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国际民用
航空组织

Ref.: T 6/16.4 – AP076/14 (FS)

21 May 2014

Subject: Workshop on the ICAO Cabin Crew Safety Training Manual
(23 to 25 July 2014, Singapore Aviation Academy (SAA), Singapore)

Action required: Register participants by 27 June 2014

Sir/Madam,

I have the honour to invite you to three days workshop on the ICAO Cabin Crew Safety Training Manual developed by ICAO based on the new *Cabin Crew Safety Training Manual* (Doc 10002) to support the implementation of cabin crew training requirements found in Annex 6 — *Operation of Aircraft, Part I — International Commercial Air Transport — Aeroplanes*. The Workshop will be generously hosted by the Civil Aviation Authority of Singapore (CAAS) in collaboration with the ICAO COSCAP South East Asia Programme. The Workshop will be held at the Singapore Aviation Academy (SAA) in Singapore from 23 to 25 July 2014.

This Workshop is addressed to personnel of civil aviation administrations whose responsibilities are cabin operations standards, cabin crew licencing and cabin crew training programmes approval and oversight. The purpose of this Workshop is to provide participants knowledge of ICAO Standards and Recommended Practices (SARPs) relevant to cabin safety and security contained in ICAO Annexes, as well as to present cabin crew competency-based training concepts and associated guidance material. The Workshop also aims at developing participants' knowledge on the implementation, approval and oversight of key components of cabin crew competency-based training programmes.

Including for your information are the workshop information (**Attachment A**) which includes the objectives of the Workshop, the audience it is addressed to, previous requirements, schedule/work programme, reference bibliography, etc. The general information for this event concerning travel and venue are in **Attachment C**.

/Considering...

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 with completed registration at your earliest convenience preferably not later than **27 June 2014**. For this purpose, as there is a limit of **35** seats for the workshop the number of participants from each administration may need to be limited, 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 workshop requires a special audience, so I will highly appreciate that the designation of each delegate has the requested profile described in the Attachment A. All of the attachments can be obtained from the meetings section of the ICAO Asia and Pacific Office Website <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

Should you require further information or assistance with this matter, please contact ICAO COSCAP South East Asia Administrative Assistant: Ms. Sudhatai Juntarapratin at Khun.nong@coscap-icao.org

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


Arun Mishra
Regional Director

Enclosure:

- A — Workshop programme
- B — Registration Form
- C — Workshop Bulletin

Annex I – List of Hotels