knowledge–skill–attitude balance
15:45 – 16:00	Evening Tea / Daily Wrap-up	Facilitator recap and preparation for Day 3
16:00	Evening Tea	

DAY 3

Time	Activity	Details
09:00 – 10:30	Significance and Requirements for Flight Following	Overview of regulatory requirements, operational significance, and safety link
10:30 – 11:00	Morning Tea Break	
11:00 – 13:00	Flight Dispatcher Skill Test Standards	Flight dispatch skill test standards and competency expectations
13:00-14:00	Lunch Break	
14:00 – 15:00	Flight Dispatcher Roles	Technical relationship between the captain and dispatcher, communication standards, and coordination principles
15:00 – 15:45	Group discussion on integrating flight crew and dispatcher assessment frameworks	Development of a joint competency assessment model
15:45-16:00	Daily Wrap-up	Summary of lessons learned

DAY 4

Time	Activity	Details
09:00 – 10:30	Flight Examiner Skill Test Standards	Examiner qualifications, skill demonstration, objectivity, and consistency
10:30 – 11:00	Morning Tea Break	
11:00 – 12:00	Pilot Competency Gaps Emerging from overdependence on new Technology	Discussion on analogue vs. digital cockpit proficiency and human factors challenges
12:00-13:00	Group Discussion- Aligning regional best practices to ICAO Doc 9868 and Doc 10056	Focus on examiner harmonization
	Group Discussion- Strengthening examiner calibration and addressing digital dependency gaps	Practical brainstorming in mixed sub-groups
12:30 – 13:30	Lunch Break	
13:30 – 15:00	Skill Test Standards for Instrument Rating and ATPL	Framework for ATPL proficiency, evaluation parameters, and assessment tools
		Practical comparison of standards and evaluation of simulator-based assessment
15:45 – 16:00	Daily Wrap-up	Summary and preview of the day's sessions
16:00	Evening Tea	

DAY 5

Time	Activity	Details
09:00 – 10:10	Group discussion on ATPL skill test requirements - Regulatory & performance	Focus on Compliance, Equipment and instruments
10:10-10:30	Plenary session on ATPL skill testing	Harmonization
10:30 – 11:00	Morning Tea Break	
11:00 – 13:00	Workshop Conclusions and Recommendations	Plenary session summarizing workshop outcomes and resolutions
12:30 – 13:30	Lunch Break	
14:00 – 16:00	Closing Session	Remarks by: -Participants -EAC CASSOA -Guest of Honour -Certificate presentation -Official closure
16:00	Evening Tea / Networking/ Departure at leisure	

11. Conclusion

The organizing team looks forward to welcoming all participants to Kampala for an engaging and productive workshop that will advance regional cooperation in aviation skill testing and competency standards.

Safe travels, and see you in Uganda, the Pearl of Africa!