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File Ref.: ME 5/1-16/045

9 February 2016

Subject: **Directors General of Civil Aviation Course on Aviation Safety (Rabat, Morocco, 9 - 10 May 2016)**

Action required: Reply by 31 March 2016

Sir/Madam,

I have the honour to inform you that ICAO, in cooperation with the Singapore Aviation Academy (SAA), will be holding the Directors General of Civil Aviation (DGCAs) Course on Aviation Safety in Rabat (Morocco) on 9 and 10 May 2016. The two-day course will be conducted in English.

This executive-level course will provide Directors General and Senior Government Officials with specific knowledge regarding the international civil aviation safety framework and its underlying principles, as well as the development of a national aviation safety framework that supports the development of civil aviation. The knowledge will enable DGCAs to carry out their responsibilities to ensure the effective management of aviation safety in their respective States. The course outline is at **Attachment A** for your information.

All further information related to the course, including the venue and programme, will be available shortly on the ICAO MID website at http://www.icao.int/MID/Pages/meetings.aspx. You are invited to visit the website periodically.

Directors General and Senior Government Officials wishing to attend should complete the Registration Form at **Attachment B** and e-mail it to icaomid@icao.int by **31 March 2016**. As available seats are limited to 25 participants, please send your notification as soon as possible. Since we anticipate high interest, first preference will be given to DGCAs with fewer than two years' experience. ICAO will advise States of the successful course participation accordingly.

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

Mohamed Smaoui
A/ Regional Director, Cairo

Enclosures:
   A – Course Outline
   B – Registration Form

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INTERNATIONAL CIVIL AVIATION ORGANIZATION

Directors General of Civil Aviation Course on Aviation Safety
(Rabat, Morocco 9-10 May 2016)

OBJECTIVES

The executive course provides participants with specific knowledge regarding the international civil aviation safety framework, and the underlying principles that will enable them to carry out their responsibilities to ensure the effective management of aviation safety in their States.

OUTLINE

Module I: International Aviation Safety Framework

- **Overview of Chicago Convention**
    - International civil aviation
    - Overview and principles of the Chicago Convention and air law treaties
    - Key elements of the Convention and its Annexes

- **International Civil Aviation Organization (ICAO)**
    - ICAO and the role of the Secretariat
    - Roles of the Assembly, Council, Air Navigation Commission and other bodies
    - Policy formulation and standards-making functions and processes of ICAO

- **ICAO Safety Objectives and Programmes**
    - ICAO's strategic objectives
    - ICAO Annexes on safety
    - ICAO Global Aviation Safety Plan and Global Air Navigation Plan and their priorities
    - Regional safety programmes
    - ICAO's Universal Safety Oversight Audit Programme and its evolution to the continuous monitoring approach, including implications of significant safety concerns

- **Other Key Players and their Contribution to Safety**
    - Other international bodies and their contribution to safety
    - Advanced authorities and their contribution to safety
    - Aviation industry and safety

Module II: National Aviation Safety Framework

- **Overview of National Aviation Safety Framework**
    - Contribution of aviation to a State's development
    - A State's roles and responsibilities

- **Legal and Regulatory Framework**
    - Incorporation of the Chicago Convention and its Annexes in national legislation and regulations
    - Regulatory framework relevant to the State's roles and responsibilities
    - Empowerment of the State's aviation agencies – delegation of authority to the Civil Aviation Authority
    - Industry and stakeholder consultation

- **Civil Aviation Organisation**
    - Structure for the regulatory roles and functions within the State
    - Relationship and coordination with other State civil aviation administrations
    - Design considerations
    - Autonomy of civil aviation administrations
    - Attraction, recruitment and retention of qualified technical staff

- **Licensing and Surveillance Obligations**
    - Licensing, certification, authorisation and approval
    - Surveillance activities
    - Enforcement process
    - Resolution of safety concerns

- **State Safety Programme and Safety Management Systems**
    - State oversight system
    - State Safety Programme (SSP)
    - Safety management systems (SMS)

- **Regional Cooperation**
    - Political, financial and legal challenges of the regional approach
    - Pooling and sharing resources
    - Different regional mechanisms
    - Best practices in implementing a Regional Safety Oversight Organization
    - Exchange of safety related information (regional database)

- **Panel Discussion: Leading in a Dynamic and Challenging Aviation Environment**

WHO SHOULD ATTEND

Directors General of civil aviation administrations or equivalent and their deputies.

NOMINATION

Please submit your nomination form by 31 March 2016.

This course is offered on a complimentary basis to successful applicants. Participants are expected to make their own travel and accommodation arrangements.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

Directors General of Civil Aviation Course on Aviation Safety
(Rabat, Morocco 9-10 May 2016)

REGISTRATION FORM

1.	Country/Organization						
2	Salutation	**Mr.**		**Mrs.**		**Miss**	
3.	Name						
4.	Official Position or Title						
5	Postal Adresse						
6.	Official E-mail						
7	Telephone and Mobile						

Please send this form to:
E-mail: icaomid@icao.int