



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

LT 19/11 – SA547

10 July 2008

To: Mr. Mr. Vincent Carmigniani, Directeur Regional a.i. de l'Aviation Civile aux Antilles et en Guyane
cc: Mr. Philippe Guivarc'h, Chef du Service de la Navigation Aérienne Antilles-Guyane
Mr. Zulficar Mohamed, Director General a.i., Guyana Civil Aviation Authority
Mr. John Veira, Director, Civil Aviation, Suriname
Mr. Vivian Hanenberg, Director, Civil Aviation Safety Authority Suriname (CASAS)

Subject: **Training Course on ADREP/ECCAIRS Systems**
(Bogotá, Colombia 17-21 November 2008)

Action

Required: **Your reply by 1st October 2008**

Sir,

I have the honour to invite your Administration to participate in the **Regional Training Courses on ADREP/ECCAIRS Systems**, to be carried out by the International Civil Aviation Organization (ICAO), with the support of the Colombian Administration, in Bogotá, Colombia, from 17 to 21 November 2008.

The purpose of these courses is to provide training in the utilization of the European Coordination Centre for Aviation Incident Reporting Systems (ECCAIRS) software for the ADREP Accident/Incident Data Reporting System.

These series of software applications are free of charge to all competent Aviation Authorities, Aviation Incident Investigation Bureaux and Aircraft Traffic Management Bureaux. ECCAIRS software, based on ICAO ADREP 2000 taxonomy can be used as enabling tool in the implementation of accident prevention measures, including safety management systems (SMS) as regards to database systems and analysis of safety data as set forth in Chapter 8 of Annex 13. ICAO has supported the development of ADREP/ECCAIRS Training Courses in States and distributes and supports the usage of ECCAIRS within ADREP environment.

The courses will be addressed to personnel of the administrations and will be divided as follows:

- **Technical Training Course** – This course covers the Installation, Setup and Management of the ECCAIRS system and its related database (oriented for IT **systems personnel, or power users who will be administering ECCAIRS**).
- **Safety Investigators Training Course** – This course will allow end users to understand and use the ADREP 2000 taxonomy and ECCAIRS for the purpose of entering, reporting on, sharing data and analysing occurrences / incidents. (oriented for **safety investigation personnel** and/or end users who will be entering / analysing data).

The courses will be conducted in English with simultaneous interpretation in Spanish. Let me inform you that it is an essential requirement for the participants to both courses to carry a **laptop** with Windows XP Professional and full administrator rights for each participant.

Additional information on hotel accommodations, visas and other administrative issues will be placed at ICAO website, www.lima.icao.int, option Meetings, as soon as available, as well as other documentation concerning the event.

Considering that the confirmation of your Administration is required in order to initiate the administrative procedures, I would be grateful if you could confirm to this Office, the names, position and contact information of your delegates no later than **1 October 2008**. For this purpose, enclosed you will find the **Register Sheet** in order to be completed by the participants and returned to this Office.

Accept, sir, the assurances of my highest consideration.



ICAO • OACI • ICAO
Jose Miguel Ceppi
Regional Director
South American Office
Lima

Atts
As indicated