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航空组织

When replying please quote:

Ref.: NT-N1-1 — **E.OSG - NACC60334**

12 April 2016

To: States, Territories and International Organizations

Subject: **Invitation – ICAO/FAA Workshop for Aerodrome Certification Inspector (ACI)**
Kingston, Jamaica, 24 – 26 May 2016

Action
Required: Register participation by **17 May 2016**

Sir/Madam,

Further to the agreement reached the Caribbean Aviation Forum held in New Orleans, United States, in December 2015 on joint efforts with ICAO and United States in the Caribbean towards airport certification, runway safety team, and safety improvements, I wish to invite your Administration/Organization to participate in the ICAO/FAA Workshop for Aerodrome Certification Inspector (ACI), to be held in Kingston, Jamaica, from 24 to 26 May 2016.

The aim of the workshop is to provide assistance to civil aviation authorities and airport operators on aerodrome certification improvement, specifically on the development of aerodrome manuals, aerodrome emergency plans based on States best practices, and the use of Procedures of Air Navigation Services – Aerodromes (PANS-AGA).

The workshop will be interactive and “hands-on” by involving real world learning exercises and case studies. In this sense, we request your Administration’s participants to bring current certification documents, emergency plans, and layout plans of their respective aerodromes to the workshop. In addition, please provide information on specific issues or gaps that your State is experiencing with respect to aerodrome certification.

The duration of the workshop will be three days and **the working language will be English**. The following topics will be covered, along with any additional topics that might be of interest to your administration:

... / 2

Aerodrome certification requirements which includes, but are not limited to:

- Markings, signs, and lighting
- Maintaining runway end safety areas
- Maintaining paved and unpaved areas
- Aircraft rescue and fire fighting
- Wildlife hazard management
- Requirements for writing, implementing, and evaluating an aerodrome emergency plan
- Safety Management Systems (SMS) implementation
- A certification walk-through at the airport
- Current status of certification

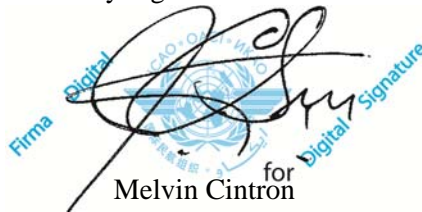
The workshop is in line with ICAO NACC RO effort under NCLB strategy for achieving the *Port-of-Spain Declaration's* target “to ensure 48% of international aerodromes certified in the CAR Region by December 2016.”

The Provisional Programme of the event is at **Attachment A**. The general information, as well as the venue, will be sent as soon as they become available.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **17 May 2016**.

If you require any further information regarding the event, please contact Mr. Jaime Calderon, Regional Officer, Aerodromes and Ground Aids (jcalderon@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

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

A digital signature in blue ink, featuring a stylized cursive script. The signature is overlaid on a circular blue stamp that contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right.

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

Enclosure:

A – Provisional Programme

B – Registration Form

ATTACHMENT A



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

ICAO/FAA Workshop for Aerodrome Certification Inspector (ACI)
Kingston, Jamaica, 24 to 26 May 2016

PROGRAMME

DAY ONE
Tuesday 24 May 2016

08:30 – 09:00	Registration
09:00 – 09:15	<ul style="list-style-type: none"> • <i>Opening Ceremony</i> • <i>Group Picture</i>
09:15 – 10:30	<ul style="list-style-type: none"> • <i>Introduction of participants</i> • <i>ICAO Aerodrome Certification Procedures for Air Navigation Services – aerodromes (PANS_AGA).</i>
10:30 – 11:00	<i>Coffee break</i>
11:00 – 12:30	<ul style="list-style-type: none"> • <i>The objective of airport certification</i> • <i>Experience of a State with certificated airport (s)</i>
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:30	<ul style="list-style-type: none"> • <i>Aerodrome Manual</i> • <i>Inspection procedures</i>
15:30 – 16:00	<i>Coffee break</i>
16:00 – 16:45	<ul style="list-style-type: none"> • <i>Runway strip and Runway End Safety Area (RESA) Dimensions and maintenance</i>

DAY TWO
Wednesday 25 May 2016

08:30 – 09:15	<ul style="list-style-type: none"> • <i>Paved areas: Standards and pavement maintenance management program</i>
09:15 – 10:30	<ul style="list-style-type: none"> • <i>Marking and signs</i> • <i>Lighting and navigational Aids</i>
10:30 – 11:00	<i>Coffee break</i>

DAY TWO
Wednesday 25 May 2016

11:00 – 12:30	<ul style="list-style-type: none">• <i>Airport Rescue and Fire Fighting (RFF) Services - ARFF capability, readiness and firefighters training</i>• <i>Airport emergency plan</i>
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:30	<ul style="list-style-type: none">• <i>Runway Incursion prevention: drivers training programme</i>
15:30 – 16:00	<i>Coffee break</i>
16:00 – 16:45	<ul style="list-style-type: none">• <i>Wildlife Hazard Management – control and reduction plan</i>• <i>Briefing for the Field Trip to the Airport</i>

DAY THREE
Thursday 26 May 2016

08:30 – 09:15	<ul style="list-style-type: none">• <i>Obstructions and public protection – obstruction criteria, fencing and blast protection</i>
09:15 – 10:30	<ul style="list-style-type: none">• <i>Airport visit:</i>• <i>Pavement, Runway strip and RESA, marking, lighting, signs, taxiway strip</i>• <i>Best practices</i>
10:30 – 11:00	<i>Coffee break</i>
11:00 – 12:30	<ul style="list-style-type: none">• <i>Airport visit:</i>• <i>Rescue and Firefighting Services</i>• <i>Best practices</i>
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:30	<ul style="list-style-type: none">• <i>Inspection Out-briefing: identify and define discrepancies, establish compliance dates, discuss observations</i>
15:30 – 16:00	<i>Coffee break</i>
16:00 – 16:45	<ul style="list-style-type: none">• <i>Summary of Activities, presentation of certificates, Host acknowledgements</i>

ATTACHMENT B



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

ICAO/FAA Workshop for Aerodrome Certification Inspector
(ACI)

Kingston, Jamaica, 24 to 26 May 2016

REGISTRATION FORM

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate		Delegate		
		Speaker		Moderator		
2.	Country / Organization					
3.	Salutation	Mr.		Mrs.		Miss
4.	Name					
5.	Official Position or Title					
6.	Official Telephone					
7.	Mobile (to contact you in case of an emergency)					
8.	Official E-mail					
9.	Hotel and address where you will be staying during the event					
10.	Please indicate if accompanied by your family	Yes		#		
11.	Dates of total stay in the venue Country					
12.	Please indicate if you have any medical condition or allergies					
13.	Emergency contact information in your country of origin	Name				
		Relationship				
		Telephone				

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

— END —