



International
Civil Aviation
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Международная
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гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 13/4.4.1 (2011) – AP165/10(AVSEC)

12 November 2010

Subject: Aviation Security (AVSEC) National Cargo Course
ASTC Kunming, China, 7 to 11 March 2011

Action required: Reply by 21 January 2011

Sir / Madam,

As part of the proactive position adopted by ICAO to strengthen aviation security worldwide, a comprehensive Plan of Action has been developed. This Plan has been approved by the ICAO Council with the highest priority; however, its success requires an intensive and continuous commitment from Contracting States to ensure the achievement of concrete results within an acceptable time-frame. An important component of the Plan of Action relates to training activities, which are designed to assist States in remedying Annex 17—*Security* deficiencies.

I wish to inform you that an Aviation Security (AVSEC) Cargo Course will be held at the ICAO Regional Training Centre, Kunming, China from 7 to 11 March 2011.

The course has been developed to provide selected personnel involved in the handling of cargo, courier and express parcels, mail and company stores, with the knowledge and skills to enable them to apply preventive security measures in accordance with approved aviation security programmes. The nominees should be senior officials from the appropriate authority for aviation security, other regulatory and control authorities, airport and airline management, and instructional staff who are responsible for air cargo or mail security. This course is particularly aimed at those who will have a direct input in the introduction and operation of the State's "regulated agent" cargo security system in accordance with Annex 17.

The working language of the course will be English, with no translation or interpretation facilities.

It is intended to charge participants an administration fee of US\$650 (equivalent to Chinese Yuan Renminbi 4,340) to cover the basic administration costs of the course. In addition, airfare, hotel and miscellaneous expenses, will be met by your administration.


.../2

Please be advised that your nominees should be medically fit and should either have medical insurance or medical coverage from your government to meet expenses, if any, towards sickness or a medical emergency during the above programme. ICAO takes no responsibility to meet expenses in this regard.

You are invited to nominate suitable candidates to attend this course on the enclosed nomination form, using one form per candidate. A maximum of two nominees from your State may be selected for this event. Any additional nominations will be placed on a "stand-by" list until all interested States' nominations are received. Once the closing date for nominations has been reached, a review of stand-by nominations will be made if additional seats in the course are available. Candidates from the State's appropriate authority will be given first preference for this course.

Nominations should reach this office by **21 January 2011**. For administrative reasons, please be advised that the closing date for nominations will be strictly adhered to. All nomination forms must be fully completed and include the signature of the authorizing authority. Additionally, nomination forms that are not properly completed may result in the candidate not being selected for training. Selection of participants will be undertaken on the basis of qualifications and experience and successful candidates will be notified accordingly. Once selections have been made, should a State wish to withdraw from a course, ICAO and the ASTC must be notified within a reasonable time-frame. Furthermore, any participant who attends training without having been properly nominated and accepted, or who does not attend the entire course, shall not receive a certificate at the end of the training event.

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



Mokhtar A. Awan
Regional Director

Enclosure:

- Nomination form
- Training Bulletin

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.
(Surname) (First name) (Middle name)

ICAO 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; and
6. the nominee will arrive for the beginning of the training activity and will be available for the entire event.

(Signature of authorizing authority)

(Printed name of authorizing authority)

(Title of authorizing authority)

(Date)

AFFIX OFFICIAL SEAL OR STAMP



Training Center of CAAC



ICAO Aviation Security Training Center (ASTC) — Kunming, China

ICAO CARGO SECURITY COURSE

(Kunming, China, 7 to, 11 March 2011)

TRAINING BULLETIN

1. COURSE ARRANGEMENT

- 1.1 The opening ceremony will be held at 0900 hrs. on Monday, 7 March 2011 at the Dian Chi Hotel, the Dian Chi hotel is the designate hotel for this training.
- 1.2 Participants are requested to register at the Registration Desk on the Lobby of the Dian Chi Hotel between 0815 hrs and 0845 hrs on the opening day of the training, and you will be directed to the training room where your course will take place. Participants are also requested to wear the identification badge, which will be issued to you, when attending the training and other official functions.
- 1.3 Coffee, tea, water are provided to participants in the classroom during training day.
- 1.4 The training schedule:

Forenoon : 0900-1200 hrs.; Lunch : 1200-1300 hrs.; Afternoon : 1300-1600 hrs.;
- 1.5 If you have any question about the training and administrative work, you can contact the team assistant:

Mr. Zheng Jie (Jack)

Mobile phone: (86) 1388 8062 983

Fax: (86) 871 4312 045

E-mail: zjjackynau@yahoo.com.cn

2. HOTEL RESERVATION AND FLIGHT SCHEDULE

- 2.1 Please complete the **Attachment** and send back to team assistant **BEFORE 14 of February 2011**.

3. AIRPORT PICKUP SERVICE

- 3.1 We provide airport picking up service at Kunming International Airport according to your flight schedule.

4. DRESS CODE

- 4.1 Suggest dress for classroom is "Business attire". On the day of opening ceremony and closing ceremony you are request to wear the business attire.

5. COURSE CERTIFICATE

- 5.1 Course certificate is issued upon successful completion of the final test or assignment. Should you not achieve the required standards, a letter of Attendance confirming your participation in the course will be provided instead.

6. BANK DETAILS FOR COURSE FEE PAYMENTS

- 6.1 The basic course fee per participants (to cover the administrative costs) is **US\$650 (equivalent to Chinese Yuan Renminbi 4,340)**.
- 6.2 You may pay for the course fee by **CASH (CHINESE YUAN ONLY)** at the date of the course opening when you are doing the registration **OR** by bank remittance (**USD ONLY**). The participant will receive the formal invoice on the day of opening.
- 6.3 Bank Wire transfers should be made to:

Recipient: Civil Aviation Management Institute of China
Bank: Industry and Commerce Bank of China, Beijing Siyuanqiao Branch
Account Number: 0200080509026401168 Swift Code: ICBKCNBJBJM

Note: Bank remittance must be received before the opening of the workshop.

7. LOCATION

- 7.1 We recommend you live in Dian Chi Hotel (★★★★★);
- 7.2 The Dian Chi Hotel is located at No.9 Yi Jing Road, Dian Chi National Tourism and Vacation Zone Kunming Yunnan, China 650228;



8. **Hotels Nearby**

- **Yi Jing Garden Resort & SPA Hotel ★★★★★ 20 Minutes' Walk**
<http://www.vjg-hotel.com>
- **Yunnan Dianchi Garden Resort Hotel & SPA ★★★★★ 30 Minutes' Walk**
<http://www.spagardenhotel.cn>

Dian Chi Hotel Reservation Letter

Please complete the form and send back to team assistant **BEFORE 14 February, 2011**

Fax: +86 (871) 4312 045 Email: zjackynau@yahoo.com.cn;

Participants Information			
Name		E-mail	
State			
Tel		Fax	
Flight Information			
Arrive Date		Flight No.	
Departure Date		Flight No.	
Dian Chi Hotel (Block B) Reservation Information			
Check-in Date		Check-out Date	
Room Type	<input type="checkbox"/> Standard Room: RMB 320 Yuan per Night (Breakfast Included)		
	<input type="checkbox"/> Standard Room: RMB 370 Yuan per Night (Breakfast & Dinner Included)		

Other Hotel Reserved			
Name of Hotel			
Check-in Date		Check-out Date	

Notes:

- Participants lived in other hotel should be responsible for the transportation to training venue by themselves.
- The newly built Dian Chi Hotel (**Block A**) will be put into service in December, if delegates wish to choose this hotel (**Block A**) please contact the team assistant before 30 January 2011.