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When replying please quote:

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2 August 2017



To: States, Territories

**Subject:** Aviation Security National Inspectors Course  
(Aviation Security Training Centre, ASTC, Port of Spain, Trinidad and Tobago, 10 to 18 October 2017)

**Action**

**Required:** Reply by 4 September 2017

Sir/Madam,

In accordance with the ICAO objective to support Member States in meeting their civil aviation security obligations under the Chicago Convention, and promote the strengthening of aviation security worldwide, I am pleased to inform you that an ICAO Aviation Security National Inspectors Course will be held at the ICAO ASTC Port of Spain, Trinidad and Tobago, from 10 to 18 October 2017.

This seven-day course will be delivered in English and is designed to provide aviation security personnel with theoretical and practical knowledge of audits and inspections as part of a National Quality Control system. Participants who successfully complete this course will be prepared to plan, coordinate and conduct quality control measures utilizing Annex 17 – *Security* and ICAO methodology in accordance with approved programmes.

Nominees should have already attended a specialized AVSEC training activity, such as the National Quality Control Programme Workshop and/or have regulatory experience prior to attending this course. In order to receive a certificate of successful completion, participants will be required to pass an end-of-course exam based on Annex 17, the Aviation Security Manual (Doc 8973 — *Restricted*) and materials presented during the course.

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 **4 September 2017**, 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 700.00 (or its equivalent in local currency) 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 course without having been properly nominated and accepted by ICAO will not be admitted. Those who have been accepted but do not attend the entire course will not receive a certificate at the end of the training event. Should a State wish to withdraw a nominee from a course 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](mailto:rdelgado@icao.int)), Aviation Security and Facilitation Regional Officer, or Mr. Gabriel Gutiérrez Serrato ([ggutierrez@icao.int](mailto:ggutierrez@icao.int)), Assistant.

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" and "Digital Signature".

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

**Enclosure:**  
*As indicated*