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10 April 2017



To: States, Territories and International Organizations

Subject: ICAO Safety Management for Practitioners (SMxP) Course
ICAO NACC Regional Office, Mexico City, Mexico, 4 to 8 September 2017

Action

Required: Register Participants by 4 August 2017 for the SMxP taking place at the ICAO NACC Regional Office

Sir/Madam,

I am pleased to invite your State to encourage participants to enroll to the upcoming session of the International Civil Aviation Organization's (ICAO) Safety Management Training Programme (SMTP) held at this Regional Office in Mexico City, Mexico, from 4 to 8 September 2017. This blended online and classroom training, delivered in **English**, provides the necessary knowledge and skills to Member States' regulatory personnel and aviation service providers' staff involved in the planning, development, and implementation of a State Safety Programme (SSP) and Safety Management Systems (SMS).

Part 1 of the SMTP, entitled *Online Safety Management Course*, consists of an E-Learning course of approximately 30 hours, which provides the theoretical principles related to the implementation of ICAO Standards and Recommended Practices (SARPs) and fundamental concepts of SMS and SSP. Upon completion of this training, participants will understand the fundamental concepts and principles of aviation safety management and contribute to the development of SSP/SMS implementation plans, based on the frameworks provided in ICAO safety management SARPs and guidance material. The online course may be taken as stand-alone training or along with Part 2 of the SMTP for those directly involved in the implementation or oversight of an SMS.

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Part 2 of the SMTP, for which successful completion of Part 1 is a pre-requisite, entitled *Safety Management for Practitioners*, is a five-day classroom course, which provides SMS and SSP staff with a comprehensive review of operational safety management processes. IT tools are used in practical exercises to demonstrate how the efficiency and effectiveness of safety management activities can be enhanced. In order to benefit from this course, operational experience in one of the following service providers is highly recommended: air operators, approved maintenance organizations, aerodrome operators, and air traffic service providers. Upon completion of this course, participants will be able to:

- a) identify hazards following a systematic and consistent approach;
- b) mitigate safety risk following a systematic and consistent approach;
- c) manage change in a safe manner;
- d) assess safety reports through a safety screening and an internal investigation;
- e) prepare a safety audit/survey for assessing performance of the process; and
- f) design a safety performance monitoring scheme.

Part 2 of the SMTP, delivered in a classroom format, hosted by our ICAO NACC Office in Mexico City (Mexico), is open to all interested candidates.

The cost of this training session is USD1500 (which includes fees for the Online and Classroom Course portions). To register for the training session, please fill out the online application at: <https://www4.icao.int/tpems/ParticipantApplication/Index/1054> no later than **4 August 2017** as the course is filling up quickly.

Please note that participants are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from the Mexico is valid. Participants who require an entry visa to Mexico must obtain it from their nearest consulate or embassy prior to departure.

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

For additional information or clarification, please contact Ms. Elena Olalquiaga at eolalquiaga@icao.int, focal point at the ICAO Global Aviation Training (GAT) Office and copy Mr. Eduardo Chacin, Regional Officer, Flight Safety and Ms Claudia López, Technical Cooperation Associate at echacin@icao.int and clopez@icao.int.

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

A digital signature in blue ink, appearing as a stylized cursive script, is overlaid on a circular blue stamp. The stamp contains the text 'OACI - WFP' and '1709-SMTP'. The words 'Digital Signature' are written in blue along the left and right sides of the signature.

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