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航空组织

When replying please quote:

Ref.: NT-N1-8.7.5 — E.OSG - NACC64959

9 February 2017



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 (Kingston, Jamaica, from 21 to 24 March 2017)**

Action

Required: **Register participation by 15 March 2017**

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 21 to 22 March 2017, and a two-day workshop on the Investigation of Cabin Safety Aspects in Accidents and Incidents, from 23 to 24 March 2017. The workshops will be hosted by the Jamaica Civil Aviation Authority (JCAA) and will be conducted at the facilities of the Jamaica Civil Aviation Authority, located at: 4 Winchester Road, Kingston 10, Jamaica. 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 **15 March 2017**.

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 blue stamp. The stamp contains the text "OACI • ICAO" at the top and "Digital Signature" on the left and right sides. The signature itself is a cursive script that reads "Melvin Cintron".

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

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

Kingston, Jamaica, from 21 to 24 March 2017

**ATTACHMENT C
REGISTRATION FORM**

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: (Please select one option) Posición dentro de su Delegación: (Por favor seleccione una opción)	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)
<p>Hotel Four Seasons</p>	<p>18 Ruthven Road, Kingston 10 Tel: +1 876 929-7655 / 926-8805 / 926-0682 Email: reservations@hfsjm.com Contact: Ava-Dawn www.hotelfourseasonsjam.com</p>	<p>Single: \$120.00/per night All tax included. \$140.00 with full breakfast. Dinner costs \$28.00 on average. Code: JCAA (to receive corporate rate)</p>
<p>Knutsford Court Hotel</p>	<p>16 Chelsea Avenue, Kingston 5 Tel: +1 876 929-1000 Email: sales6@courtley.com / salesm@courtley.com www.knutsfordcourt.com</p>	<p>Single: \$144.42/per night All tax included. Complimentary breakfast.</p>
<p>Courtleigh Hotel & Suites</p>	<p>85 Knutsford Blvd., Kingston 5 Tel: +1 876 929 9000 Fax: 926-7744 Contact: Jody Edwards www.courtleigh.com</p>	<p>Single: \$186.16/per night All tax included. Complimentary breakfast. Dinner costs \$25-30.00 on average. Code: JCAA (to receive corporate rate)</p>
<p>Jamaica Pegasus Hotel</p>	<p>81 Knutsford Blvd., Kingston 5 Tel: +1 876 926-3690 Fax: 929-0593 www.jamaicapegusus.com</p>	<p>Single: \$186.16/per night All tax included. Complimentary breakfast. Dinner costs \$40-50.00 on average. Code: JCAA (to receive corporate rate)</p>