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Международная
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авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 19/11 – SA684

26 October 2010

To: Mr. Pierre Dubois, Directeur Regional de l'Aviation Civile aux Antilles et en Guyane
Mr. Zulficar Mohamed, Interim Director General, Guyana Civil Aviation Authority
Mr. M. Saboerali, Acting Director Civil Aviation, Suriname
Mr. Vivian Hanenberg, Director, Civil Aviation Safety Authority Suriname (CASAS)

Subject: **ICAO Course on ADREP/ECCAIRS Systems for the NAM/CAR/SAM Regions**
(Mexico City, Mexico, 22-26 November 2010)

Action

Required: **Register participants by 5 November 2010**

Sir/Madam,

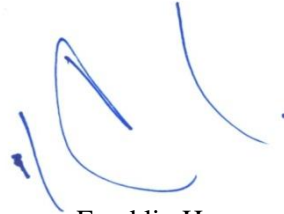
I have the honour to invite your Administration to participate in the above mentioned Course developed by ICAO based on the European Coordination Centre for Aviation Incident Reporting System (ECCAIRS) to support key SSP and SMS elements of safety data collection, analysis and exchange by States. The course will be held in the ICAO North American, Central American and Caribbean Regional Office in Mexico City, Mexico, from 22 to 26 November 2010. The course will be conducted in English and Spanish.

This course is addressed to personnel of civil aviation administrations whose responsibilities are the exchange and analysis of operational safety data. The purpose of this course is to provide training in the utilization of the ECCAIRS software for the ADREP Accident/Incident Data Reporting System. It is an essential requirement for the participants to have a laptop computer with full administrator rights.

For more information, please refer to **Attachment A** which includes the objectives of the course, the audience it is addressed to, previous requirements, schedule/work programme, reference bibliography, etc. The general information for this event is available at the visitors section of the ICAO NACC Regional Office Website (<http://www.mexico.icao.int/VisitorsInfo.html>).

Considering the need to finalize the administrative arrangements for the holding of the course, I would be grateful if you could confirm to this Office, the names, position and contact information of the delegates of your State no later than **5 November 2010**. For this purpose, enclosed you will find the Registration Form, **Attachment B**, in order to be completed by the participants and returned to this Office. Please take note that this course requires a special audience, so I will highly appreciate that the designation of each delegate has the requested profile described in the Attachment A.

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



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Atts:

As indicated

cc:

Mr. Philippe Guivarc'h, Chef du Service de la Navigation Aérienne
Antilles-Guyane
ICAORD, Mexico

ATTACHMENT A

ICAO TRAINING COURSE ON ADREP/ECCAIRS SYSTEMS

Content

The ICAO training course on ECCAIRS is addressed to the final user and is conceived for those that will enter safety data on the ECCAIRS and/or interact with the system for the purpose to analyze safety. It gives a general vision of the ECCAIRS taxonomy, as well as practical experience with the ECCAIRS as a tool used to codify/enter and get/enter operational safety data.

To whom it is addressed

The final user: safety investigators, safety specialists and administrative assistants that will enter or get ECCAIRS data.

Previous requirements

The final user: knowledge of events notification, concepts of safety management and safety data analysis. It is recommended to bring a personal computer (laptop) and a good knowledge of Microsoft Windows operational system and Microsoft Office products.

Course duration

Five days of classes including the workshop activities.

References

- European Coordination Centre for Aviation Incident Reporting System (ECCAIRS)
- ICAO ADREP Accidents/Incidents Reporting System



Organización de Aviación Civil Internacional
International Civil Aviation Organization

ADREP/ECCAIRS

**Curso de la OACI sobre los Sistemas ADREP/ECCAIRS para las Regiones
NAM/CAR/SAM**

ICAO Course on ADREP/ECCAIRS Systems for the NAM/CAR/SAM Regions

(Ciudad de México, México, 22-26 de noviembre del 2010)

(Mexico City, Mexico, 22-26 November 2010)

ADJUNTO B/ATTACHMENT B

FORMA DE REGISTRO / REGISTRATION FORM

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|----|------------------------------------|--|
| 1. | NOMBRE / NAME | |
| 2. | CARGO / POSITION | |
| 3. | ORGANIZACIÓN / ORGANIZATION | |
| 4. | PAÍS / COUNTRY | |
| 5. | TELÉFONO / TELEPHONE | |
| 6. | FAX | |
| 7. | E-MAIL | |
| 8. | OFFICIAL ADDRESS | |
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Favor de enviar esta forma / Please return this form to:

E-mail: mail@lima.icao.int

Fax: + 511 611 8689