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

To: States, Territories and International Organizations

Subject: **Aviation Security Certification Systems Workshop**
           (ASTC, Port-of-Spain, Trinidad and Tobago, from 10 to 14 October 2016)

Action
Required: **Send nominations forms by 26 August 2016**

Sir/Madam:

          In accordance with the ICAO objective to support Member States with meeting their civil aviation security obligations under the Chicago Convention, and to promote the strengthening of aviation security worldwide, I am pleased to inform you that an ICAO Aviation Security Certification Systems Workshop is being offered at the ICAO Aviation Security Training Centre (ASTC) in Port-of-Spain, Trinidad and Tobago, from **10 to 14 October 2016.**

          This five-day interactive workshop will be delivered in English and will familiarize participants with the general principles of developing, implementing and maintaining an aviation security certification system with emphasis given to screener certification, AVSEC instructor certification and national inspector certification. The workshop will expose participants to guidance material incorporated into ICAO Security Manual Doc 8973/9 (Res) and provide an opportunity to develop sample programmes for use as the foundation to develop specific State certification systems and/or be incorporated into existing ones. This workshop is designed for personnel responsible for the development, implementation and/or oversight of AVSEC certification systems.

          You are invited to nominate suitable participants to attend this course by using one nomination form per nominee. All nomination forms must be completed in full and authorized by the appropriate authority through official means. The closing date for nominations to reach this office is **26 August 2016**, in order to enable sufficient time for processing and for selected participants to make necessary travel arrangements, including visa applications. Late nominations, while strongly discouraged, may be considered on a case-by-case basis.

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Selections will be based on qualifications and experience, with an initial **limit of two participants per State**. Once the initial selections are made, additional nominations from each State will be considered on a space-available basis. For this reason, it is important to indicate the priority order of selection for each of your nominations. Candidates will be notified by ICAO of their status once selections have been made.

Participants will be charged an administration fee of USD 500.00 (or its equivalent in Trinidad and Tobago dollars – TTD) payable to the ASTC to cover basic administration costs. In addition, air travel, hotel and miscellaneous costs must be met by your Administration. Please be advised that your nominees should be medically fit and should have either medical insurance or other medical coverage to meet expenses, if any, towards illness or medical emergency during the above event. Neither ICAO nor the ASTC takes responsibility to meet expenses in this regard.

Please note that participants who present themselves at the workshop without having been properly nominated and accepted will not be admitted. Those who have been accepted but do not attend the entire workshop will not receive a certificate at the end of the training event. Should a State wish to withdraw a nominee from a workshop after selection, ICAO and the ASTC must be notified at least two weeks prior to the event.

For further information please contact Mr. Ricardo G. Delgado (rdelgado@icao.int), Aviation Security and Facilitation Regional Officer, or Mr. Gabriel Gutiérrez (ggutierrez@icao.int), Assistant.

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

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

Enclosure:
As indicated

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