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Международная  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

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Ref.: TC 2/3.81 (INS/21/801) – 23/19

30 March 2023

**Subject:** Indonesia – ICAO Developing Countries  
Training Programme 2023

**Action required:** Submit applications for interested and  
eligible candidates completing the online Fellowship  
Application Forms

Sir/Madam,

I have the honour to refer to the Indonesia – ICAO Developing Countries Training Programme (DCTP), which is sponsored by the Government of Indonesia and administered by ICAO. The DCTP was established in May 2021 to provide 138 fellowships over the course of three years.

I am pleased to announce that in 2023, 46 fellowships will be available under the Indonesia - ICAO DCTP. Details of the courses as well as the 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 proceed with the online application as follows:

For DCTP fellowships: <https://www.trainairplus.id>

Kindly note that States that submit candidates will be informed of the results of the selection process about five weeks prior to the commencement of the course.

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

Juan Carlos Salazar  
Secretary General

**Enclosures:** (in English only)

- A – Information on Indonesia – ICAO Developing Countries Training Programme 2023
- B – Fellowship Nomination Forms
- C – Participant's Flight Itinerary Form

**INDONESIA - ICAO Developing Countries Training Programme 2023**

**Overview**

Indonesia and ICAO jointly established the Developing Countries Training Programme (DCTP) in 2023, with the aim of supporting and enhancing global civil aviation safety through capacity building. Sponsored by the Indonesia Government and administered by the ICAO Technical Cooperation Bureau (TCB), the DCTP provides fellowships for specialized training programmes conducted by the Agency of Human Resources Development on Transportation (AHRDT). 46 Fellowships will be available in 2023, and we have the honour to invite government officials of eligible developing ICAO Member States to participate in the Fellowships program.

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

Course	Participants	Date	Application C losing Date	Time of Live Virtual Class (JKT/GMT+7)
Safety Risk Management Fundamental	18	3 <sup>rd</sup> July 2023	30 <sup>th</sup> April 2023	Virtual Classroom
Training Managers Course	13	3 <sup>rd</sup> July – 6 <sup>th</sup> July 2023	30 <sup>th</sup> April 2023	Classroom
Aviation Firefighting Foam Evaluation	15	3 <sup>rd</sup> July – 7 <sup>th</sup> July 2023	30 <sup>th</sup> April 2023	Classroom

**Terms of Fellowships and Application Procedures**

The Government of Indonesia will bear the course fees for the awarded participants; Governments should not nominate more than two candidates for each course and consider which candidate should take priority to be nominated.

Fellowship applications should be submitted online through <https://www.trainairplus.id> by the determined closing dates. The nomination form should be provided with the credentials, signature and endorsement of the Director General of Civil Aviation or their equivalent. The candidacy must be presented fully completed and submitted as per the instructions provided on 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](mailto:registration@trainairplus.id)

Palembang Aviation Polytechnic

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

Email: [poltekbang.plg@dephub.go.id](mailto:poltekbang.plg@dephub.go.id)

**INDONESIA - ICAO Developing Countries Training Programme 2023**

***Safety Risk Management Fundamental (SMRF): Virtual Classroom***

1. **Course Type** : ICAO ITP
2. **Delivery Mode** : Virtual Classroom
3. **Language** : English
4. **Duration** : 1 Day / 6 Hours
5. **Maximum Participants** : 18
6. **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.

7. **Objective** :
  - 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).

8. **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.

9. **Expenses** : All expenses are covered (*free*)

10. **Contact Information** :

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

11. **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 B).
- c) Selection Process by the Indonesia Selection Committee.

12. **APPLICATION DEADLINE 30<sup>th</sup> April 2023 (18:00, Jakarta Local Time)**

## INDONESIA - ICAO Developing Countries Training Programme 2023

### *Training Managers Course (TMC)*

1. **Course Type** : ICAO ITP
2. **Delivery Mode** : Classroom
3. **Language** : English
4. **Duration** : 4 days/ 24 hours
5. **Maximum Participants** : 13
6. **Description** :

The ICAO TRAINAIR PLUS 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 to prepare their training organization to meet and maintain operational and quality standards for ICAO recognition.

7. **Objective** :

Upon completion of the course, participants will be able to manage their operational teams to:

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

8. **Entry Requirements** :

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

9. **Expenses** :

Palembang Aviation Polytechnic will bear the cost of airfare (*covers only the flight cost from Capital Region to Palembang, Indonesia*), course fees, accommodation fees and a fixed daily allowance for 4 days per 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;
- 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 reimbursement will be paid in cash to the trainees on the training end date only upon submission of verified receipts. No reimbursement will be made, if a trainee has purchased air tickets without Palembang Aviation Polytechnic's prior approval.

10. **Contact Information**

Center for Human Resources Development on Civil Aviation Indonesia

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

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

Palembang Aviation Polytechnic

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11. **Contact Information** :

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Email: [poltekbang.plg@dephub.go.id](mailto:poltekbang.plg@dephub.go.id)

12. **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 B).
- c) Selection Process by the Indonesia Selection Committee.

13. **APPLICATION DEADLINE 30<sup>th</sup> April 2023 (18:00, Jakarta Local Time)**

## INDONESIA - ICAO Developing Countries Training Programme 2023

### *Aviation Firefighting Foam Evaluation (AFFE)*

1. **Course Type** : ICAO STP (CHRDCA)
2. **Delivery Mode** : Classroom
3. **Language** : English
4. **Duration** : 5 days / 30 hours
5. **Maximum Participants** : 15
6. **Description** :

This course will provide participants with sufficient knowledge, skills and attitudes required to evaluate aviation firefighting foam effectively and efficiently, in accordance with NFPA 412, KP 605 TAHUN 2015 and Doc 9137 – AN/898 Part 1.

7. **Objective** :

Upon completion the course, the trainees will be able to:

- a) Perform foam concentrate physical properties test;
- b) Perform fire test;
- c) Perform ARFF vehicle foam production performance test.

8. **Target Population** :

- a) Primary target population : Airport Rescue Fire Fighters (ARFF)
- b) Secondary target population : Chief Operating Officers, ARFF in instructor/quality and maintenance

9. **Expenses** :

Palembang Aviation Polytechnic will bear the cost of airfare (*covers only the flight cost from Capital Region to Palembang, Indonesia*), course fees, accommodation fees and a fixed daily allowance for 5 days per 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;
- 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 reimbursement will be paid in cash to the trainees on the training end date only upon submission of verified receipts. No reimbursement will be made, if a trainee has purchased air tickets without Palembang Aviation Polytechnic's prior approval.

10. **Contact Information** :

Center for Human Resources Development on Civil Aviation Indonesia

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

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

Palembang Aviation Polytechnic

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

Email: [poltekbang.plg@dephub.go.id](mailto:poltekbang.plg@dephub.go.id)

11. **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 B).
- c) Selection Process by the Indonesia Selection Committee.

12. **APPLICATION DEADLINE 30<sup>th</sup> April 2023 (18:00, Jakarta Local Time)**

**INDONESIA - ICAO Developing Countries Training Programme 2023**

**Fellowship Nomination Form (Virtual Course)**

Note: This form should be filled in CAPITAL LETTERS, scanned into electronic document in .pdf and uploaded via (<https://www.trainairplus.id>). **Incomplete forms will not be considered.**

The Government of \_\_\_\_\_ (Name of State)  
officially nominates \_\_\_\_\_ (Full Name)  
for participation in \_\_\_\_\_ (Name of Training Course) as  
organized by the Indonesia Government, and certifies that:

- a) *the nominee has an adequate knowledge and/or expertise in the training field to fulfil the requirements for the training course;*
- b) *the nominee is proficient in spoken and written English, which enables him/her to participate in the training.*

Name of Authorizing Official: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Authorizing Official's Signature)

**Nominee's Contact Information**

Name of Organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

(Official Seal or Stamp Here)

— END —

Indonesia - ICAO Developing Countries Training Programme 2023

Nomination Form

Note: This form is only for **Training Managers Course and Aviation Firefighting Foam Evaluation candidates.**

**INDONESIA - ICAO Developing Countries Training Programme  
Fellowship Nomination Form**

Note: This form must be completed in full and forwarded to AHRDT 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.

The Government of \_\_\_\_\_ hereby:  
(Name of State)

1. Nominates: Mr./Mrs./Ms. \_\_\_\_\_  
(Full name)  
for \_\_\_\_\_  
(Course name)  
scheduled for \_\_\_\_\_  
(Course dates)

2. Declares that the objectives of this fellowship are:  
\_\_\_\_\_  
\_\_\_\_\_

3. Agrees that it will assume the responsibility for the nominee's transportation costs to and from to the training venue in Indonesia.

4. 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:

Type of print clearly\*)

Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
Name of Authorized Official: \_\_\_\_\_  
Position/Title: \_\_\_\_\_

(AFFIX OFFICIAL SEAL OR STAMP)

\_\_\_\_\_  
Signature of Civil Aviation Authority

\_\_\_\_\_  
Date

**B-2.2**

<b>INDONESIA - ICAO Developing Countries Training Programme</b> <b>Fellowship Nomination Form</b>					
<b>PART II – NOMINEE’S PERSONAL HISTORY</b>				(PHOTO)	
1. Name: <i>(Mr./Mrs./Ms. First/Middle/Last Name)</i>			Date of birth: <i>(Month/Day/Year)</i>		
Sex		Marital status	Nationality		
Male	Female				
2. Language ability: a) 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		Grade completed and certificate acquired	
		from	to		
b) College/university education record:					
Name of college/university		Subject/s studies	Period		Degree/diploma acquired
			from	to	

**B-2.3**

**INDONESIA - ICAO Developing Countries Training Programme  
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 (Name of company/organization)	Position lastheld	Period		Duties and responsibilities
		from	to	

**B-2.4**

**INDONESIA - ICAO Developing Countries Training Programme  
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
<b>Listening</b>					
<b>Speaking</b>					
<b>Writing</b>					
<b>Reading</b>					

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, always, 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 Agency of Human Resources Development on Transportation (AHRDT) 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 2023 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: ([X] check below as appropriate)  
YES NO
1. Is physically able to travel abroad .....
  2. Is mentally and physically able to carry out intensive studies .....
  3. Is free from infectious diseases .....
  4. Has good hearing .....
  5. Has good eyesight .....
  6. Is free from ailments that require treatment or periodic medical examination during the proposed duration of the fellowship programme .....

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)*

Indonesia - ICAO Developing Countries Training Programme 2023

Nominee's Flight Itinerary

Note: 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:

- A round-trip international airfare (Capital Region to Palembang, Indonesia) provided in economy class;
- Participants must be present not later than the time specified on itinerary. We shall not be liable in any way whatsoever for errors or omissions in the schedule. If there is an increase of fee or charges regarding the errors, participants will be obliged to pay it;
- Please write down detailed round-trip flight schedules of the nominee (after receiving the ICAO Fellowship Award Letter) and 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  
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Palembang Aviation Polytechnic  
Tel: +62 711 410930 Fax: +62 711 420385  
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