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When replying please quote:

Ref.: NT-N1-8.7.5 — **E.OSG - NACC62725**

15 September 2016

To: States, Territories and International Organizations

Subject: **Invitation – ICAO Cabin Safety Workshops: Cabin Crew Competency-based Training and the Investigation of Cabin Safety Aspects in Accidents and Incidents (Port of Spain, Trinidad and Tobago, from 8 to 11 November 2016)**

Action

Required: Register participation by **7 October 2016**

Sir/Madam,

I have the honour to invite your Administration to participate in the ICAO Cabin Safety Workshops: a two-day workshop on Cabin Crew Competency-based Training, from 8 to 9 November 2016, and a two-day workshop on the Investigation of Cabin Safety Aspects in Accidents and Incidents, from 10 to 11 November 2016. The workshops will be hosted by the Trinidad and Tobago Civil Aviation Authority (TTCAA) and conducted at the Civil Aviation Training Centre, located at: the TTCAA, New Administrative Complex, Building D, Caroni North Bank Road, Piarco. The workshops will be conducted in English and no simultaneous interpretation will be provided.

The purpose of the Cabin Crew Competency-based Training workshop is to provide participants with information on the ICAO documentation provisions relevant to cabin safety and security contained in the ICAO Annexes along with cabin crew competency-based training concepts and associated guidance material. This event is focused on cabin safety inspectors, cabin safety specialists, airline cabin crew training managers, and representatives from training organizations involved in cabin crew training.

The accident and incident investigation workshop is intended to develop competencies for persons involved in investigating cabin safety aspects of occurrences, including survival factors in accident investigations. This event is focused on cabin safety and accident investigation specialists, cabin safety inspectors, airline safety managers, and representatives from organizations involved in accident and incident investigation.

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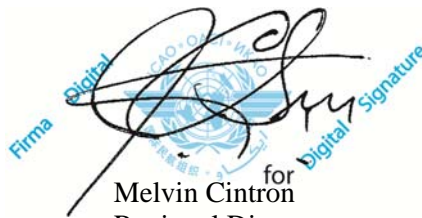
The Programmes of the workshops are presented at **Attachment A** and **B**. You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **7 October 2016**.

Please note that both workshops are focused on specific audiences; therefore, I would highly appreciate that the designation of each delegate has the prerequisites previously described.

A list of hotels recommended for event participants is at **Attachment D**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

Should you require further information regarding the events, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int), or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

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

A digital signature in blue ink, overlaid on a circular ICAO logo. The signature is stylized and cursive. The words "Firma Digital" are written in blue on the left side of the signature, and "Digital Signature" is written in blue on the right side.

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

Enclosure:

A – Cabin Crew Competency-based Training Programme

B – Investigation of Cabin Safety Aspects in Accidents and Incidents Programme

C – Registration Form

D – Hotel Information

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Martin Maurino, ICAO
NACC Webmaster

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webmasternacc@icao.int;

ATTACHMENT A

PROGRAMME OF CABIN CREW COMPETENCY-BASED TRAINING WORKSHOP

Day 1	
08:30-08:45	Session 1 Introduction to Workshop
08:45-09:30	Session 2 ICAO Standards and Recommended Practices (SARPs) related to Cabin Safety
09:30-10:00	Session 3 <i>ICAO Cabin Crew Safety Training Manual</i> (Doc 10002)
10:00-10:30	<i>Coffee Break</i>
10:30-11:15	Session 4 Introduction to Competency-based Training and Assessment Concepts
11:15-12:00	Session 5 ICAO Cabin Crew Competency Framework
12:00-13:00	<i>Lunch</i>
13:00-14:30	Session 6 Transitioning from Traditional to Competency-based Training
14:30-16:00	Practical Exercise #1 Developing a scenario for competency-based training
16:00-16:15	<i>Coffee Break</i>
16:15-17:00	Practical Exercise #1 Presentations and Group Debriefing

Day 2	
08:30-09:00	Session 7 Human Performance Training and Skills Development
09:00-10:00	Session 8 Management Aspects of the Training Programme
10:00-10:30	<i>Coffee Break</i>
10:30-11:00	Session 9 Training Facilities and Devices
11:00-11:45	Session 10 Transitioning from Traditional to Competency-based Assessments
11:45-12:15	Session 11 Oversight of the Competency-based Training Programmes
12:15-13:15	<i>Lunch</i>
13:15-14:45	Practical Exercise #2 Developing competency-based assessments
14:45-15:15	<i>Coffee Break</i>
15:15-16:15	Practical Exercise #2 Presentations and Group Debriefing
16:15-16:30	Workshop Closure (Final Q&A, Evaluation by participants, Closing Remarks)

ATTACHMENT B

PROGRAMME OF THE INVESTIGATION OF CABIN SAFETY ASPECTS IN ACCIDENTS AND INCIDENTS WORKSHOP

	Day 1
09:00-09:15	Session 1 Introduction to Workshop
09:15-10:00	Session 2 Overview of ICAO Provisions and Cabin Safety Investigations
10:00-10:30	Session 3 Cabin Investigator Competencies and Training
10:30-11:00	<i>Coffee Break</i>
11:00-12:00	Session 4 Cabin Safety Aspects in Accident Investigation
12:00-13:00	<i>Lunch</i>
13:00-14:00	Session 5 Conducting Interviews
14:00-15:00	Practical Exercise 1 Interviewing Techniques
15:00-15:30	Debrief on Practical Exercise 1
15:30-16:00	<i>Coffee Break</i>
16:00-17:00	Session 6 Documenting the Cabin

Day 2	
09:00-10:00	Practical Exercise 2 Documenting the Cabin in an Accident
10:00-10:30	Debrief on Practical Exercise 2
10:30-11:00	<i>Coffee Break</i>
11:00-12:00	Session 7 Analysis and Reporting
12:00-13:00	<i>Lunch</i>
13:00-14:30	Practical Exercise 3 Preparation and Presentation of an Accident Report
14:30-15:30	Debrief on Practical Exercise 3
15:30-15:45	<i>Coffee Break</i>
15:45-16:15	Session 8 Cabin Safety Aspects in Incident Investigation
16:15-16:30	Workshop Closure (Final Q&A, Evaluation by participants, Closing Remarks)

ICAO



OACI

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

ICAO Cabin Safety Workshops: Cabin Crew Competency-based Training and the Investigation of Cabin Safety Aspects in Accidents and Incidents

Talleres de la OACI de Seguridad Operacional para Tripulantes de Cabina: Instrucción para Tripulantes de Cabina basado en competencias e Investigación de los aspectos de seguridad operacional en cabina en los accidentes e incidentes.

Port of Spain, Trinidad and Tobago, from 8 to 11 November 2016 / Puerto España, Trinidad y Tabago, del 8 al 11 de noviembre de 2016

**ATTACHMENT / ADJUNTO C
REGISTRATION FORM / FORMULARIO DE REGISTRO**

	I will attend... (please mark box)	<input type="checkbox"/> Cabin Crew Competency-based Training workshop <input type="checkbox"/> Investigation of Cabin Safety Aspects in Accidents & Incidents workshop <input type="checkbox"/> Both workshops
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1.	Position in your Delegation: <i>(Please select one option)</i> Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	Chief Delegate / Jefe de la Delegación					Delegate / Delegado	
		Adviser / Asesor					Observer / Observador	
2.	Country / Organization País / Organización							
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.		Miss / Srta.		
4.	Name / Nombre							
5.	Official Position or Title / Cargo o Título Oficial							
6.	Official Telephone / Teléfono oficial							
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)							
8.	Official E-mail / Correo-e oficial							
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento							
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#				
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento							
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias							
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen		Name Nombre					
			Relationship Relación					
			Telephone Teléfono					

Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int



ATTACHMENT D

LIST OF RECOMMENDED HOTELS

Name of Hotel	Address / Telephone / Email / Web	Rates (US Currency)
Regent Star	118-119 BWIA Boulevard, Piarco Tel: +1 868 669 7827 Email: regentstarmarketing@yahoo.com	Double: \$154.00 Single: \$140.80 per night includes breakfast and taxes. TTCAA Code: CAARS01
Holiday Inn Express	Trincity, Trinidad Tel :+1 868 669-6209 Ms. Jemma John	\$176.13 plus taxes Includes: <ul style="list-style-type: none">➤ Breakfast➤ Internet➤ Shuttle service to airport and Trincity Mall
Palms Hotel	35 A Eastern Main Road Arouca Tel:+1 868 692-4529	Single: US\$85.00 Superior: US\$100.00 Double Room: USD\$125.00 (for 2 persons) <ul style="list-style-type: none">➤ Continental Breakfast and taxes➤ Internet