



**CIVIL AVIATION SAFETY AND
SECURITY OVERSIGHT AGENCY**

**REGIONAL WORKSHOP ON AIRCRAFT MAINTENANCE ENGINEERS
TRAINING AND SKILL TEST STANDARDS**

VENUE: HILL VIEW HOTEL KIGALI-RWANDA

DATE: FROM 4TH TO 8TH MAY 2026

ORGANIZED BY: The EAC-CASSOA, in collaboration with the Rwanda Civil Aviation Authority (RCAA)

INFORMATION BULLETIN

1. INTRODUCTION

The Regional Workshop on Aircraft Maintenance Engineers Training and Skill Test Standards will be held from 4th to 8th at Hill View Hotel-Kigali, Rwanda. The workshop aims to harmonize and strengthen Engineers training, skill testing and competency assessment practices across the East African region, in alignment with the Competency-Based Training and Assessment (CBTA) framework, featuring transition to the B1/B2 approach. Participants will include but not limited to CAA Inspectors, ATO representatives, AMO representatives and licence holders/applicants.

2. WORKSHOP OBJECTIVES

The main objectives are to:

- Review current regional practices in training and skill testing
- Benchmark against international standards and identifying best practices
- Address gaps in training and assessment systems
- Establish a regional examiner standardization framework
- Integrate Competency-Based Training and Assessment (CBTA) principles and
- Develop a roadmap for harmonized AME training, assessment, and licensing for the EAC Region.

3. VENUE AND ACCOMMODATION

Venue:- Hill View Hotel - Kigali

<https://maps.app.goo.gl/HXgGsMdiQyBnoGbq6>

Hill View Hotel, KN 25 St, Kigali

<https://hillviewhotelsrwanda.com>

+250783462500

3337+VH Kigali

Rooms are available at the venue at a special negotiated rate for conference participants per night. Participants should book early, quoting “RCAA AMEL Skill Test Standards Workshop” to access the discounted rate. Please contact **Mr. Abdoul, Manager Hill view Hotel on + 250 786 103 713** for more information and support in this regard. He will be more than willing and able to advise extensively on all available options.

Nearby budget-friendly hotels within approximately 1 km of the venue are detailed in the table below:

Hotel List NEAR HILLVIEW HOTEL				
Please note that Hotel Rates are subject to Change				
No.	Accommodation	Single Room (USD)	Distance from Venue	Address and contacts
1.	Fleur Guest House	36.05	1.1km	<ul style="list-style-type: none">• KN 5 St, Kigali• +250 783740444
2.	One Click Hotel	57.22	200m	<ul style="list-style-type: none">• 9 KN 37 St, Kigali• +250 788549642
3.	Hotel Gloria	50.79	2.2km	<ul style="list-style-type: none">• 25 KN 59 St, Kigali• gloriahotelrwanda@gmail.com• +250 788930233• +250 785363180
4.	2000 Hotel	91.71	1km	<ul style="list-style-type: none">• Contact: +250784793332• Customer Service Phone: +250784793332• Hotel Email: reservation@2000hotel.com• Hotel Address: 2000 Building KN 82 ST Kigali, Rwanda 3153
5.	Ubumwe Grande Hotel	140	1km	<ul style="list-style-type: none">• Plot 1306, KN 67 Street• Kiyovu Cell, Nyarugenge Sector• Nyarugenge District• Kigali, Rwanda

				<ul style="list-style-type: none"> • Email Id : info@ubumwegrandehotel.com • Landline : +250 788 165 700 • Mobile: +250 783 744 755
6.	Galaxy Hotel	64.72	160m	<ul style="list-style-type: none"> • +250 788 382 553 • reservations@galaxyhotel.rw • Galaxy Hotel Kigali, KN 20 Ave Kigali, Kiyovu Rwanda
7	Step Town Hotel	59.83	1.5km	<ul style="list-style-type: none"> • KN 1 Av, Kigali, Rwanda • stepst22@yahoo.com • Call Us: +(250) 785-005-662

4. TRANSPORTATION

- ❖ Passengers arriving at Kigali International Airport are advised to use only authorized taxis available at the designated airport taxi stand. Taxi services operate under a zone-based pricing system, with standardized fares depending on the destination within Kigali and surrounding areas. Passengers are encouraged to confirm the applicable fare with the driver before departure and avoid unregistered taxi operators for safety and reliability.
- ❖ Participants residing outside Hill View Hotel are required to make their own transport arrangement to the Workshop venue.

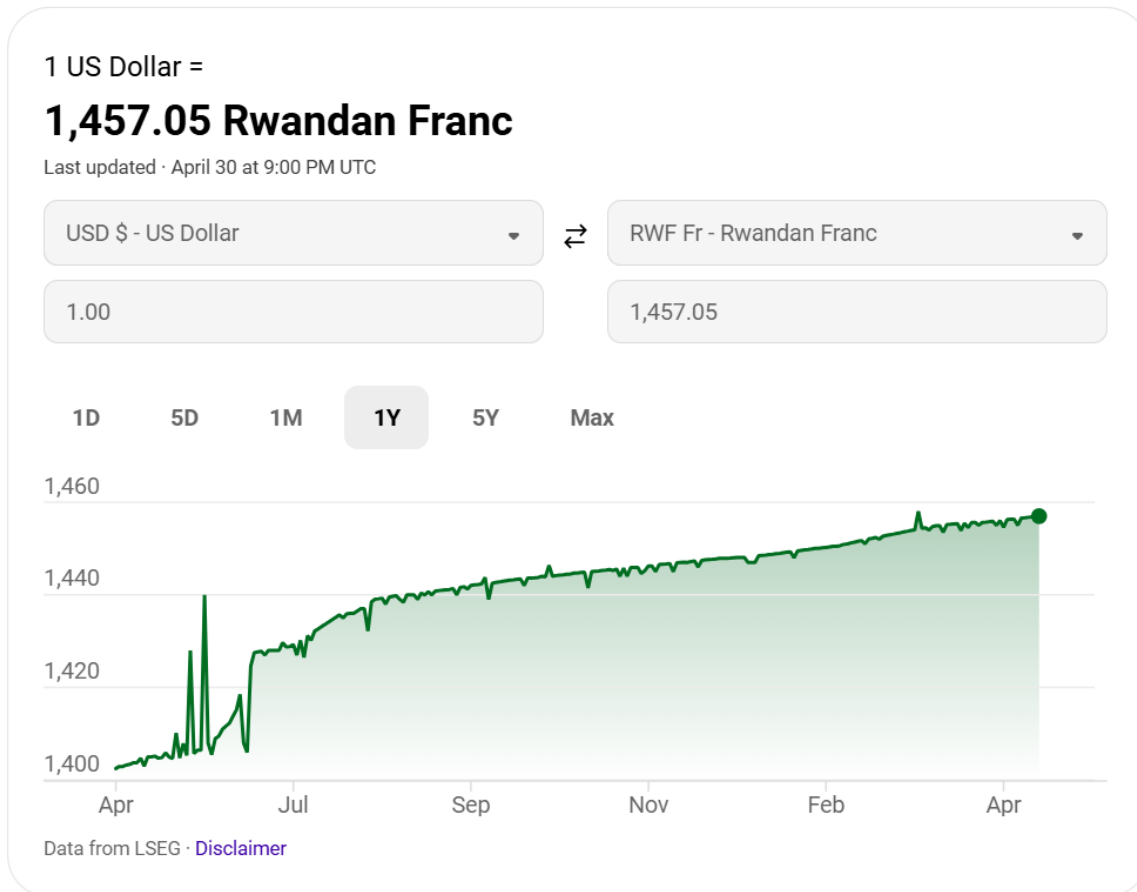
5. FOREIGN EXCHANGE

Foreign exchange (Forex) services are available outside the arrivals area at Kigali International Airport (KIA),

Banking hours are from 09:00 to 17:00 on weekdays and from 09:00 to 13:00 on Saturdays. Banking amenities are available at all commercial banks; local and regional banks hold agreements with a variety of credit card networks:

- ❖ **VISA:** Bank of Kigali, Ecobank, Equity bank, I & M Bank, Kenya Commercial Bank, ACCESS bank, Banque Populaire du Rwanda, and Urwego Opportunity bank
- ❖ **MasterCard:** Bank of Kigali, ACCESS bank, Cogebanque, and Equity bank
- ❖ **China Union Pay:** Access bank, Equity bank, and Bank of Kigali
- ❖ **Japan Credit Bureau:** Equity bank
- ❖ **American Express:** Equity bank and Bank of Kigali
- ❖ **Diners Club:** Equity bank and Bank of Kigali
- ❖ There also forex bureaus nearby the venue in Kigali City

Below is a graph of the current forex trends



6. SAFETY AND SECURITY

Rwanda is generally a safe and friendly country; Security in Kigali City is coordinated by National Authorities with well-established safety systems, efficient emergency services, and a stable security situation. Rwanda maintains a strong commitment to public security, ensuring a safe environment for international events and visitors.

Therefore, Visitors/Participants are assured of a secure and well-organized setting throughout the workshop.

Nevertheless, its recommended to be aware of important information as follows:

- Participants are advised to visit the UNON website <https://www.unon.org> and click on “**Security**”
- In case of any unforeseen emergency, please refer to the telephone numbers listed below.
 - ❖ DPU Nyarugenge Police station

KN 76 St, Kigali
 2.9km from venue

Aircraft Maintenance Engineers training and skill test standards workshop

+250788311155
info@police.gov.rw

- ❖ Fire Brigade (Toll-Free): 111 or +250 788 311 224
- ❖ Ambulance (Toll-Free): 912
- ❖ General Assistance: 997

7. WEATHER AND DRESS CODE

Kigali is located close to the Equator (approximately 1.95° South) and sits at a relatively high elevation of about 1,567 meters (5,141 feet) above sea level. This elevation moderates the climate, resulting in relatively mild temperatures throughout the year.

In May, Kigali is in the latter part of its long rainy season. The month is characterized by frequent rainfall, often occurring in the afternoons or evenings, though conditions gradually begin to ease toward the end of the month. Average daytime temperatures range between 24–26°C, while nighttime temperatures typically fall to around 14–16°C.

Kigali operates on Central Africa Time (CAT), which is GMT+2, and does not observe daylight saving time.

8. HEALTH AND MEDICAL INFORMATION

It is strongly recommended that participants have travel insurance (including health) for the duration of their stay in Rwanda. Participants should particularly ensure that their insurance is applicable in Rwanda. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise.

Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

For any advanced treatment, delegates are advised to seek treatment at any of the following hospitals:

- ❖ **King Faysal Hospital:** +250 788307561
- ❖ **Centre Hospitalier Universitaire de Kigali/CHUK:** +250 788868240
- ❖ **Rwanda Military Hospital:** +250 788305703

9. OTHERS

- ❖ **Visit Rwanda:** Kigali Genocide Memorial
- ❖ **Shopping:** Nearest shopping Centers include
 - Simba Supermarket
 - T2000

10. WORKSHOP PROGRAM

DAY 1:- 4th May 2026

Time	Activity	Details
09:00 – 09:30	Registration and Arrival of Participants	
09:30 – 10:30	Official Opening Ceremony	<ul style="list-style-type: none"> ❖ Prayer ❖ EAC Anthem ❖ Keynote addresses on harmonized AME training & licensing ❖ Official workshop opening ❖ Photo session
10:30-11:00	Break	
11:00-11:30	Background, Mandate and Functions of the EAC-CASSOA	Presentation on regional aviation safety oversight, harmonization efforts, and the CASSOA role in personnel training and licensing standards (AMEL)
11:30 – 13:30	Overview of the current practices in the EAC region	<ul style="list-style-type: none"> ❖ Presentation on the Stake holder submissions ❖ Similarities & differences in Training systems, licensing frameworks and skill test approaches –
13:00-14:00	Lunch	
14:00-15:00	Group discussion- Baseline Assessment	<ul style="list-style-type: none"> ❖ Current AME training & assessment practices across EAC ❖ Inconsistencies and risks
15:00 – 15:45	Group presentation:-	
15:45 – 16:00	Daily Wrap-up	Summary of key insights and expectations for Day 2
16:00	Evening tea and day closure	

DAY 2:- 5th May 2026

Time	Activity	Details
09:00 – 10:00	Ab-Initio Pilot Training for aircraft maintenance engineers	<ul style="list-style-type: none"> ❖ Foundational competencies, student attitude, and aptitude evaluation ❖ ICAO, EASA (B1/B2), and global frameworks ❖ Key trends in AME training and licensing
10:00 – 10:30	Current and Emerging Industry Best Practices	<ul style="list-style-type: none"> ❖ Featuring global examples of CBTA implementation and assessment tools ❖ Gaps in the EAC ❖ Areas for improvement for the EAC- Technical and competency gaps <p style="text-align: center;">-Q&A discussion-</p>
10:30-11:00	Break	
11:00 12:00	Presentation- AME training and assessment standards	❖ Aircraft Maintenance Engineers training syllabus
12:00-13:00-		❖ Model AME skill test standards
13:00-14:00	Lunch	
14:00 15:00	Presentation -AME Training and training organizations	<ul style="list-style-type: none"> ❖ Certification oversight <ul style="list-style-type: none"> • Infrastructure • Personnel • Training systems/processes • Compliance with regulatory requirements ❖ The role of AMO in AME training ❖ Rights to conduct licence examinations on behalf of the Authority
15:00 –15:45	Group discussion- AME training and training organizations	<ul style="list-style-type: none"> ❖ Challenges of running an AME ATO ❖ ATO/AMO Relationship and harmonization of roles ❖ Proposed way forward on AME training and assessment in EAC
15:45-16:00	Group presentation- AME training organizations	
16:00	Evening and day closure	

DAY 3: 6th May 2026

Time	Activity	Details
09:00-11:00	Presentation – AME skill test/practical examination	<ul style="list-style-type: none"> ❖ Candidate qualification for skill test ❖ Determination of the skill test examiner ❖ Practical examination environment, materials, tools and equipment ❖ Skill test reporting
10:30-11:00	Break	
11:00 – 12:00	Presentation- Examiner Qualification, competency and standardization	<ul style="list-style-type: none"> ❖ Examiner Qualification and competency requirements. ❖ Role of examiners ❖ Grading consistency ❖ Bias management ❖ Examiner training and accreditation
12:00-1300	Group discussion- AME skill tests	<ul style="list-style-type: none"> ❖ Assessment tools – Practical/skill tests ❖ Challenges experienced by <ul style="list-style-type: none"> • Examiners • Examination takers ❖ Proposals for a reliable and secure skill test system
13:00-14:00	Lunch	
14:00 – 15:00	Group presentation- AME skill tests	<ul style="list-style-type: none"> ❖ Challenges experienced by <ul style="list-style-type: none"> • Examiners • Examination takers ❖ Proposals for a reliable and secure skill test system
15:45-16:00	Group presentations	
16:00	Evening tea and day closure	

DAY 4:- 7th May 2026

Time	Activity	Details
09:00 – 10:30	Presentation- CBTA Principles in AME Training	<ul style="list-style-type: none"> ❖ Competency-Based Training and Assessment (CBTA) ❖ Benefits and implementation strategies
10:30-11:00	Break	
11:00 –12:00	Presentation- applying CBTA to Training & Testing	<ul style="list-style-type: none"> ❖ Required competencies for AMEs ❖ Alignment of training and assessment methods with CBTA requirements
12:00-13:00	Group Discussion- Harmonized Training & Testing Standards	<ul style="list-style-type: none"> ❖ Minimum regional standards on: <ul style="list-style-type: none"> • Curriculum • Training duration/hours • Assessment criteria
	Developing the Harmonization Roadmap	<ul style="list-style-type: none"> ❖ Short, medium, and long-term actions ❖ Roles and responsibilities Practical brainstorming in mixed sub-groups
13:00-14:00	Lunch	
14:00 – 15:00	Presentation- on Transition to the B1/B2 training & Licensing methodology	<ul style="list-style-type: none"> ❖ Training requirements ❖ Assessment requirements ❖ Licence privileges ❖ Licence validation/conversion?
15:45 – 16:00	Open discussion- Transition to the B1/B2 training & Licensing methodology	<ul style="list-style-type: none"> ❖ Merits & demerits ❖ Capacity in the States ❖ Transition/implementation time range
16:00	Evening tea and day closure	

DAY 5:- 8th May 2026

Time	Activity	Details
09:00 – 10:30	Validation of Workshop Outputs	<ul style="list-style-type: none"> ❖ Baseline report ❖ Skills gap list ❖ Examiner framework ❖ CBTA guidelines ❖ Harmonized standards ❖ Roadmap
10:30-11:00	Break	
11:00 – 13:00	Workshop Conclusions and Recommendations	Plenary session summarizing workshop outcomes and resolutions
13:00-14:00	Lunch	
14:00 – 16:00	Closing Session	<ul style="list-style-type: none"> ❖ Remarks by: <ul style="list-style-type: none"> • Participants • EAC CASSOA • Guest of Honour ❖ Certificate presentation ❖ Official closure
16:00	Evening tea Networking/ Departure	

11. CONTACT INFORMATION

Workshop Secretariat – Rwanda Civil Aviation Authority & the EAC-CASSOA

Attention to:

- i. MS. Catherine Jigga Lumonya
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12. WORKSHOP PROGRAM

13. Conclusion

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

Safe travels, and see you in Rwanda-Kigali