



International  
Civil Aviation  
Organization

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Organización  
de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: TC 2/3.81 (INS/21/801) – 22/32

23 March 2022

**Subject:** Indonesia – ICAO Developing Countries  
Training Programme 2022

**Action required:** To note information and,  
if interested, complete online Fellowship and  
Scholarship Application Forms

Dear Sir/Madam,

I have the honour to refer to the Indonesia – ICAO Developing Countries Training Programme (DCTP), which is sponsored by the Government of Indonesia and administered by ICAO's Technical Cooperation Bureau (TCB). The DCTP was established in May 2021 to provide 138 fellowships over the course of three years.

I am pleased to announce that in 2022, 46 fellowships will be available under the DCTP. Details of the courses as well as terms and conditions applicable to these fellowships are explained in **Attachments A and B**.

Nominating Governments should complete and endorse the Nomination Form available online before applicants proceed with the online application as follows:

For DCTP fellowships: <https://www.trainairplus.id>

Kindly note that States that submit candidates will be informed of the result of the selection process about three weeks prior to the commencement of the course.

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

Juan Carlos Salazar  
Secretary General

**Enclosures:** (in English only)

A – Information on Indonesia – ICAO Developing Countries Training Programme 2022

B – Fellowship Nomination Forms

C – Participant's Flight Itinerary Form

**ATTACHMENT A to State Letter – TC 2/3.81 (INS/21/801) 22/32**

**Indonesia - ICAO Developing Countries Training Programme 2022**

Indonesia and ICAO jointly established the Developing Countries Training Programme (DCTP) in 2022. Sponsored by the Indonesia Government and administered by the ICAO Technical Cooperation Bureau, the DCTP provides fellowships for specialized training program conducted by the Human Resources Development in Transportation Agency (HRDTA). Three training courses will be available in 2022, and we welcome applications from government officials of eligible developing ICAO Member States.

Details of the courses (delivered through live classroom sessions) can be found below, please refer to the fellowships page on **Indonesia TRAINAIR Plus** website for updates <https://www.trainairplus.id>.

Course	Participants	Date	Application Closing Date	Time of Live Virtual Class (JKT/GMT+7)
CORSIA (Carbon Offsetting and Reduction Scheme for International Aviation) Verification	16	4 - 8 July 2022	31 May 2022	Virtual Classroom
Air Cargo Safety Management (ASCM EN	15	4 - 8 July 2022	31 May 2022	Virtual Classroom
TMC (Training Managers Course)	15	4 - 8 July 2022	31 May 2022	Classroom

### **Terms of Fellowships and Application Procedures**

The Government of Indonesia will bear the training fees for participants accepted for the courses. Nominating Governments should nominate no more than two candidates for each course and indicate which candidate should take priority if more than one is nominated.

Fellowship applications should be submitted online at [https:// www.trainairplus.id](https://www.trainairplus.id) by the stated closing dates. Nomination Forms, signed and endorsed by Director-General of Civil Aviation or equivalent, must be completed and submitted as part of the online application.

For enquiries, please contact:

Center For Human Resources Development On Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

Civil Aviation Centre of Curug

Tel: +62 21 5987196 Fax: +62 21 5985117

Email: [training@bp3curug.or.id](mailto:training@bp3curug.or.id)

**INDONESIA – ICAO – DEVELOPING COUNTRIES TRAINING PROGRAMME**  
**CORSIA (CARBON OFFSETTING AND REDUCTION SCHEME FOR INTERNATIONAL**  
**AVIATION) VERIFICATION COURSE**

1. Course Type: ICAO ITP

2. Delivery Mode: Classroom/ Virtual Classroom

3. Language: English

4. Duration: 3 days / 18 hours

5. Maximum Participants: 16

6. Description:

Request to Host the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) Verification Course provides training on how to verify CO<sub>2</sub> Emissions Reports that have been prepared by Aeroplan operators, in accordance with the provisions of the CORSIA Standards and Recommended Practices (SARPs).

7. Objective:

Perform the CORSIA monitoring, reporting, and verification (MRV) requirements as outlined in Annex 16 — *Environmental Protection*, Volume IV, and the *Environmental Technical Manual* (Doc 9501), Volume IV; Apply the verification requirements as outlined in Annex 16, Volume IV and, Doc 9501, Volume IV, including materiality threshold, verification criteria, verification scope and objectives and the Verification Report preparation and submission requirements; Be able to correctly identify the scope of applicability for CORSIA MRV requirements, as well as for CORSIA offsetting requirements; and Apply a working knowledge of the fuel use monitoring methods and of the ICAO CORSIA CO Estimating & Reporting Tool (CERT) as outlined in Annex 16, Volume IV.

8. Entry Requirements:

Working knowledge of ISO 14064-3:2006 is required;

Knowledge of ISO 14065:2013 is desirable.

9. Expenses: Free

10. Contact Information

Center For Human Resources Development On Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

**Civil Aviation Centre of Curug**

Tel: +62 21 5987196 Fax: +62 21 5985117

Email: [training@bp3curug.or.id](mailto:training@bp3curug.or.id)

11. Process of application and selection

- a) Access the registration menu on the website ([https:// www.trainairplus.id](https://www.trainairplus.id)) with your e-mail address and password
- b) Complete the application form and upload the state letter with official nomination form (Attachment B).
- c) Selection Process by the Indonesia Selection Committee.

12. APPLICATION DEADLINE 31 May 2022 **(18:00, Jakarta Local Time)**

**INDONESIA – ICAO – DEVELOPING COUNTRIES TRAINING PROGRAMME**

**AIR CARGO SAFETY MANAGEMENT (ACSM EN)**

1. Course Type: ICAO ITP
2. Delivery Mode: Virtual Classroom
3. Language: English
4. Duration: 5 days
5. Maximum Participants: 15
6. Description:
7. Air CARGO SAFETY MANAGEMENT (ACSM EN)

This course will provide personnel at Civil Aviation Authorities at the State level with the competencies in establishing and maintaining a Dangerous Goods Safety Programme to support the safe operation of aircraft. The competencies developed will be integral to the effective implementation of a State Safety Programme

8. Objective:

After having successfully completed this course, participants will be able to:

- a) Understand how the safe transport of cargo (including dangerous goods) is addressed by ICAO SARPs and a State Safety Programme.
- b) Identify the State's role and responsibilities in managing the safe transport of air cargo (including dangerous goods) and the supporting supply chain.
- c) Apply safety management principles to improve safety performance of operations related to the transport of air cargo including dangerous goods.
- d) Evaluate an operator's capability to safely transport cargo by air (including dangerous goods).
- e) Design a Dangerous Goods training programme that enables inspectors and managers to fulfil their roles and responsibilities to manage the safe transport of cargo.

9. Target population

This course is designed for current and prospective personnel at the State level involved in supporting the safe transport of cargo (including Dangerous Goods) by air. This includes, but is not limited to;

- a) Personnel involved in oversight and administration of regulations to the transport of dangerous goods by air
- b) Aviation Safety Inspectors
- c) Dangerous Goods Specialists
- d) Flight Operation Managers and Supervisor
- e) Personnel at CAA supporting safety risk management activities associated with the safe operation of aircraft.

10. Expenses: Free

11. Contact information

Center For Human Resources Development On Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

**Civil Aviation Centre of Curug**

Tel: +62 21 5987196 Fax: +62 21 5985117

Email: [training@bp3curug.or.id](mailto:training@bp3curug.or.id)

12. Process of application and selection

- a) Access the registration menu on the website ([https:// www.trainairplus.id](https://www.trainairplus.id)) with your e-mail address and password;
- b) Complete the application form and upload the state letter with official nomination form (Attachment B);
- c) Selection Process by the Indonesia Selection Committee.

13. APPLICATION DEADLINE 31 May 2022 (18:00, Jakarta Local Time)

**INDONESIA – ICAO – DEVELOPING COUNTRIES TRAINING PROGRAMME**

**TMC (TRAINING MANAGERS COURSE)**

1. Course Type: ICAO ITP
2. Delivery Mode: Classroom
3. Language: English
4. Duration: 4 days / 24 hours
5. Maximum Participants: 15
6. Description:
  7. The ICAO TRAINAIR PLUS Training Managers Course (TMC) addresses the operational aspects of managing an aviation training organization that meets the required standards of operation, training delivery, and quality management. It will enable the participants to apply the ICAO training organization assessment guidelines in order to prepare their training organization to meet and maintain operational and quality standards for ICAO recognition.
8. Objective:

Upon completion of the course, participants will be able to manage their operational teams to:

  - a) Identify requirements for the establishment of an aviation Training Organization;
  - b) Evaluate the level of compliance of a training centre with ICAO provisions;
  - c) Develop an action plan to ensure compliance of a Training Organization with relevant international requirements.
9. Entry Requirements:

Current or future management responsibility or decision authority within the training organization.
10. Expenses:

**Civil Aviation Centre of Curug** will bear the cost of airfare, training fees, accommodation fees and a fixed daily allowance (amount set by the training days) for participants.

If trainees are able to get free air tickets from national air carriers, it is highly recommended, in principle, for them to use their national carrier. If this is not possible, **Civil Aviation Centre of Curug** will purchase the air tickets.

Trainees should not purchase air tickets unless it is absolutely necessary. If a trainee has to purchase air tickets due to circumstances beyond their control, he/she must contact the person responsible for air tickets in **Civil Aviation Centre of Curug**

The refund will be paid in cash to the trainees on the training end date only upon submission of verified receipts.

Note: — No refund will be made, if a trainee has purchased air tickets without **Civil Aviation Centre of Curug**'s prior approval.

11. Contact information

Center For Human Resources Development On Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

**Civil Aviation Centre of Curug**

Tel: +62 21 5987196 Fax: +62 21 5985117

Email: [training@bp3curug.or.id](mailto:training@bp3curug.or.id)

12. Process of application and selection

- a) Access the registration menu on the website ([https:// www.trainairplus.id](https://www.trainairplus.id)) with your e-mail address and password;
- b) Complete the application form and upload the state letter with official nomination form (Attachment B);
- c) Selection Process by the Indonesia Selection Committee.

13. APPLICATION DEADLINE 31 May 2022 (18:00, Jakarta Local Time)

**ATTACHMENT B-1 to State Letter – TC 2/3.81 (INS/21/801) 22/32**

INDONESIA – ICAO – Developing Countries Training Programme

Fellowship Nomination Form (Virtual Course)

Note: *This form must be completed in full, scanned and uploaded via the website (<https://www.trainairplus.id>). Incomplete forms will not be considered.*

The Government of \_\_\_\_\_ (Name of Country)

officially nominates \_\_\_\_\_ (Full Name)

for participation in \_\_\_\_\_ (Name of Training Course)

as organized by the Indonesia Government,

and certifies that:

- a) *the nominee has an adequate knowledge and/or expertise in the training field to fulfill the requirements for the training course;*
- b) *the nominee is proficient in spoken and written English, which enables him/her to participate in the training.*

Name of Authorizing Official: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Authorizing Official's Signature)

**Nominee's Contact Information**

Name of Organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Official Seal or Stamp Here)

— END —

**ATTACHMENT B-2 to State Letter – TC 2/3.81 (INS/21/801) 22/32**

INDONESIA – ICAO – Developing Countries Training Programme fellowship Nomination Form

*(Should be completed by participants of Training Manger Course/TMC)*

**INDONESIA – ICAO – Developing Countries Training Programme Fellowship  
Nomination Form**

Note: This form must be completed in full and forwarded to ATHRD Indonesia and ICAO prior to the closing date of the course. Please Type or Print clearly in CAPITAL LETTERS and prepare two copies including the original. The words “NIL” or N/A” should be used where applicable. Do not leave any spaces blank. Incomplete forms will not be considered.

**PART I – NOMINATION BY GOVERNMENT**

The Government of \_\_\_\_\_ hereby:  
(name of State)

1. Nominates: Mr./Mrs./Ms. \_\_\_\_\_  
(full name)  
for \_\_\_\_\_  
(course name)  
scheduled for \_\_\_\_\_  
(course dates)

2. Declares that the objectives of this fellowship are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Agrees that it will assume the responsibility for the nominee’s transportation costs to and from to the training venue in Indonesia.

4. Certifies that:

- a) the nominee will be in possession of a valid travel document beyond the scheduled termination date of the course requested;
- b) all information provided by the nominee is complete and correct; and
- c) the nominee has an adequate knowledge of and/or expertise in the training field and English language proficiency allowing him/her to successfully participate in the training course.

Contact Information:

Tel: \_\_\_\_\_ Name of Organization: \_\_\_\_\_  
(Type or print clearly)

Fax: \_\_\_\_\_ Name of Authorized Official: \_\_\_\_\_  
(Type or print clearly)

E-mail: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
(AFFIX OFFICIAL SEAL OR STAMP)

\_\_\_\_\_  
Signature of Civil Aviation Authority

\_\_\_\_\_  
Date

**INDONESIA – ICAO – Developing Countries Training Programme  
Fellowship Nomination Form**

**PART II – NOMINEE’S PERSONAL HISTORY**

(PHOTO)

1. Name: (Mr./Mrs./Ms. First/Middle/Last Name)

Date of birth: (Month/Day/Year)

Sex

Marital status

Nationality

Male

Female

2. Language ability:

a) Mother tongue \_\_\_\_\_ b) Language/s used in school/college/university \_\_\_\_\_

c) Language/s used at work \_\_\_\_\_

3. Education record:

a) School education record:

Name/town/country of school/s attended

Period

Grade completed and certificate  
acquired

from

to

b) College/university education record:

Name of college/university

Subject/s studies

Period

Degree/diploma acquired

from

to

**INDONESIA – ICAO – Developing Countries Training Programme  
Fellowship Nomination Form**

c) Technical and/or specialized training record:

Name and place of training institute	Subject/s studies	Period		Duration (weeks)	Diploma/certificate acquired
		from	to		

4. Employment:

Present position /title \_\_\_\_\_  
 Department or division \_\_\_\_\_  
 Name of organization \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ E-mail \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Country code    Area code    Number                      Country code    Area code    Number

Type of Organization:      Government / Public      Private      International      Others

Describe your present duties: \_\_\_\_\_

Employment record: (indicate last five years and/or last two positions)

Employer (name of company/organization)	Position last held	Period		Duties and responsibilities
		from	to	

## INDONESIA – ICAO – Developing Countries Training Programme Fellowship Nomination Form

5. Title of course applied for: \_\_\_\_\_

Describe your expectations from participation in this training course:

6. Former training in Indonesia (if any)  Yes  No

Name of programme \_\_\_\_\_ Period \_\_\_\_\_  
Month / Year

7. English language proficiency

In case you speak English as a foreign language, you are required to indicate your English language proficiency.

If available, indicate any of your English proficiency test scores:

TOEFL: \_\_\_\_\_ TOEIC: \_\_\_\_\_ other: \_\_\_\_\_  
Score Score Score

If you do not have any official test score, please self-assess your English language proficiency below.

	Excellent	Good	Fair	Poor	Remarks
<b>Listening</b>					
<b>Speaking</b>					
<b>Writing</b>					
<b>Reading</b>					

8. Nominee's statement:

- (i) I understand that the fellowship will not become effective and no travel can be undertaken until I receive written notification and instructions of the award of fellowship from ICAO.
- (ii) Should I be awarded this fellowship I hereby undertake to:
- a) Conduct myself, at all times, in a manner compatible with my status as holder of an ICAO fellowship.
  - b) Devote all my time during the fellowship programme to the successful pursuit of my studies as directed by the Human Resources Development in Transportation Agency (HRDTA), Indonesia and ICAO.
  - c) Refrain from engaging in political, commercial, or any activities detrimental to Indonesia.
  - d) Return to my country following the termination of the course and apply my newly acquired knowledge to further the development of civil aviation in my country.
- (iii) I certify to the best of my knowledge that all the information given above is true in all aspects.

\_\_\_\_\_  
Nominee's signature

\_\_\_\_\_  
Date



**ATTACHMENT C to State Letter – TC 2/3.81 (INS/21/801) 22/32**

**INDONESIA – ICAO – Developing Countries Training Programme**

**Nominee’s Flight Itinerary**

(To be completed and submitted only after receiving the ICAO Fellowship Award Letter.)

Name: \_\_\_\_\_

(Mr./Mrs./Ms. First/Middle/Last Name)

Passport Number: \_\_\_\_\_

Date	Airline	Flight	Departure			Arrival		
			Time	Country	Airport	Time	Country	Airport

Please write down detailed round-trip flight schedules of the nominee (*after receiving the ICAO Fellowship Award Letter*) and send this form to:

Deputy Head of Training  
Center For Human Resources Development On Civil Aviation Indonesia  
Centre Ministry of Transportation  
Tromol Pos 06 Curug  
15810 Indonesia

Center For Human Resources Development On Civil Aviation Indonesia  
Tel: +62 21 5982207 Fax: +62 21 5982279  
Email: registration@trainairplus.id

Civil Aviation Centre of Curug  
Tel: +62 21 5987196 Fax: +62 21 5985117  
Email: training@bp3curug.or.id