



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Tel.: +1 (514) 315-2297

Ref.: TC 2/3.81 (INS/21/801) - 24/71

3 June 2024

Subject: Indonesia - ICAO Developing Countries
Training Programme

Action required: Submit applications for interested and eligible candidates by completing the on-line Fellowship and Scholarship Application Forms as per identified deadlines

Sir/Madam,

I have the honour to refer to the Indonesia – International Civil Aviation Organization (ICAO) Developing Countries Training Programme (DCTP), which is sponsored by the Government of Indonesia and administered by ICAO.

The DCTP was renewed in October 2022 to provide 180 fellowships over the course of three years.

I am pleased to announce that in 2024, 60 fellowships will be available under the DCTP between the Government of Indonesia and ICAO. The details of the courses as well as terms and conditions applicable to these fellowships are explained in **Attachments A and B**.

Nominating Governments should complete and endorse the Nomination Form available online before applicants can proceed with the online application at <https://www.trainairplus.id>. Kindly note that States that submit candidates will be informed of the result of the selection process approximately five weeks prior to the commencement of the course.

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

for
Juan Carlos Salazar
Secretary General

Enclosures: (in English only)

- A — Indonesia – ICAO Developing Countries Training Programme 2024
- B — Course Details
- C — Fellowship Nomination Form & Flight Itinerary

ATTACHMENT A to State letter TC 2/3.81 (INS/21/801) - 24/71

1. **OVERVIEW**

Indonesia and ICAO jointly established the Developing Countries Training Programme (DCTP) in 2024. Sponsored by the Indonesia Government and administered by the ICAO Technical Cooperation Bureau, the DCTP provides fellowships for specialized training program conducted by the Human Resources Development in Transportation Agency (HRDTA). 60 Fellowships will be available in 2024, and we welcome applications from government officials of eligible developing ICAO Member States.

Details of the courses (delivered through virtual and live classroom sessions) can be found below, please refer to the fellowships page on **INDONESIA TRAINAIR PLUS** website for updates <https://www.trainairplus.id>.

2. **COURSE SCHEDULE**

Code	Course	Date	Application Closing Date	Participants	Delivery Method
A	Safety Risk Management Fundamentals	1 Oct	31 July 2024	20	Virtual Classroom
B	Training Managers Course	30 Sep to 4 Oct	31 July 2024	16	Classroom
C-1	Training Instructors Course	30 Sep to 4 Oct	31 July 2024	12	Classroom
C-2	Training Instructors Course	30 Sep to 4 Oct	31 July 2024	12	Classroom

3. **TERMS OF FELLOWSHIPS AND APPLICATION PROCEDURES**

The Government of Indonesia will bear the training fees for participants accepted for the courses. Nominating Governments should nominate no more than two candidates for each course and indicate which candidate should take priority if more than one is nominated. Fellowship applications should be submitted online at <https://www.trainairplus.id> by the stated closing dates. Nomination Forms, signed and endorsed by Director-General of Civil Aviation or equivalent, must be completed and submitted as part of the online application.

For enquiries, please contact:

Center for Human Resources Development on Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: registration@trainairplus.id

Palembang Aviation Polytechnic

Tel: +62 711 410930 Fax: +62 711 420385

Email: poltekbang.plg@dephub.go.id

ATTACHMENT B-1 to State Letter

INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2024

COURSE CODE: A

SAFETY RISK MANAGEMENT FUNDAMENTALS (SRMF)

01 October 2024

1. DESCRIPTION

The Safety Risk Management Fundamentals course focuses on competencies required at CAAs to conduct State-level safety risk assessments and evaluate Service Provider safety risks assessments.

2. LEARNING OBJECTIVE

Upon completion of the course, participants will be able to:

- Develop a hazard and consequence statement to support the assessment of safety risk;
- Carry out safety risk assessments through the appropriate application of tools and methodologies;
- Evaluate Service Provider safety risk assessments (also referred to as safety cases, safety assessments and aeronautical studies);
- Develop strategies for prioritizing safety risks from a state perspective as per ICAO provisions;
- Design risk mitigation strategies from a state perspective;
- Document safety risk management activities considering the need of sharing/exchanging information within the CAA/State authorities and the industry (database, registers, spreadsheets etc.).

3. LOCATION OF COURSE DELIVERY

Virtual Classroom

4. PARTICIPANTS

20 participants

5. COURSE DURATION

1 Day / 6 Hours

6. TARGET POPULATION

Aviation safety professionals involved in the management of aviation safety risks at the State level working at Civil Aviation Authorities, including aviation safety inspectors involved in evaluating Service Provider safety risk assessments.

7. EXPENSES

Free

8. PROCESS OF APPLICATION AND SELECTION

- a) Access the registration menu on the website (<https://www.trainairplus.id>) with your e-mail address and password
- b) Complete the application form and upload the state letter with official nomination form (Attachment C).
- c) Selection process by the Indonesia Selection Committee.
- d) Applicants will get the award from ICAO.
- e) The Center for HRD on Civil Aviation (CHRDCA) Indonesia will contact the participants regarding invitation letters, air tickets, etc.

9. APPLICATION DEADLINE

31 July 2024 (18:00, Jakarta Local Time)

10. CONTACTS

Center for Human Resources Development on Civil Aviation Indonesia
Tel: +62 21 5982207 Fax: +62 21 5982279
Email: registration@trainairplus.id

Palembang Aviation Polytechnic
Tel: +62 711 410930 Fax: +62 711 420385
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ATTACHMENT B-2 to State Letter

INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2024

COURSE CODE: B
TRAINING MANAGERS COURSE (TMC)
30 September - 5 October 2024

1. DESCRIPTION

The Training Managers Course (TMC) addresses the operational aspects of managing an aviation training organization that meets the required standards of operation, training delivery, and quality management. It will enable the participants to apply the ICAO training organization assessment guidelines in order to prepare their training organization to meet and maintain operational and quality standards for ICAO recognition.

2. LEARNING OBJECTIVE

Upon completion of the course, participants will be able to:

- Identify requirements for the establishment of an aviation Training Organization;
- Evaluate the level of compliance of a training centre with ICAO provisions;
- Develop an action plan to ensure compliance of a Training Organization with relevant international requirements.

3. LOCATION OF COURSE DELIVERY

Center for Human Resources Development on Civil Aviation Indonesia
Komplek Bandar Udara Budiarto
Jl. Raya PLP Curug, Tromol Pos 06, Curug, Serdang Wetan, Tangerang, Banten – 15820, Indonesia

Note: — *The course location can be partially subject to change upon circumstances.*

4. PARTICIPANTS

16 participants

5. COURSE DURATION

Effective course duration is 5 days/ 30 hours.

6. TARGET POPULATION

Those who are responsible for establishing, managing, or operating an aviation training organization, including current and future Training:

- Directors;
- Managers;
- Heads of departments;
- Operations managers.

7. PARTICIPATION REQUIREMENTS

Current or future management responsibility or decision authority within the training organization.

8. EXPENSES

Palembang Aviation Polytechnic will bear the cost of airfare, training fees, accommodation fees and a fixed daily allowance for 5 days for participants.

- If trainees are able to get free air tickets from national air carriers, it is highly recommended, in principle, for them to use their national carrier. If this is not possible, Palembang Aviation Polytechnic will purchase the air tickets;
- Palembang Aviation Polytechnic will only provide the trainees' air tickets from the capital city of the states to the city where the training will be held.
- Trainees should not purchase air tickets unless it is necessary. If a trainee has to purchase air tickets due to circumstances beyond their control, he/she must contact Palembang Aviation Polytechnic;
- The refund will be paid in cash to the trainees on the training end date only upon submission of verified receipts. No refund will be made, if a trainee has purchased air tickets without Palembang Aviation Polytechnic's prior approval.

9. PROCESS OF APPLICATION AND SELECTION

- a) Access the registration menu on the website (<https://www.trainairplus.id>) with your e-mail address and password
- b) Complete the application form and upload the state letter with official nomination form (Attachment C).
- c) Selection process by the Indonesia Selection Committee.
- d) Applicants will get the award from ICAO.
- e) The Center for HRD on Civil Aviation (CHRDCA) Indonesia will contact the participants regarding invitation letters, air tickets, etc.

10. APPLICATION DEADLINE

31 July 2024 (18:00, Jakarta Local Time)

11. CONTACTS

Center for Human Resources Development on Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: registration@trainairplus.id

Palembang Aviation Polytechnic

Tel: +62 711 410930 Fax: +62 711 420385

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ATTACHMENT B-3 to State Letter

INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2024

**COURSE CODE: C-1 AND C-2
TRAINING INSTRUCTORS COURSE (TIC)
30 September - 5 October 2024**

1. DESCRIPTION

This course will provide instructors with the competencies to deliver competency-based courses in a classroom, in accordance with the ICAO Adapted Instructor Competency Model.

2. LEARNING OBJECTIVE

Upon completion of the course, participants will be able to:

- Complete course preparation procedures using corresponding checklists;
- Apply instructor competencies in the delivery of a classroom training session;
- Evaluate the training session.

3. LOCATION OF COURSE DELIVERY

Center for Human Resources Development on Civil Aviation Indonesia
Komplek Bandar Udara Budiarto
Jl. Raya PLP Curug, Tromol Pos 06, Curug, Serdang Wetan, Tangerang, Banten – 15820, Indonesia

Note: — *The course location can be partially subject to change upon circumstances.*

4. PARTICIPANTS

There will be 2 class open with the same schedule:

C-1: 12 participants

C-2: 12 participants

5. COURSE DURATION

Effective course duration is 5 days/ 30 hours.

6. TARGET POPULATION

- Pre-service and in-service instructors with little or no formal training background;
- Aviation training instructors and aviation professionals who are dedicated to the implementation of competency-based-training programmes;
- Subject matter experts and specialists who wish to upgrade their instructional competencies.

7. PARTICIPATION REQUIREMENTS

- University degree or equivalent qualifications and experience in one or more civil aviation field(s) or in adult learning development and training;
- Computer skills using contemporary software programmes; and
- Good oral and written command of the language of instruction.

8. EXPENSES

Palembang Aviation Polytechnic will bear the cost of airfare, training fees, accommodation fees and a fixed daily allowance for 5 days for participants.

- If trainees are able to get free air tickets from national air carriers, it is highly recommended, in principle, for them to use their national carrier. If this is not possible, Palembang Aviation Polytechnic will purchase the air tickets;
- Palembang Aviation Polytechnic will only provide the trainees' air tickets from the capital city of the states to the city where the training will be held.
- Trainees should not purchase air tickets unless it is necessary. If a trainee has to purchase air tickets due to circumstances beyond their control, he/she must contact Palembang Aviation Polytechnic;
- The refund will be paid in cash to the trainees on the training end date only upon submission of verified receipts. No refund will be made, if a trainee has purchased air tickets without Palembang Aviation Polytechnic's prior approval.

9. PROCESS OF APPLICATION AND SELECTION

- a) Access the registration menu on the website (<https://www.trainairplus.id>) with your e-mail address and password
- b) Complete the application form and upload the state letter with official nomination form (Attachment C).
- c) Selection process by the Indonesia Selection Committee.
- d) Applicants will get the award from ICAO.

- e) The Center for HRD on Civil Aviation (CHRDCA) Indonesia will contact the participants regarding invitation letters, air tickets, etc.

10. APPLICATION DEADLINE

31 July 2024 (18:00, Jakarta Local Time)

11. CONTACTS

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ATTACHMENT C to State letter TC 2/3.81 (INS/21/801) - 24/71

ATTACHMENT C TO STATE LETTER 24/XX

INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2024

FELLOWSHIP NOMINATION FORM

(Should be completed by participants of Course Code B, C-1, and C-2)

<p>INDONESIA – ICAO Developing Countries Training Programme 2024 Fellowship Nomination Form</p>
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<p>Note: — <i>This form must be completed in full and forwarded to CHRDCA Indonesia and ICAO prior to the closing date of the course. Please Type or Print clearly in CAPITAL LETTERS and prepare two copies including the original. The words “NIL” or N/A” should be used where applicable. Do not leave any spaces blank. Incomplete forms will not be considered.</i></p>
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PART I – NOMINATION BY GOVERNMENT

The Government of _____ (*name of State*) hereby:

1. Nominates: Mr./Mrs./Ms. _____ (*full name*)
for _____ (*course name*)
scheduled for _____ (*course dates*)

2. Declares that the objectives of this fellowship are:

3. Certifies that:

- a) the nominee will be in possession of a valid travel document beyond the scheduled termination date of the course requested;
- b) all information provided by the nominee is complete and correct; and
- c) the nominee has an adequate knowledge of and/or expertise in the training field and English language proficiency allowing him/her to successfully participate in the training course.

Contact Information:

Tel: _____ Name of Organization: _____
(Type or print clearly)

Fax: _____ Name of Authorized Official: _____
(Type or print clearly)

E-mail: _____ Position/Title: _____
(AFFIX OFFICIAL SEAL OR STAMP)

Signature of Civil Aviation Authority

Date

**INDONESIA – ICAO – Developing Countries Training Programme 2024
Fellowship Nomination Form**

PART II – NOMINEE’S PERSONAL HISTORY

(PHOTO)

1. Name: *(Mr./Mrs./Ms. First/Middle/Last Name)*

Date of birth: *(Month/Day/Year)*

Sex

Marital status

Nationality

Male

Female

1) Language ability:

2) Mother tongue _____ b) Language/s used in school/college/university _____

c) Language/s used at work _____

3. Education record:

a) School education record:

Name/town/country of school/s attended

Period

from

to

Grade completed and certificate
acquired

b) College/university education record:

Name of college/university

Subject/s studies

Period

from

to

Degree/diploma acquired

**INDONESIA – ICAO – Developing Countries Training Programme 2024
Fellowship Nomination Form**

c) Technical and/or specialized training record:

Name and place of training institute	Subject/ Studies	Period		Duration (weeks)	Diploma/certificate acquired
		from	to		

4. Employment:

Present position /title _____

Department or division _____

Name of organization _____

Address: _____

E-mail _____

Tel. No. _____ Fax No. _____
Country code Area code Number Country code Area code Number

Type of Organization: Government / Public Private International Others

Describe your present duties: _____

Employment record: *(indicate last five years and/or last two positions)*

Employer <i>(Name of company/organization)</i>	Position last held	Period		Duties and responsibilities
		from	to	

**INDONESIA – ICAO Developing Countries Training Program 2024
Fellowship Nomination Form**

5. Title of course applied for: _____

Describe your expectations from participation in this training course:

6. Former training in Indonesia (if any) Yes No
Name of programme _____ Period _____
Month / Year

7. English language proficiency
In case you speak English as a foreign language, you are required to indicate your English language proficiency.

If available, indicate any of your English proficiency test scores:

TOEFL: _____ TOEIC: _____ other: _____
Score *Score* *Score*

If you do not have any official test score, please self-assess your English language proficiency below.

	Excellent	Good	Fair	Poor	Remarks
Listening					
Speaking					
Writing					
Reading					

8. Nominee's statement:

- (i) I understand that the fellowship will not become effective, and no travel can be undertaken until I receive written notification and instructions of the award of fellowship from ICAO.
- (ii) Should I be awarded this fellowship I hereby undertake to:
- a) Conduct myself, at all times, in a manner compatible with my status as holder of an ICAO fellowship.
 - b) Devote all my time during the fellowship programme to the successful pursuit of my studies as directed by the Human Resources Development in Transportation Agency (HRDTA), Indonesia and ICAO.
 - c) Refrain from engaging in political, commercial, or any activities detrimental to Indonesia.
 - d) Return to my country following the termination of the course and apply my newly acquired knowledge to further the development of civil aviation in my country.
- (iii) I certify to the best of my knowledge that all the information given above is true in all aspects.

Nominee's signature

Date

**INDONESIA – ICAO Developing Countries Training Programme 2024
Fellowship Nomination Form**

PART III – NOMINEE’S MEDICAL REPORT

Note: — Every nominee must undergo a medical examination conducted by a registered medical practitioner including through clinical and laboratory examination and X-ray of chest. Medical papers (examination, laboratory, X-ray results, etc.) should not be forwarded unless requested.

The undersigned, Dr. _____, having completed the medical examination of the nominee Mr./Mrs./Ms. _____, whose photograph appears below, certifies the following:

The Nominee:	<i>([X] check below as appropriate)</i>	
	YES	NO
1. Is physically able to travel abroad	<input type="checkbox"/>	<input type="checkbox"/>
2. Is mentally and physically able to carry out intensive studies	<input type="checkbox"/>	<input type="checkbox"/>
3. Is free from infectious diseases	<input type="checkbox"/>	<input type="checkbox"/>
4. Has good hearing	<input type="checkbox"/>	<input type="checkbox"/>
5. Has good eyesight	<input type="checkbox"/>	<input type="checkbox"/>
6. Is free from ailments that require treatment or periodic medical examination during the proposed duration of the fellowship programme	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments:

Photograph of
Nominee

*(to be affixed before
examination)*

Date

Signature of Medical Practitioner
AFFIX OFFICIAL SEAL OR STAMP
(to be affixed across photograph also)

Chapter 1 NOMINEE’S FLIGHT ITINERARY
 (to be completed and submitted only after receiving the ICAO Fellowship Award Letter)

Name: _____ (Mr./Mrs./Ms. First/Middle/Last Name)

Passport Number: _____

Date	Airline	Flight	Departure			Arrival		
			Time	Country	Airport	Time	Country	Airport

Note 1: — Write down detailed round-trip flight schedules

Note 2: — Send this form to:

Deputy Head of Training
 Center for Human Resources Development on Civil Aviation Indonesia
 Indonesia Ministry of Transportation
 Tromol Pos 06 Curug 15810 Indonesia

Center for Human Resources Development on Civil Aviation Indonesia
 Tel: +62 21 5982207 Fax: +62 21 5982279
 Email: registration@trainairplus.id

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 Email: poltekbang.plg@dephub.go.id

— END —