



International  
Civil Aviation  
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Международная  
организация  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

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Lima, 07 July 2017

To: Mr. Frédéric Guignier, Regional Director of Civil Aviation Authority (DSAC) for French Antilles and French Guiana  
Mr. Jerome Journet, Regional Director, West Indies and French Guiana  
Mr. Jean-Michel Pubellier, Deputy Regional Director, West Indies and French Guiana  
Mr. Michel Arenó, Head of French Guiana Air Control Centre Cayenne-Félix Eboué Airport, Head of the Aircraft Search and Rescue RCC  
Lt. Col. Egbert Field, Guyana Civil Aviation Authority  
Mr. Jerry Miranda, Ministry of Public Works, Suriname

Subject: **Invitation to nominate safety management officers to participate in the ICAO Safety Management Training Programme (SMTP)**  
(Lima, Peru, 13 to 17 November 2017)

Action  
required: Take note and register participants by **29 September 2017**

Sir,

I have the honour to address you to invite your Administration to nominate officers to enroll in the International Civil Aviation Organization's (ICAO) Safety Management Training Programme (SMTP). This blended online and classroom training provides the necessary knowledge and skill to Member States' regulatory personnel and aviation service providers' staff involved in the planning, development and implementation of a State Safety Programme (SSP) and Safety Management System (SMS).

Part 1 of the SMTP, entitled "*Online Safety Management Training*", consists on an e-learning course of approximately 30 hours, which provides the theoretical principles related to the implementation of ICAO Standards and Recommended Practices (SARPs) and fundamental concepts of SMS and State Safety Programs (SSP). Upon completion of this training, participants will understand the fundamental concepts and principles of aviation safety management and contribute to the development of SSP/SMS implementation plans, based on the frameworks provided in ICAO safety management SARPs and guidance material. The online course may be taken as stand-alone training or along with Part 2 of the SMTP, for those directly involved in the implementation or oversight of an SMS.

Part 2 of the SMTP, for which successful completion of Part 1 is a prerequisite, entitled “*Safety Management for Practitioners*”, is a five-day classroom course, which provides SMS and SSP staff with a comprehensive review of operational safety management processes. IT tools are used in practical exercises to demonstrate how the efficiency and effectiveness of safety management activities can be enhanced. In order to benefit from this course, operational experiencing one of the following service providers is highly recommended: air operators, approved maintenance organizations, aerodrome operators, air traffic service providers or aviation training organizations that are involved in SMS activities. Upon completion of this course, participants will be able to:

- a) identify hazards following a systematic and consistent approach;
- b) mitigate safety risk following a systematic and consistent approach;
- c) manage change in a safe manner;
- d) assess safety reports through a safety screening and an internal investigation;
- e) prepare a safety audit/survey for assessing performance of the process; and
- f) design a safety performance monitoring scheme.

Classroom phase of the SMTP (Part 2 - “*Safety Management for Practitioners*”), will be held at the ICAO South American (SAM) Regional Office in Lima, Peru, from **13 to 17 November 2017**. Please be aware that all course material is in English, nevertheless, the classroom phase will be held in Spanish language, without interpretation services.

Nominated officers must complete the online registration form, no later than **29 September 2017**, at:

<http://www.icao.int/training/Pages/training-catalogue-details.aspx?catid=677&language=0&region>

The cost of the programme is US\$2,000.00 (US\$500.00 for online Part 1 and US\$1,500.00 for the five-day classroom course). Due to capacity limitations, registrations will be on a first-come first-served basis. Please provide the information of nominated officers to Mr. Roberto Sosa ([rsosa@icao.int](mailto:rsosa@icao.int)), Regional Officer Air Navigation Services & Safety (ANS & SFTY) at the ICAO South American Office.

Please note that participants are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from Peru is valid. Under sections “*General information*”, “*List of hotels*” and “*Wheater*” of the South American Regional Office’s website: <http://www.icao.int/sam> (left panel), further details of interest may be found.

For additional information, please contact Mr. Roberto Sosa ([rsosa@icao.int](mailto:rsosa@icao.int)), ANS & SFTY and focal point in the South American Office.

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



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

cc: Mr. Claude Miquel, Deputy Director, Antilles-Guyane, French Antilles  
Dr. Joyce Blokland-Wijnstein, Permanent Secretary, Directorate of Transport and Communication,  
Suriname  
Mr. Faizel Baarn, Head of Civil Aviation Department, Suriname  
Mr. Brian De Souza, Director, CASAS, Suriname  
Mr. Marcus Doller, Air Safety Support Intl. (ASSI), United Kingdom  
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United  
Kingdom