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When replying please quote:

Ref.: NT- NR7-8.13 — **E.OSG-NACC120378**

16 July 2026

To: States, Territories and International Organizations

Subject: **Aviation Security National Instructors Course**
Aviation Security Training Centre (ASTC),
Santo Domingo, Dominican Republic, 2 to 6 November 2026

Action
Required: **Send your nomination by 21 September 2026**

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) National Instructors Course** has been enhanced, re-developed and being offered at the **ICAO Aviation Security Training Centre (ASTC) in Santo Domingo, Dominican Republic, from 2 to 6 November 2026.**

This five-day classroom training event, which will be delivered in **Spanish**, is scheduled daily from **9 a.m. to 5 p.m.**, Santo Domingo time. This training is designed to enable aviation security instructors to perform a competency-based and effective role in the delivery of their national Aviation Security (AVSEC) training activities, through the application of the relevant competencies and in accordance with Annex 17 – *Aviation Security* and the ICAO Aviation Security Manual (Doc 8973 – Restricted).

Nominees should be involved in the development, management and/or instruction of training materials related to a national civil aviation security training programme. Those who participate in 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.

A fee of **US \$500.00**, or the equivalent amount in local currency, will be charged to each participant on the first day of the training event to cover basic administrative costs. Airfare, hotel and miscellaneous expenses are the responsibility of the participant's State administration. Participants are required to have their own medical insurance to cover costs, should any arise, as ICAO does not reimburse participants for such expenses.

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You are invited to nominate suitable candidates to attend this training event using the nomination form (**Attachment**) (one 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 **21 September 2026** in order to enable sufficient time for processing and for selected participants to make travel arrangements, to include visa applications, as necessary.

Female candidates are strongly encouraged to be nominated, aligned with the ICAO Gender Equality Programme promoting the participation of women in the global aviation sector.

Selections will be made based on qualifications and experience. The nominations from each State will be considered on a space-available basis. For this reason, it is important for the States to indicate the priority order of selection for each of their nominations and that all nominations are received on or by the deadline.

Candidates 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.

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



Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *As indicated*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NR - AVSEC-FAL/NR 7-8.13 - ASTC Santo Domingo/2611-AVSECInstructorsCourse/NACC120378-AVSEC-States-CursoInspectAVSEC-invite.docx> / YTR



International Civil Aviation Organization

Nomination Form

Training activity title: Aviation Security National Instructors Course Dates: 2 to 6 November 2026
Training Activity
Location: Aviation Security Centre (ASTC) Santo Domingo, Dominican Republic

PART 1 (PLEASE PRINT)

Nominee's Name: _____
(Surname) (First name) (Middle name) ☐ M ☐ F

Mailing address: _____

Phone # with country code: _____

E-mail address: _____

Fax # with country code _____

Aviation background (check correct one):

- ☐ CAA (State or Regulatory) ☐ Airport ☐ Airline ☐ Ground services
☐ Catering company ☐ Cargo ☐ Mail ☐ Aviation Security consultant

Law enforcement or security background (check correct one):

- ☐ Private security ☐ Military ☐ Police Other: _____

AVSEC Background:

No. of years operational experience: _____

Duties: _____

1. Current Job Title: _____ No. of Years: _____

Supervisor's name and email address: _____

Brief description of daily duties and responsibilities:

No. of staff supervised as part of your duties: _____

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

Title of course

Year

Nominee's statement

undertake
to:

I (*name*) _____

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

Certificate Of Completion

Envelope Id: 2386634D-1955-8A02-81E9-B677231074BE
 Subject: NACC120378-AVSEC-States-CursolInspectAVSEC-invite.pdf from SharePoint
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 4
 AutoNav: Enabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

 Envelope Originator:
 Yolanda Terrazas
 yterrazas@icao.int
 IP Address: 52.228.86.232

Record Tracking

Status: Original
 7/16/2026 10:23:28 AM
 Holder: Yolanda Terrazas
 yterrazas@icao.int
 Location: DocuSign

Signer Events

Christopher Barks
 cbarks@icao.int
 Regional Director, NACC

International Civil Aviation Organization
 Security Level: Email, Account Authentication
 (None)

Signature

Signature Adoption: Uploaded Signature Image
 Using IP Address: 200.76.42.42

Timestamp

Sent: 7/16/2026 10:25:48 AM
 Viewed: 7/16/2026 11:13:04 AM
 Signed: 7/16/2026 11:13:47 AM

Electronic Record and Signature Disclosure:
 Accepted: 2/23/2026 8:00:36 AM
 ID: 37a51f66-28e0-4b76-9197-947de0fe8f6b

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	7/16/2026 10:25:48 AM
Certified Delivered	Security Checked	7/16/2026 11:13:04 AM
Signing Complete	Security Checked	7/16/2026 11:13:47 AM
Completed	Security Checked	7/16/2026 11:13:47 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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