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When replying please quote:

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9 May 2017



To: States, Territories and International Organizations

**Subject:** Invitation – Integrated Safety Trend Analysis and Reporting System (iSTARS) and Data Analysis Workshop  
Mexico City, Mexico, from 25 to 28 July 2017

**Action**

**Required:** Register participation by **18 July 2017**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Integrated Safety Trend Analysis and Reporting System (iSTARS) and Data Analysis Workshop to be held at the ICAO NACC Regional Office, in Mexico City, Mexico, from 25 to 28 July 2017.

The Workshop covers the use of ICAO's iSTARS collection of safety and efficiency datasets and web applications. The Workshop will provide participants with practical experience with a variety of analysis tools and the fundamentals of data-driven decision making to help them create safety, efficiency and risk analyses, make effective decisions and set relevant priorities.

For increased efficiency, I shall be grateful if you could ensure that your delegation consists of safety managers and experts, State Safety Programme (SSP)/Safety Management System (SMS) analysts and practitioners, accident and incident data analysts and National Continuous Monitoring Coordinators (NCMCs), representatives from industry and safety providers. We also encourage participation of higher level management. The working language of the meeting will be English, and no simultaneous interpretation will be provided.

The Provisional Programme of the event is included in the **Appendix**.

If you are interested in participating in the event, please visit the following link: [https://docs.google.com/forms/d/1uAYgX1R8M-qT4WMv-M7-c8aHixGkf42e3LXmr\\_DOL6k/edit](https://docs.google.com/forms/d/1uAYgX1R8M-qT4WMv-M7-c8aHixGkf42e3LXmr_DOL6k/edit) to complete the Registration Form by **18 July 2017**.

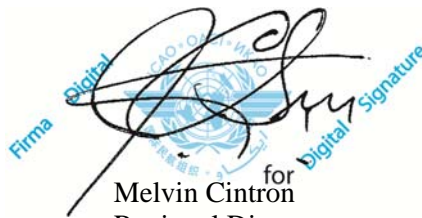
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The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website ([http://www.icao.int/NACC/Pages/visitors\\_info.aspx](http://www.icao.int/NACC/Pages/visitors_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

The workshop material will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> one week before the beginning of the workshop. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Should you require further information regarding the workshop, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety ([echacin@icao.int](mailto:echacin@icao.int)), or Ms. Lizette Morales, Assistant, ([lmorales@icao.int](mailto: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:**  
*Provisional Programme*

## APPENDIX

### Provisional Programme

Integrated Safety Trend Analysis and Reporting System (iSTARS) and Data Analysis Workshop

**Duration:** 4 days

**Target Audience:** This workshop would be beneficial for safety managers and specialists and staff of State regulatory bodies/CAA, who are involved in planning, developing and implementing the State Safety Programmes (SSPs) and for staff of aviation service providers involved in planning, developing and implementing the Safety Management systems (SMS).

**Workshop Objectives:** The workshop provides SSP regulators and administrators and safety management practitioners with basic knowledge and skills related to:

- collecting, managing and analyzing safety data
- developing safety performance indicators (SPI)
- using iSTARS apps and tools

#### Agenda

- **Day 1**

**Morning** – Fundamentals of Data-driven Decision Making

**Afternoon** – Basics of data collection and management; development of metrics and indicators

- **Day 2**

**Morning** – Data Analysis and Reporting

**Afternoon** – iSTARS: Overview and general aspects

- **Day 3**

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**Morning** – SSP GAP Analysis App: Demo of the iSTARS app and the process of completing a report

**Afternoon** – Developing safety briefing: Group exercise using real data

- **Day 4**

**Morning and Afternoon** – Developing SPI Report: Hands-on exercise on developing safety performance goals, targets and indicators

#### Requirements

- Participants need to bring their own laptop during the workshop.

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