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منظمة الطيران
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国际民用
航空组织

File Ref.: FS1/3-19/016

23 January 2019

**Subject: Safety Management Capacity Building Workshop
(Cairo, Egypt, 24-28 March 2019)**

Action required: Registration no later than 25 February 2019

Sir,

I have the honour to inform you that a Safety Management Capacity Building Workshop will be held at the ICAO MID Office, Cairo, Egypt, **24-28 March 2019**. Your Administration/Organization is kindly invited to participate in this Workshop.

The Workshop topics and hands-on exercises are designed to provide State personnel involved in the implementation of State safety programmes with some of the skills required to perform their role effectively. The Provisional Workshop Programme is available in the **Attachment**.

Please note that there is a registration fee of \$300 USD to attend the Workshop. To register and submit your payment please visit the following Safety Management webpage on the ICAO public website where you will find a link for registration: <https://www.icao.int/safety/SafetyManagement/Pages/SymposiaandWorkshops.aspx>. I would be grateful if you complete your registration for the Workshop preferably not later than **25 February 2019**.

The Workshop will be conducted in English and the registration is limited to 40 participants. The spaces will be filled on a first come first served basis.

It is highly recommended that participants complete the ICAO Safety Management (SM) Online Course in order to become familiar with the ICAO Safety Management-related provisions prior to attending the Workshop. Information on registering for this course is available at: [https://www.icao.int/training/Pages/Safety-Management-Training-Programme-\(SMTP\).aspx](https://www.icao.int/training/Pages/Safety-Management-Training-Programme-(SMTP).aspx).

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

Accept, Sir, the assurance of my highest consideration.



for/ Mohamed Khalifa Rahma
Middle East Regional Director

Attachment

Provisional Workshop Programme



Attachment to State Letter: FS1/3–19/016

**SAFETY MANAGEMENT CAPACITY BUILDING WORKSHOP
PROVISIONAL PROGRAMME
24 – 28 March 2019 - Cairo, Egypt**

Sunday, Day 1	
08:30 – 09:00	Registration
09:00 – 09:30	Opening Remarks Session 1: Introduction
09:30 – 11:00	Session 2: SSP Implementation and Monitoring Tools
11:00 – 11:30	<i>Coffee Break</i>
11:30 – 13:00	Session 3: Safety management capacity planning and ICAO SM Training Programme
13:00 – 13:30	<i>Coffee Break</i>
13:30 – 15:00	Session 4: Safety management interfaces

Monday, Day 2	
09:00 – 10:30	Session 5: SSP implementation planning
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	Session 5: SSP implementation planning (continued)
12:30 – 13:00	<i>Coffee Break</i>
13:00 – 14:30	Session 6: Safety data collection and processing systems (SDCPS)

Tuesday, Day 3	
09:00 – 10:30	Session 7: Hazard identification
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	Session 8: Safety risk assessment and mitigation
12:30 – 13:00	<i>Coffee Break</i>
13:00 – 14:30	Session 8: Safety risk assessment and mitigation (continued)



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**SAFETY MANAGEMENT CAPACITY BUILDING WORKSHOP
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Wednesday, Day 4	
09:00 – 10:30	Session 9: Safety performance management
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	Session 9: Safety performance management (continued)
12:30 – 13:00	<i>Coffee Break</i>
13:00 – 14:30	Session 10: Safety Risk-based Surveillance

Thursday, Day 5	
09:00 – 10:30	Session 11: Safety Promotion
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	Session 12: Management of change
12:30 – 13:00	<i>Coffee Break</i>
13:00 – 14:30	Session 12: Management of change (continued)
14:30 – 15:00	Closing session

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