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Ref.: AFI Plan/ECCAIRS/0263

24 March 2011

**Subject:** ICAO Safety Data Management for Technical  
and End-users Training Course, Khartoum, Sudan  
24 May–2 June 2011

**Action required:** Notify the names of your  
Representative by no later than **15 March 2011**

Sir/Madam,

1. I have the honour to inform you that as part of the AFI Plan, ICAO will hold Safety Data Management training courses in Khartoum, Sudan, from 24 May to 2 June 2011, at the kind invitation of the Government of the Republic of Sudan, according to the following schedule:

i) **The first session, 24-26 May 2011**

A three-day technical training course on the European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS) Software for **technical staff (ICT Officers)** will provide States with the necessary guidance for technical configuration and operations of ECCAIRS as a safety data management system.

ii) **The second session, 29 May-2 June 2011**

A five-day end-users training course on the ECCAIRS System for **investigators** will provide States with the necessary guidance to operate the ECCAIRS system for input and analysis of safety data.

2. Please refer to **Attachment A** for further details of the training courses relating to target audience, pre-requisites and class size.

3. ICAO is pleased to extend an invitation to all AFI States to attend the above mentioned training. Kindly note that each State is entitled to at least one candidate in this course, however in case additional space is available, additional candidates may be considered per State. It is urged that participants be limited to persons who meet the requirements described in the "Target audience" and "Pre-requisites" of each course.

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5. You are kindly requested to indicate whether your State will participate in the event by **15 April 2011**. A form should be completed for each participant and early registration will allow participants to be provided with additional information and assistance with regard to entry visas, if necessary, and other administrative requirements.

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

  
**Meshesha Belayneh**  
**ICAO Regional Director**  
**Eastern and Southern African Office**

**Enclosures:**

- A. General Information about the courses
- B. Registration form

## ATTACHMENT A

### A. TECHNICAL TRAINING COURSE

The objectives of the **technical training course** as per Attachment B of State Letter AN 12/52.1-08/70:

The **technical module** is aimed at those who will install and administer from a technical point of view the ECCAIRS system. This module covers the installation, setup and management of the ECCAIRS system. The scope of the module enables system administrators and/or IT personnel to get acquainted with the system, perform the setup and configuration of their ECCAIRS installation, as well as to supply basic user support.

#### Target audience

IT administrators and/or officers, power users. Not suited for safety investigators and office clerks.

#### Pre-requisites

Knowledge and understanding of IT, in particular in the field of software architecture, databases. Good knowledge of the Microsoft Windows operating system is required.

#### Class size

Maximum: 25 participants per course.

#### Program

Refer to State Letter AN 12/52.1-08/70 for a typical program of the technical training course.

### B. END-USER TRAINING COURSE

The objectives of the **end-user training course** as per Attachment B of State Letter AN 12/52.1-08/70:

The **end-user module** is aimed at those who will input the safety data into the ECCAIRS system and/or interrogate the system for safety analysis purposes. It provides an overview of the ADREP taxonomy, as well as hands on experience of ECCAIRS as a tool used to code/enter and extract/analyze safety data.

#### Target audience

Safety investigators, safety officers and administrators who will be entering or extracting safety data from ECCAIRS.

#### Pre-requisites

Knowledge of occurrence reporting, safety management concepts and safety data analysis. Good knowledge of the Microsoft Windows operating system and Microsoft Office products is recommended.

#### Class size

Maximum: 25 participants per course.

## **Program**

Refer to State Letter AN 12/52.1-08/70 for a typical program of the end-user training course.

### **C. ADDITIONAL MATERIAL**

Each Student must provide their own Laptop for Training. Here are the minimum specifications for course Hardware and Software Requirements:

- Pentium IV or above processor
  - 256 MB RAM
  - 75 MB of available disk space
  - Windows NT Workstation 4.0 or Windows 2000 Professional or Windows XP Professional with Service Pack 2 or higher (Please note that Vista and Windows 7 is not fully supported yet)
  - PC must have administrative access rights (i.e.. user must be able to install software and add user accounts to his/her laptop)
  - Recommended not to have other SQL applications running on PC, such as MSDE
  - Microsoft Office 2003 version
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