



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE58, NT11-4 — **EMX0126**

5 February 2015

To: States/Territories

Subject: **Invitation –Directors General Course on Aviation Safety**
Kingston, Jamaica, 14 to 15 May 2015

Action

Required: Register participation by **13 April 2015**

Sir/Madam:

I wish to invite your Administration/Organization to participate in the Directors General Course on Aviation Safety, to be convened in Kingston, Jamaica, from 14 to 15 May 2015, immediately after the Fourteenth Directors of Civil Aviation of the Central Caribbean Meeting (C/CAR/DCA/14) which will be hosted by the Jamaica Civil Aviation Authority at a venue to be determined in the near future.

The objective of this executive course is to provide the DGs/Senior Officials 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. Through presentations and discussions, the two day course will first focus on the international civil aviation framework and then on the development of a National Aviation Safety Framework that supports the development of civil aviation in their respective States. An outline of the course is attached.

All further information related to the course, including final programme and Course Bulletin will be available on the APAC website: <http://www.icao.int/NACC/Pages/default.aspx>. You are invited to visit the website periodically. As participation is limited to 25 delegates, DGs/Senior Officials desirous to attend the course should forward their Registration Form (attached) by **13 April 2015**. Each State/Territory may nominate a maximum of two persons on a first come, first served basis. Depending on the number of nominations received, this Regional Office will notify States/Territories of the successful course participation accordingly. You may wish to note that the course will be conducted in English only, with simultaneous interpretation to Spanish.

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If you require any further information regarding the event, please contact Mr. Jorge Fernandez, Deputy Regional Director (jfernandez@icao.int) or Mrs. Claudia Riva-Palacio, Assistant, (criva-palacio@icao.int).

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

A digital signature in black ink, slanted upwards from left to right. The signature is overlaid on a blue circular stamp. The stamp contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right. The ICAO logo includes the acronym "ICAO" and "OACI" in English and Arabic, and "IATAO" in Chinese.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Course outline

B – Registration Form

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InvitationletterDirectorsCourse.docx*



Directors General Course on Aviation Safety Kingston, Jamaica, 14 to 15 May 2015



OBJECTIVES

This executive course provides participants with specific knowledge regarding the international civil aviation safety framework, and the underlying essential 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
- **Organisation of 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
 - Identifying the ICAO Annexes on safety
 - ICAO Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP) and their priorities
 - Regional safety programmes (Regional Aviation Safety Group (RASG))
 - 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 Drivers**
 - Other international organizations and their contribution to safety
 - Advanced authorities and their contribution to safety
 - Aviation industry and safety
- **Discussion**
 - Development of new Standards and Recommended Practices
 - Response to ICAO State letters, including filing of differences
 - Safety data and information and their protection

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
 - Involvement of industry and other stakeholders in the consultation process of new legislation/regulations
- **State Safety Oversight and Management Responsibilities**
 - State oversight system
 - State Safety Programme (SSP)
 - Safety management systems (SMS)
 - Relationship between State oversight system, SSP and SMS
- **Regulatory Levers and Tools**
 - Licensing, certification, authorization and approval
 - Surveillance activities
 - Enforcement process
 - Resolution of safety concerns
- **Regional Cooperation**
 - Advantages of Regional Cooperation (Pooling and sharing resources)
 - Political, financial and legal challenges of the regional approach
 - Different regional mechanisms
 - Best practices in implementing a Regional Safety Oversight Organization
 - Exchange of safety related information (regional database)

WHO SHOULD ATTEND

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

NOMINATION

Please submit your registration form by 13 April 2015

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