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Lima, 7 January 2014

To: Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana  
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Aviation Security Certification Systems Workshop, Aviation Security Training Centre (ASTC), Port-of-Spain, Trinidad and Tobago, 31 March to 4 April 2014**

Action  
Required: **Send nominations forms by 14 February 2014**

Sir,

In accordance with the ICAO objective to support Member States with meeting their civil aviation security obligations under the Chicago Convention, and to promote the strengthening of aviation security worldwide, I am pleased to inform you that the ICAO Aviation Security Certification Systems Workshop is being offered at the ICAO Aviation Security Training Centre (ASTC) in Port-of-Spain, Trinidad and Tobago, from **31 March to 4 April 2014**.

This five-day interactive workshop will be delivered in English and will familiarize participants with the general principles of developing, implementing and maintaining an aviation security certification system with emphasis given to screener certification, AVSEC instructor certification and national inspector certification. The workshop will expose participants to guidance material incorporated into ICAO *Security Manual Doc 8973/8 (Res)* and provide an opportunity to develop sample programmes for use as the foundation to develop specific State certification systems and/or be incorporated into existing ones. This workshop is designed for personnel responsible for the development, implementation and/or oversight of AVSEC certification systems.

Selections will be based on qualifications and experience, with an initial limit of **two participants per State**. Once the initial selections are made, additional nominations from each State will be considered on a space-available basis. For this reason, it is important to indicate the priority order of selection for each of your nominations. Candidates will be notified by ICAO of their status once selections have been made.

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You are invited to nominate suitable participants to attend this course by using one nomination form per nominee. All nomination forms **must** be completed in full and authorized by the appropriate authority through official means. The closing date for nominations to reach this office is **14 February 2014**, in order to enable sufficient time for processing and for selected participants to make necessary travel arrangements, including visa applications. Late nominations, while strongly discouraged, may be considered on a case-by-case basis.

Participants will be charged an administration fee of USD 500.00 (or its equivalent in Trinidad and Tobago dollars – TTD) to the ASTC to cover basic administration costs. In addition, air travel, hotel and miscellaneous costs must be met by your Administration. Please be advised that your nominees should be medically fit and should have either medical insurance or other medical coverage to meet expenses, if any, towards illness or medical emergency during the above event. Neither ICAO nor the ASTC takes responsibility to meet expenses in this regard.

Please note that participants who present themselves at the workshop without having been properly nominated and accepted will not be admitted. Those who have been accepted but do not attend the entire workshop will not receive a certificate at the end of the training event. Should a State wish to withdraw a nominee from a workshop after selection, ICAO and the ASTC must be notified at least two weeks prior to the event.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer  
Regional Director  
South American Regional Office  
Lima

**cc: Aviation Security Points of Contact**

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