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When replying please quote:

Ref.: NT-NR 7-4 — **E.OSG - NACC72516**

23 March 2018

To: States and Territories

**Subject:** Universal Security Audit Programme - Continuous Monitoring Approach (USAP-CMA) Auditor Training and Certification/Recertification Course – English Language (Trinidad and Tobago, from 25 June to 3 July 2018)

**Action**

**Required:** Please reply or send registration forms by 18 May 2018

Sir/Madam,

I have the honour to inform you that a Universal Security Audit Programme (USAP) Continuous Monitoring Approach (USAP-CMA) Auditor Training and Certification/Recertification Course in English will be held from 25 June to 3 July 2018 at the Civil Aviation Training Centre (ASTC) in Port of Spain, Trinidad and Tobago.

The USAP-CMA Auditor Training and Certification/Recertification Course has been developed to train and certify experienced aviation security personnel to audit the implementation of Annex 17 – *Security* standards and the security-related provisions of Annex 9 — *Facilitation* as part of an international ICAO audit team. It should be noted that the course will include both theoretical and practical examinations to confirm the knowledge and skills of all candidates. Candidates who successfully complete the course will be certified as ICAO auditors and may be invited to participate as team members in the conduct of ICAO aviation security audits under the USAP-CMA.

The USAP-CMA Auditor Training and Certification/Recertification Course will also provide an opportunity to recertify existing USAP auditors in order to ensure they have the necessary knowledge and skills to participate in future ICAO aviation security audits under the USAP-CMA. For existing auditors already on the USAP roster, the recertification portion of the course will be held from 25 to 29 June 2018 inclusive.

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You are invited to nominate suitably qualified candidates from your State for certification, as well as any existing USAP auditors for recertification. Please note that all candidates for certification must be aviation security subject-matter experts with a minimum of three years operational experience, an in-depth knowledge of aviation security using Annex 17 as a reference, and a sound knowledge of the ICAO *Aviation Security Manual* (Doc 8973). Candidates must also be actively employed by an appropriate authority in aviation security activities or, if working for an industry service provider, must be sponsored and supported by the appropriate authority with the nomination form duly endorsed and, as far as is practicable, be available to participate in at least one ICAO USAP-CMA audit per year for at least two years following certification.

The working language of the course will be English, with no translation or interpretation services provided. Therefore, complete fluency in spoken and written English is a prerequisite to attend, as is proficiency in the use of word processing software and the availability of a portable computer using Microsoft Office version 2010 or later.

Please note that while there is no fee for attending the course, travel, accommodation, food and other daily expenses are to be covered by the nominating State. However, travel and other related costs incurred during audit missions conducted by a certified auditor under the USAP CMA will be fully met by ICAO through the purchase of flight tickets and the provision of a Daily Subsistence Allowance, while sponsoring organizations will continue to meet the nominee's salary and benefits.

Please be advised that nominees must be medically fit and have adequate medical insurance to meet expenses towards any sickness or medical emergency that may occur during the course or any audit mission subsequently undertaken under the USAP-CMA. ICAO can take no responsibility to meet expenses in this regard.

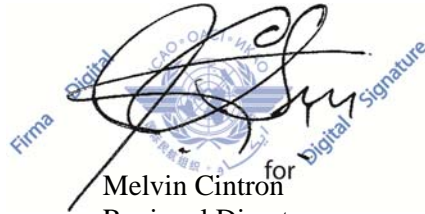
You are cordially invited to submit the name and details of nominated participants using the **attached** nomination form (one form per nominee) directly to the ICAO North American, Central American and Caribbean (NACC) Regional Office by **18 May 2018**, in order that arrangements can be finalized in time. A copy should be sent to the Aviation Security Audit (ASA) Section at ICAO Headquarters at [asa@icao.int](mailto:asa@icao.int).

Candidates for the course will be selected from all nominees on the basis of qualifications, experience and the availability of places on the course. Selected candidates will be notified accordingly. Any questions you may have pertaining to the ICAO USAP-CMA Auditor Training and Certification/Recertification Course or to the nomination process may be directed to Mr. Juan Lamosa, Chief of the ASA Section by e-mail: [asa@icao.int](mailto:asa@icao.int); telephone: +1 (514) 954-8219 Ext. 6192; facsimile: +1 (514) 954-5774.

**Attached** please find for your reference the agenda, together with the nomination form and information bulletin regarding the course. A more detailed schedule will be forwarded to the selected candidates in due course.

The provision of experts who can participate as auditors in ICAO audit missions is considered to be a significant contribution to the USAP and I wish to thank you in advance for your nominations.

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



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

**Enclosure:**

- Nomination Form
- Agenda
- Information Bulletin

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# **USAP AUDITOR CERTIFICATION AND RECERTIFICATION COURSE**

## **Agenda**

- Module 1. Introduction and Course Overview**
- Module 2. USAP Continuous Monitoring Approach (USAP-CMA)**
- Module 3. A State's Aviation Security Oversight System**
- Module 4. Auditing Annex 17 Standards**
- Exercise 1. Standard, Critical Element and Protocol Question Interrelationship**
- Module 5. USAP-CMA Tools**
- Module 6. Preparation of the USAP-CMA Audit**
- Module 7. Conduct of the USAP-CMA Audit**
- Module 8. Auditing Principles and Techniques**
- Exercise 2. Documentation Review Exercise**
- Exercise 3. Airport Observation Exercise**

**Trinidad and Tobago Civil Aviation Training Centre, Port of Spain,  
Trinidad and Tobago  
25 June to 3 July 2018**

**ICAO Auditor Training and Certification Course**  
**Civil Aviation Training Centre (CATC)**  
(Port-of-Spain, Trinidad and Tobago, June 25 – July 3, 2018)

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**INFORMATION BULLETIN**

**1. Venue and dates**

The ICAO Auditor Training and Certification Course will take place at the Civil Aviation Training Centre (CATC) at Caroni North Bank Road, Piarco Trinidad and Tobago, from June 25 to July 3, 2018.

**2. Coordinator**

Ms. Patricia Persad  
Secretary II  
Telephone: +1 868 668-8222, Ext 2118  
E-mail: [ppersad@caa.gov.tt](mailto:ppersad@caa.gov.tt)

**3. Registration and opening ceremony**

Date	June 25, 2018
Participants registration	8:30 hours
Opening ceremony	9:00 hours

**4. Language**

The course will be conducted in English.

**5. General information**

**a) Money exchange**

The Trinidad and Tobago dollar (TTD) is the national currency (USD 1 = TTD 6.66). After your arrival, currency may be exchanged at local banks at the airport or in the city.

**b) Credit cards**

American Express, Diners Club, MasterCard and Visa are accepted by most banks, shops and tourist facilities. ATMs machines accept debit and credit cards in both Trinidad and Tobago. Traveller's cheques are widely accepted and will often prove the most convenient means of transaction. Banks charge a fee for exchanging traveller's cheques. To avoid additional exchange rate charges, travellers are advised to have traveller's cheques in USD or Pound Sterling.

**c) Commercial working hours**

Commercial working hours are approximately from 8:30 to 17:00. Banks are open from Monday to Thursday, 8:00 to 14:00, and 8:00 to 17:00 on Friday. Malls/shopping centres open from 9:00 to 18:00.

**d) Weather**

Visitors during the month of June should plan on bringing a raincoat since it will be raining some days. This month is part of the rainy season and is known to be a warm month. Average maximum temperatures lie around 30.0°C (86°F) and it can be very warm at night as well. With a water temperature of around 28.0°C (82.4°F), this is a great month to swim. There are around 184 hours of sun in June.

**e) Electricity**

Electricity in Trinidad and Tobago is 115 volts and 60Hz.

**6. Recommended Hotels**

The following hotels are located near to the training centre and are recommended for this course:

<b>Hotel</b>	<b>Rates</b>
<p><b>Holiday Inn Express Hotel &amp; Suites</b> (located five minutes from the Airport)</p> <p>Tel: +1868 669-6209, Fax: +1868 692-4557 Email: hiexreservations@gmail.com</p>	<p>Special rate of USD 193.00 (taxes included) for single or double occupancy.</p> <p>Your preferred rate is inclusive of the following:</p> <ul style="list-style-type: none"><li>Complimentary breakfast</li><li>Free High speed Internet</li><li>24 hour business centre</li><li>24 hour fitness centre</li><li>In-Room safes</li><li>Coffee-maker</li><li>Iron and iron-board</li><li>Return transportation from Piarco International Airport</li><li>Complimentary shuttle service to Trincity Mall and nearby restaurants</li></ul> <p>This hotel is located approximately 15-20 minutes from the venue of the course.</p>

Hotel	Rates
<p><b>Regent Star Hotel</b> (located approximately three minutes from airport)</p> <p>118-119 BWIA Boulevard, Piarco</p> <p>Tel: +1 868 669-7827 Fax: +1 868 669-7000 Email: <a href="mailto:regentres@yahoo.com">regentres@yahoo.com</a> Website: <a href="http://www.regentstarhotel.com">www.regentstarhotel.com</a></p>	<p>Special rate of USD 154.00 (taxes included) for single and double occupancy.</p> <p>Your preferred rate is inclusive of the following: Continental breakfast Fine dining and casual restaurants, with buffets, bars and live entertainment Over-looking the Piarco International Airport Spa, tennis court and games room High speed wireless Internet Return transportation from Piarco International Airport Complimentary shuttle service to Trincity Mall and nearby restaurants Complimentary shuttle service to and from CATC.</p> <p>The hotel has car rental, taxi and tours services.</p> <p>This hotel is also located approximately 10-15 minutes from the course venue.</p>
<p><b>Grand Diamond Hotel</b> LP 12 Golden Grove Road, Piarco Tel: 1 868 669 4595 Mobile: 1 868 753 5820 Email: <a href="mailto:granddiamondhotel@hotmail.com">granddiamondhotel@hotmail.com</a></p>	<p>\$75.00 per night inclusive of taxes and breakfast. Queen size bed Free WIFI Complimentary shuttle service to and from airport. Complimentary shuttle service to Trincity Mall and nearby restaurants Complimentary shuttle service to CATC</p> <p>This hotel is also located approximately 2 mins drive and 5 mins walk from course venue.</p>

Hotel	Rates
<p><b>Airport Suites</b>                      #7 Factory Road, Golden Grove. Piarco,                      Tel:1 (868) 669-0362, 1 (868) 222-9020,                      1 (868) 221-2141                      Email: <a href="mailto:reservations@airportsuiteshotel.com">reservations@airportsuiteshotel.com</a>  <a href="mailto:apsfrontdesk@hotmail.com">apsfrontdesk@hotmail.com</a>  <a href="mailto:airportsuites@hotmail.com">airportsuites@hotmail.com</a></p>	<p>\$74.00 per night inclusive of taxes.                      Queen size bed                      \$96.00 per night inclusive of taxes                      King size bed or Double room                      Free WIFI                      In-house restaurant serving meals from 6.00 am to 11.00 pm.                      Snack and drinks bar available 24 hours                      Complimentary shuttle service drop off and pick from airport.                      Complimentary shuttle service to and from CATC.                      Complimentary shuttle service is available to Trincity Mall and Restaurants in the Area.</p> <p>This hotel is also located approximately 10 – 15 mins drive to course venue.</p>
<p>ICAO workshop participants are responsible for making their own hotel reservations by contacting the above mentioned hotels or making other arrangements. Holiday Inn and Regent Star offers discounted rates to course participants. Each hotel will offer the best rate available for single or double occupancy.</p>	

The Civil Aviation Training Centre will provide roundabout shuttle to the Training Centre daily for participants who are staying at the above recommended hotels.

**7. Other hotels**

Below is a listing of hotels that are located in the capital city. The commute between the capital and Piarco is about 45 mins to 1 hour. Please note that transportation would not be provided to participants who are staying at hotels in the capital.

Hotel	Rates
<p><b>Hyatt Regency</b>                      1 Wrightson Road, Port of Spain                      Tel: 1 868-623-2222                      Website: <a href="http://www.trinidadhyatt.com">www.trinidadhyatt.com</a>                      email: <a href="mailto:trirt.reservation@hyatt.com">trirt.reservation@hyatt.com</a></p>	<p>\$181.04 per night inclusive of taxes                      \$205.34 per night inclusive of taxes and breakfast.                      Either King size bed or 2 Double beds.                      Free WIFI                      About 45 mins to 1 hr drive to CATC</p>



Hotel	Rates
<b>Courtyard by Marriott Trinidad</b> Invaders Bay, Port of Spain Tel: 1 868 627 5555 email: gina.wayow@courtyard.com	\$252.89 per night inclusive of taxes  7 nights or more \$211.75 per night inclusive of taxes and breakfast.  Either King size bed or 2 Queen beds. Free WIFI  About 1hr to 1 ½ hr drive to CATC

**Cancellation and no show policy**

Cancellation of attendance must be relayed to the Training Centre at least seven days before the start date of the course. Cancellation or changes within seven days prior to 12:01 a.m. local hotel time on the day of arrival will be subject to a maximum one night penalty at the booked rate(s) for each room booked. All Delegates must present a credit card at the reception desk upon check-in for any incidentals; delegates without a credit card should leave a deposit of USD 100.00 along with room accommodation payment.

**Method of payment**

Payment can be made by wire transfer, cash, certified cheque or credit card.

**8. Local transportation**

Roundabout shuttle service is provided by the Regent Star Hotel, the Grand Diamond Hotel as well as by the Airport Suites Hotel to and from the Training Centre. The participant has to inform the hotel when making reservations and upon check-in that he/she is requesting the complimentary shuttle service to and from the training venue. They also need to provide this information to Ms. Patricia Persad of the Trinidad and Tobago Civil Aviation Authority: ppersad@caa.gov.tt

All the recommended hotels provide complementary shuttle service to and from the airport. There are also official taxis located on the curbside outside the domestic and international terminals and the fare is approximately USD 17 or TTD 107.

**9. Visa**

For entry, Trinidad and Tobago visitors must have a valid passport (for at least six months from the date of return), a return ticket and sufficient funds to maintain themselves while in the country for the period of the ICAO course. A visa is NOT required by nationals from the EU, USA and Canada.

Nationals not referred to above are advised to contact the embassy/consulate to check visa requirements. Where there is no embassy/consulate in the country of residence, they may apply on arrival for a waiver of visa, subject to prior approval by the immigration division.

Note: If necessary for the visa, ICAO will provide a personalized invitation letter upon payment of the registration fee. Please be sure to obtain your visa well **in advance of your departure**.

**10. Health**

Participants must have medical insurance or medical coverage from their respective governments to meet expenses, if any, towards sickness or a medical emergency during the above-named event ICAO.

Tetanus vaccinations, inoculations against hepatitis A & B, and yellow fever are recommended as precautionary.

— END —