Subject: State Safety Programme (SSP) Implementation Course
(Bangkok, Thailand, 7 – 11 November 2016)

Action required: Reply not later than 28 October 2016

Sir/Madam,

I have the honour to inform you that the ICAO Asia and Pacific COSCAP Programmes will present a State Safety Programme (SSP) Implementation Course. Support from the Civil Aviation Authority of Singapore in releasing Mr. Teo Gim Thong, Principal Training Specialist (Safety Management) - Singapore Aviation Academy, to deliver the course.

The objective of the SSP Implementation Course are to develop participants' knowledge on the Standards and Recommended Practice (SARPs) related to the SSP, the SSP framework and its components, and related guidance material. The course is tailored for representatives from civil aviation authorities with responsibilities regarding the implementation of SSP, and the implementation and/or oversight of Safety Management System (SMS) in the areas of training organizations, aircraft operations, maintenance and airworthiness of aircraft, aircraft design and manufacture, air traffic services, and aerodrome operations.
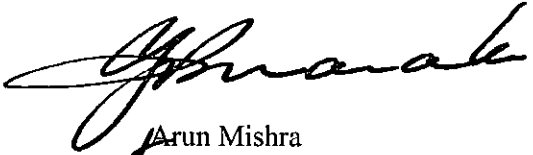
Included for your action are the course outline (**Attachment A**), the Nomination Form (**Attachment B**) and the Bulletin (**Attachment C**). While the course is opened to all States in the region, it can accommodate up to 35 participants. We therefore, encourage you to submit your formal registration as soon as possible, but not later than **28 October 2016** to help us in finalizing the arrangements. Your assistance with this matter is appreciated.

All of the attachments can be obtained from the meetings section of the ICAO Asia and Pacific Office Website http://www.icao.int/APAC/Meetings/Pages/default.aspx.

Please note that this will be a paperless course to the greatest extent possible, participants are required to bring their own notebook/computers for the lesson. A USB key with all the course materials will be provided to all participants upon registration.

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Should you require further information or assistance with this matter, please contact ICAO COSCAP- SEA Programme Secretary, Ms. Sudhatai Juntarapratin at Khun.nong@coscap-icao.org;

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

Arun Mishra
Regional Director

Enclosures:
    A – Outline
    B – Nomination Form
    C – Bulletin
    List of recommended hotels