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Международная
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منظمة الطيران
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国际民用
航空组织

LS 8/10.12 – SA786

10 December 2010

For: Mr. Zulficar Mohamed, Director a.i., CAD Guyana
Mr. Vivian Hanenberg, Director CASAS, Suriname

Subject: **ICAO Aviation Security (AVSEC) Instructors Certification Course**
(ASTC Washington, Bolger Centre, Potomac, Maryland, United States,
7 – 15 April 2011)

Action
Required: **Register participants by 19 February 2011**

Sir,

I wish to inform you that an Aviation Security (AVSEC) Instructors Certification Course will be held at the ICAO Regional Aviation Security Training Centre (ASTC) Washington, at the Bolger Centre, Potomac, Maryland, USA from 7 to 15 April 2011.

This course is designed to identify personnel with established AVSEC experience coupled with instructional skills that can be called upon at a future date to present ICAO-sponsored AVSEC training in support of the ICAO Implementation Support Development (ISD) Security Section. This course is not designed to certify instructors for States as it is the States' responsibility to certify their AVSEC instructors.

It is imperative that all participants **be aviation security subject-matter experts who are currently assigned, or have been previously assigned, instructional duties**. It is further recommended for participants to have previously completed at least one ICAO AVSEC training course. Nomination forms must specify AVSEC and instructional experience in order for nominees to be considered for this training event.

The course requires students to successfully pass a subject-matter expert (SME) examination based on ICAO Annex 17, the *Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference* (Doc 8973 Restricted) and ICAO training materials (ASTP). **There is no pre-test study time, so students must be prepared to successfully take and pass the test on the first day of the course.** As this is a "Pass/Fail" course, students must make presentations and successfully pass an end-of-course examination, in addition to the SME examination. It should be noted **that only the highest achieving participants will be certified as ISD AVSEC instructors** since certification entitles these participants to present ICAO AVSEC material on behalf of ICAO. All students who are not certified will receive a Certificate of Attendance for this course. Students not attaining certification status have not failed this course, but may not have achieved a high enough score during one or more parts of the course to warrant certification as an AVSEC instructor for ICAO.

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Av. Víctor Andrés Belaúnde 147
Centro Empresarial Camino Real
Torre Cuatro, Piso 4, San Isidro

Tel.: +511 611-8686
Fax: +511 611-8689

email: mail@lima.icao.int
web page: www.lima.icao.int

As standard ICAO policy, no fellowships can be offered for this course from ICAO funds. Travel and all other costs for successful applicants will be met by your Administration. Participants will be charged an administration fee of US \$ 850.00 to cover the basic staging costs of the course. Your nominees should also have health insurance or medical coverage to cover any sickness or medical emergency during the above programme, as ICAO or the ASTC 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/Territory may be selected for this event. Any additional nominations will be placed on a “stand by” list until all interested State 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.

The ICAO nomination forms, duly completed and signed by participants, as well as by the appropriate AVSEC authority in your State/Territory, must be sent to this ICAO Regional Office by **19 February 2011**. For administrative reasons, please be advised that the closing date for nominations will be strictly adhered to. Selection of participants will be undertaken on the basis of qualifications and experience and successful candidates will be notified accordingly.

Once selections have been notified to participants, should a State/Territory wish to withdraw from the course, ICAO and the ASTC must be advised within a reasonable time-frame. Furthermore, the ASTC will not be able to accept the participation of any individual showing up to the training event that has not been properly nominated by his State/Territory and accepted by ICAO. In addition, participants who do not attend the entire length of the training event will not receive a certificate at the end of the training event.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
South American Office
Lima

Enclosure:
As indicated

cc:	Mr. S. Saboerali, Director a.i., NCAA Suriname	
	Abraham Dorris , Guyana	avsec@gcaa-gy.org; director-general@gcaa-gy.org;
	Cosmo Wong, Suriname	casassec@casas.sr; cosmo_196@hotmail.com;
	Pablo Martínez, OAS-CICTE	PMartinez@oas.org;
	Shevaun Culmer OAS-CICTE	sculmer@oas.org;
	ICAO RD, México	
	C/ISD	isd@icao.int, cludorf@icao.int, EAbdallah@icao.int