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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: FS 4/3- 19/115

8 April 2019

**Subject: European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS) End User Training Course (Cairo, Egypt, 14 – 18 July 2019)**

**Action required: Register Participants by 16 June 2019**

Sir/Madam,

I have the honour to invite your State to nominate participants to attend the “European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS) End User Training” Course to be hosted at the ICAO Middle East (MID) Regional Office in Cairo, Egypt, **from 14 to 18 July 2019.**

The ECCAIRS End User Training Course is a five days classroom Course provided in English language. The Course is most beneficial for Aircraft Accident and Incident investigators, Aviation Safety Officers and Analysts. In addition to administrators who will be entering or extracting safety data from the European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS).

The objectives of this Course are to provide hands-on experience with ECCAIRS as a tool to code, enter, analyse and extract safety data, as well as set up, configure and supply basic ECCAIRS user support. Upon successful completion of this Course, participants will be able to:

- a) understand Accident/Incident Data Reporting (ADREP) taxonomy;
- b) understand reporting requirements as per ICAO Annex 13 - Aircraft Accident and Incident Investigation;
- c) understand safety data collection, analysis, and exchange requirements as per ICAO Annex 19 -Safety Management; and
- d) learn to use the ECCAIRS software suite to perform the above- mentioned tasks.

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The cost of the Course is of US \$ 1,600 per participant. Moreover, in order to encourage greater participation, according to a Group Pricing Structure, every third nominee from each Civil Aviation Regulatory Body will benefit from complimentary registration. Additionally, eligible applicants may also apply for ICAO Scholarship to cover Course tuition fees through the following webpage at <https://www.icao.int/training/Pages/ICAO-Scholarship-Allocation-Procedure.aspx>. Please note that due to capacity limitations, registrations will be on a first-come first-served basis.

It has to be noted that participants are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from Egypt is valid. Participants who require an entry visa to Egypt must obtain it from their nearest Consulate or Embassy prior to departure. The visa application process may take several weeks; therefore, it is highly recommended that participants apply as early as possible and due to capacity limitations, registrations will be on a first-come first-served basis.

Administrative arrangements for the Course and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: (<http://www2010.icao.int/MID/Pages/MID-Office-Bulletin.aspx>).

It would be highly appreciated if you could, as soon as possible, preferably not later than **16 June 2019**, confirm the participation of your Administration/Organization, giving the names and contact details of your delegate(s) by completing the online registration form at <https://www4.icao.int/tpems/ParticipantApplication/Index/3449>. For further information or assistance, please contact the focal point for this Course is Ms. Cynthia Alkhori, Training Implementation Associate, at the ICAO Global Aviation Training Office at [calkhori@icao.int](mailto:calkhori@icao.int).

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



Mohamed Khalifa Rahma  
Middle East Regional Director