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When replying please quote:

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8 July 2022



To: States, Territories and International Organizations

Subject: **Aviation Security Managers Course (Virtual) – Aviation Security Training Centre (ASTC) Port of Spain, Trinidad and Tobago
On line, 5 – 14 September 2022**

Action

Reb **Reply by 31 July 2022**

Dear Sir/Madam,

In accordance with ICAO's objective to support Member States in meeting their obligations for civil aviation security under the Chicago Convention, and to promote the strengthening of aviation security worldwide, I am pleased to inform you that ICAO's **Aviation Security (AVSEC) Managers Course** has been re-developed and being offered as a virtual training event through the ICAO Aviation Security Training Centre (ASTC) in Port of Spain, Trinidad and Tobago, **from 5 to 14 September 2022**.

Please be advised that this **eight-day** virtual training event, to be delivered in **English**, is scheduled daily from **09:00 am to 15:00 pm, Trinidad and Tobago time (UTC -4)**. This course is designed to provide aviation security personnel at managerial level to plan, coordinate, and implement the application of airport security preventive measures in accordance with approved programmes.

Nominees should be at the managerial or senior supervisor level, primarily responsible for the application of aviation security preventive measures at airports. In order to receive a certificate of successful completion, participants will be required to pass an end of course exam based on Annex 17, the Aviation Security Manual (Doc 8973 – Restricted) and materials presented during the course.

Due to the fact that this training event will be delivered via a virtual classroom setting, the nominees are not expected to physically travel or commute to the training venue but will need to ensure stable internet access for the duration of the training event. Necessary arrangements for the virtual-class participation will be further advised to the accepted nominees in due course.

Please be advised that a fee of **US \$800.00**, or the equivalent amount in local currency where the ASTC is based, will be charged to each selected participant to cover basic administration costs.

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You are invited to nominate suitable candidates to attend this training event using the enclosed nomination form (one per nominee). All nomination forms must be completed in full and authorized by the appropriate authority for aviation security of your State through official means. The closing date for nominations to reach this office is **31 July 2022** in order to enable sufficient time for processing of the training event.

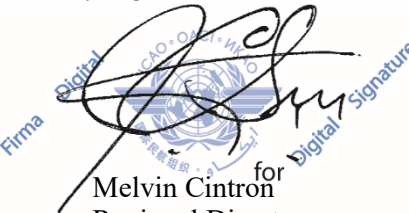
Selections will be made based on aviation security qualifications and experience. In order to ensure the quality of the training delivery, there are limitations on the maximum number of participants and nominations from each State will be considered on a space-available basis. For this reason, if a State is nominating more than one participant then it is important for the State to indicate the priority order of selection for each of their nominations and that all nominations be received by the deadline.

Nominees will be notified by ICAO of their status once selections have been made.

Please note that participants who present themselves at the training event without having been properly-nominated and accepted will not be admitted. Those who have been accepted but do not attend the entire training event will not receive a certificate at the end of the training event. Should a State wish to withdraw a nominee from a training event after selection, ICAO and the ASTC must be notified as early as practicable, before the commencement of the training event.

If you require further information, please contact Mr. Ricardo G. Delgado, Regional Officer, Aviation Security and Facilitation (rdelgado@icao.int) or his Assistant, Sybil Gómez (sgomez@icao.int).

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

A digital signature in blue ink, appearing as a stylized cursive 'M' and 'C', is overlaid on a circular blue watermark. The watermark contains the ICAO logo and the text 'Firma Digital' on the left and 'Digital Signature' on the right.

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

Enclosure: *As indicated*

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2. **AVSEC training courses completed:** (local, regional or international)
Title of course

Year

Nominee's statement

I (*name*) _____ undertake to:

1. conduct myself at all times in a professional manner in keeping with my status as a participant in this training activity;
2. refrain from engaging in political, commercial or other activity detrimental to the host country or ICAO; and
3. participate fully in the training activity, including group discussions, exercises and homework assignments

I hereby acknowledge that:

1. I am capable of writing and speaking in the language in which the training activity will be conducted; and
2. all information I have provided is true and correct.

Nominee's Signature: _____ Date: _____

PART 2 (PLEASE PRINT)

Sponsoring Organization: _____ nominates:

_____ to attend the above mentioned ICAO
(Surname) (First name) (Middle name)

sponsored training activity and in doing so, certifies that:

1. all information provided in this application is verifiable upon request;
2. it will be responsible for costs associated with transport to and from the training activity, lodging, any meals not provided by the Aviation Security Training Centre (ASTC), and other incidental costs;
3. the nominee is medically fit and in possession of medical insurance coverage for any sickness or medical emergency that may arise during the above training activity;
4. the nominee meets any prerequisite for this training activity and/or is part of the "target" population sought by ICAO, as outlined in the invitation letter;
5. the nominee is currently, or will be within the next 90 days, assigned to a position that reflects the objectives of the training activity;
6. the nominee will be present for the entire event from the beginning of the training activity; and
7. the nomination form is **authorized** by the **State's Appropriate Authority for Aviation Security** (sealed/stamped and signed below) *before* the form is submitted to ICAO.

(Signature of the State's appropriate authority)

(Printed name of the State's appropriate authority)

(Title of the State's appropriate authority)

(Date)

AFFIX OFFICIAL SEAL OR STAMP BY THE STATE'S APPROPRIATE AUTHORITY