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COSCAP SEA

Ref.: 656P4 INVL-01/2020 (VC)

10 June 2020

To: COSCAP SEA Programme Member States Directors General of Civil Aviation

**Subject: ECCAIRS Accident and Incident Data Collection and Analysis Workshop
(Virtual Classroom, 29 June – 3 July 2020, 02:00 – 05:00 UTC daily)**

Dear Sir/Madam,

I am pleased to invite your Administration to nominate participants to attend the ECCAIRS Accident and Incident Data Collection and Analysis Workshop to be held in a virtual classroom from 29 June to 3 July 2020. This Workshop has been organised with the Papua New Guinea (PNG) Accident Investigation Commission (AIC) to support the Member States' prioritised training needs for the implementation of the APAC Beijing Ministerial Declaration safety commitment to "Implement an effective State Safety Programme (SSP) by 2025", as prioritised for the South East Asia region, and included in the Work Plan approved by the COSCAP SEA Steering Committee.

The Workshop is for States' Civil Aviation Authority (CAA) and Aircraft Accident and Incident Investigation Authority (AAIIA) personnel responsible for the State SSP Safety Data Collection and Processing System (SDCPS). This workshop follows on from training delivered by COSCAP-SEA during the last twelve months on Safety Management, SSP, SDCPS, and AIIAs. The Facilitator from PNG AIC is an ICAO Instructor in ECCAIRS.

The Workshop provisional programme, and participant registration form are attached. There is no participant registration fee. The event information and material will be available on the ICAO APAC Regional Office website meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. The virtual classroom will be hosted by COSCAP-SEA on Zoom. Please note that each participant will require a computer and good internet service to participate in the virtual classroom.

The Workshop can accommodate a maximum of **24 participants**, 2 from each Member State of the COSCAP SEA Programme. Please submit completed registration forms by **18 June 2020** to reserve the allocated slots for the Workshop. Following that date, the remaining slots for the Workshop will be allocated on a first come first served basis to any COSCAP SEA Member State. Accepted participants will receive the virtual classroom web link and access guidelines. E-certificates will be sent by email to participants who complete the Workshop.

Should you require further information or any assistance, please contact the COSCAP SEA Programme Secretary, Ms. Sudhatai Juntarapratin at sjuntarapratin@icao.int.

Yours sincerely,

Michiel Vreedenburgh
Programme Coordinator
ICAO COSCAP SEA

cc: COSCAP SEA Steering Committee Chairman (vohuycuong@caa.gov.vn)
ICAO APAC Regional Director (apac@icao.int)
COSCAP SEA National Coordinators



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**ECCAIRS ACCIDENT AND INCIDENT DATA COLLECTION AND ANALYSIS
WORKSHOP**

(Virtual Classroom, 29 June – 3 July 2020, 02:00 – 05:00 UTC daily)

TENTATIVE PROGRAMME

	Topic
Day 1	
1.1	Opening remarks and introduction
1.2	Brief on ECCAIRS installation
Day 2	
2.1	Principles of Safety Data Management
2.2	ADREP and ICAO Annex 13
2.3	Safety Data Management and ICAO Annex 19
2.4	Safety Performance Indicators (SPIs)
2.5	Exercises
Day 3	
3.1	ECCAIRS architecture
3.2	ECCAIRS views and user interaction
3.2	Use of ECCAIRS for notification and reporting
3.3	Exercises
Day 4	
4.1	ADREP taxonomy
4.2	Occurrence classification
4.3	Exercises
Day 5	
5.1	Introduction to ECCAIRS data analysis
5.2	Principles for Safety Studies and Reports



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PARTICIPANT REGISTRATION FORM				
State				
Name	Title	Surname (capitals)	First name	Middle name
Position / Title				
Organization				
Department / Division				
Telephone (office)				
Telephone (mobile)				
E-mail (office)				
E-mail (alternate)				

Please send completed form(s) by 18 June 2020 to:

ICAO COSCAP-SEA Programme Secretary

E-mail: sjuntarapratin@icao.int