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国际民用
航空组织

Ref.: LS 8/6.8.2.1– SA690

Lima, 21 December 2012

To: Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana

Subject: **Aviation Security (AVSEC) Risk Management Workshop for Aruba, Bonaire, Curacao, Guyana, Sint Maarten, Suriname, and Trinidad and Tobago**
(Suriname, 4 - 8 February 2013)

Action
Required: **Please reply or send nomination forms by 8 January 2013**

Sir,

Pursuant to the provisions of the ICAO Comprehensive Aviation Security Strategy (ICASS) endorsed by the 37th Session of the ICAO Assembly, I have the pleasure to inform you that ICAO, together with Transport Canada, have scheduled an Aviation Security (AVSEC) Risk Management Workshop for Aruba, Bonaire, Curacao, Guyana, Sint Maarten, Suriname, and Trinidad and Tobago, to be held in Suriname from 4 to 8 February 2013, as part of the *ICAO/Canada Security Awareness Training Programme, Phase III component of the ICAO/Canada AVSEC Project*.

The main objectives of this workshop are to assist States in complying with Annex 17 requirements related to risk analysis and to enable aviation security management personnel to develop effective aviation security risk management measures in order to implement ICAO Standards and Recommended Practices (SARPs) and any additional security measures required by the State.

Nominees at the senior to middle management level within a State authority who are also charged with development, approval and/or implementation of aviation security management and are experienced in operational AVSEC matters will be given first priority. Individuals assigned to risk assessment and management should attend the workshop.

Furthermore, it is desirable for nominees to have already attended a specialized AVSEC training activity such as the Management Course, the National Inspectors Course or the Quality Control Workshop. Participants are encouraged to bring a laptop computer with them to the workshop.

The five-day workshop will be conducted in English, and all participants should be fluent in that language. Nominees should have health insurance or medical coverage to cover any sickness or medical emergency during the above-mentioned training as neither ICAO nor the host State will take responsibility to meet expenses in this regard.

This workshop has no charge for participation; however, class size is limited due to the interactive nature of this event. You are invited to nominate suitable candidates to attend this workshop on the enclosed nomination form, using one form per nominee. A maximum of **three (3) 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 places in the workshop are available.

The ICAO Workshop nomination forms must be duly completed and signed by participants and the appropriate AVSEC authority in your State. Selection of participants will be undertaken on the basis of qualifications and experience, and successful candidates will be notified accordingly. Once selected participants have been notified, should a State wish to withdraw from the workshop, ICAO must be advised as soon as possible to permit the vacated seat to be assigned to another nominee. Furthermore, any individual appearing at the training event that has not been properly nominated by his State and approved by ICAO will not be accepted. 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.

I am also pleased to inform you that as part of the initiative of the *ICAO/Transport Canada Security Awareness Training Programme – Phase III of the AVSEC ICAO/Transport Canada Project*, we are offering scholarships for **two (2) participants** from your State. Please note that the scholarship includes the cost of a round trip air ticket in economy class, as well as terminal expenses and six days of per diem. Air tickets, terminal expenses and per diems of participants will be processed by ICAO. Due to restrictions in air tickets, the itinerary cannot be modified. All associated costs due to changes in itinerary, etc. will be the responsibility of the participant requesting them.

Kindly complete and return the attached Workshop nomination form (**Appendix A**) for each nominated candidate and the Fellowship nomination forms (**Appendix B**) and include a copy of the personal data page of the passport of the scholarship recipient. All forms must be received in this ICAO Regional Office no later than **8 January 2013**, for administrative reasons, please be advised that the closing date for nominations will be strictly adhered to.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
South American Regional Office
Lima

Enclosure:
As indicated

cc: Mr. Abraham Dorris, AVSEC PoC, Guyana
ICAO HQ, ISD
ICAO RD, Mexico