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When replying please quote:

Ref.: NT-NR 7-8.1 — **EMX0138**

6 February 2015

To: States, Territories and International Organizations

Subject: **Aviation Security (AVSEC) Instructors Course**  
(ASTC Port of Spain, Trinidad and Tobago, 12 to 20 May 2015)

Action  
Required: **Reply by 27 March 2015**

Sir/Madam:

In accordance with the ICAO objective to support Member States in meeting their civil aviation security obligations under the Chicago Convention, and to promote the strengthening of aviation security worldwide, I am pleased to inform you that an Aviation Security (AVSEC) Instructors Course is being offered at the ICAO Aviation Security Training Centre (ASTC) in Port of Spain, Trinidad and Tobago, from **12 to 20 May 2015**.

This seven-day course will be delivered in English and is designed to provide personnel involved in the development, management and/or instruction of training materials related to a civil aviation security training programme. Those who successfully complete this course will be well versed in the general application of training principles, the preparation of appropriate teaching aids and the tailoring of course material to harmonize course objectives with local and national requirements.

Nominees will be tested during the course on their general knowledge of Annex 17 – *Security* and the *Aviation Security Manual* (Doc 8973 – Restricted), and asked to present material from ICAO's Aviation Security Training Packages. It is therefore advisable that nominees have a foundation of AVSEC knowledge and exposure to AVSEC training material prior to attending this course.

You are invited to nominate suitable candidates to attend this course by using one nomination form (**attached**) per nominee. All nomination forms must be completed in full and authorized by the appropriate authority through official means. The closing date for nominations to reach this office is **27 March 2015**, in order to enable sufficient time for processing and for selected participants to make necessary travel arrangements, including visa applications. Late nominations, while strongly discouraged, may be considered on a case-by-case basis.

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Selections will be made based on qualifications and experience and with an initial limit of **two participants per State/Territory/International Organization**. Once the initial selections are made, additional nominations from each State will be considered on a space-available basis. For this reason, it is important that your Administration indicates the order of priority for selection within your delegation for each of your candidates. Nominees will be notified by ICAO of their status once selections have been made.

Participants will be charged an administration fee of USD 700 (or the equivalent amount in local currency) payable to the ASTC to cover basic administrative costs. In addition, air travel, hotel and miscellaneous costs must be met by your Administration. Please be advised that your nominees should be medically fit and should have either medical insurance or other medical coverage to meet expenses, if any, towards illness or medical emergency during the above event. Neither ICAO nor the ASTC take responsibility to meet expenses in this regard.

Please note that participants who present themselves at the course without having been properly nominated by a State/Territory/International Organization and accepted by ICAO will not be admitted. Those who have been accepted but do not attend the entire course will not receive a certificate at the end of the training event. Should a State wish to withdraw a nominee from a course after selection, ICAO and the ASTC must be notified at least two weeks before of the event.

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



for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**  
*As indicated*