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*When replying please quote:*

Ref.: NT- N1-8.7.4 — **E.OSG - NACC76900**

8 February 2019

To: States, Territories and International Organizations

Subject: Invitation – Aviation Safety Data Systems Workshop  
Willemstad, Curaçao, from 14 to 17 May 2019

Action  
Required: Register participation by **15 April 2019**

Sir/Madam,

I am pleased to invite your State/Administration to participate in the upcoming Aviation Safety Data Systems (ASDS) Workshop, to be held in Willemstad, Curaçao, at the facilities of the University of Curaçao, from 14 to 17 May 2019, starting at 9:00 and ending at 16:30. The instruction language will be English and simultaneous interpretation will be provided in Spanish.

The objective of this workshop is providing participants with insights for data-driven decision making in safety management. The participant will obtain understanding of the concept of monitoring safety information, building meaningful indicators using operational data, practicing decision-making based on data, setting meaningful alert levels and procedures, and collaborating with industry on monitoring aspects. The workshop allows as well for discussions, sharing experiences and exchange views on safety performance monitoring in the region.

In addition, ICAO will be showcasing and introducing the Safety Information Monitoring System (SIMS), which is a web-based information system comprised of applications using indicators in support of Safety Management. SIMS processes raw data into actionable format for data-driven decision-making and it is free of charge to all ICAO Member States.

This workshop would be beneficial for safety managers, safety specialists, and staff of State regulatory bodies/CAA who are involved in oversight and data analysis. Yet, it is open to all ICAO NAM/CAR States and representatives from the aviation industry (Air Navigation Services Providers (ANSPs), airlines, airports). The Programme is enclosed at **Attachment A**, and the Provisional Schedule at **Attachment B**.

To register for the workshop, please click on this [link](#). Registration is limited to 2 participants per State and confirmed on a first-come-first-served basis.

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The workshop material will be posted on the ICAO NACC Regional Office website one week before the beginning of the event. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

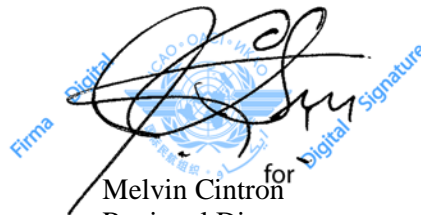
For the list of suggested hotels, as well as other useful information are available at **Attachment C**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

Furthermore, I am pleased to inform that each Project RLA/09/801 Member<sup>1</sup> may apply for a fellowship under Project RLA/09/801 within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate ([clopez@icao.int](mailto:clopez@icao.int)). The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Willemstad, Curacao, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **15 April 2019**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

Should you require further information regarding the workshop, please contact Mr. Éric Picaud, Regional Officer, Flight Safety Implementation, with a copy to Ms. Ruviana Zimmerman [rzimmerman@icao.int](mailto:rzimmerman@icao.int) and Ms. Louise Maduro [l.maduro@uoc.cw](mailto:l.maduro@uoc.cw)

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



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

**Enclosure:**

- A – Provisional Agenda*
- B – Provisional Schedule*
- C – General Information*

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<sup>1</sup> **RLA/09/801 Project Member States** are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).

## **ATTACHMENT A**

### **ASDS Workshop Programme**

Aviation Safety Data Systems Workshop (ASDS)  
*Using ICAO's Safety Information Monitoring System (SIMS)*

**Duration:** 4 days

**Workshop:** ASDS

**Language:** English, with Spanish simultaneous translation

**Target Audience:** This workshop would be beneficial for safety managers, safety specialists, and staff of State regulatory bodies/CAA who are involved in oversight and data analysis. Service providers are as well invited to participate in this workshop.

**Workshop Objectives:** The workshop will provide participants with knowledge on data collection and processing. Understanding the concept of monitoring safety information, building meaning full indicators using operational data, practicing decision making based on data, and setting meaningful alert levels and procedures, in collaboration with industry on monitoring aspects.

#### **Agenda:**

- **Day 1 Data Systems**

**Morning** – Introduction to data collection and processing in aviation; How to become risk-based.

**Afternoon** – Exercises.

- **Day 2 Analysis**

**Morning** – analytics for aviation, setting and managing targets, hazard identification.

**Afternoon** – Exercises.

- **Day 3 SIMS Applications**

**Morning** – Safety Information Monitoring System (SIMS) applications walk-through, safety performance monitoring, safety performance indicators development.

**Afternoon** –Exercises.

- **Day 4 Visualizations**

**Morning** – Data visualization and interpretation, dashboard design project.

**Afternoon** – Workshop wrap-up: Presentations and Certificates.

#### **Requirement**

- Participant needs to bring own laptop for the workshop.

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**ATTACHMENT B**

**Workshop Schedule\***

<b>Schedule</b>	<b>Tuesday, 14 May 2019</b>	<b>Wednesday, 15 May 2019</b>	<b>Thursday, 16 May 2019</b>	<b>Friday, 17 May 2019</b>
<b>8:30 -9:00</b>	Registration			
<b>9:00-10:30</b>	Opening Ceremony and group photo	Module 3 Analysis	Module 5 SIMS Walk-through	Module 6 Visualizations
	Module 1 Data Systems			
<b>10:30 – 11:00</b>	<i>Break</i>			
<b>11:00-12:30</b>	Module 2 Becoming risk-based	Module 4 Hazard Identification	Module 6 Safety Performance Monitoring	Exercise Dashboard project
<b>12:30 – 13:30</b>	<i>Lunch break</i>			
<b>13:30 – 15:00</b>	Continue module 2	Exercise	Exercise	Presentations and Certificates
<b>15:00 – 15:15</b>	<i>Break</i>			
<b>15:15 – 16:30</b>	Exercise and presentation	Exercise and presentation	Exercise and presentation	
<b>17:00 – 19:30</b>		Curaçao Experience, cultural night at UoC.		

\*schedule subject to change.

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## **ATTACHMENT C GENERAL INFORMATION**

### **1. Venue Location**

*University of Curaçao mr. dr. Moises Frumencio da Costa Gomez  
111 Jan Noorduynweg, Willemstad, Curaçao*



### **2. Accommodation**

#### **Renaissance hotel**

Renaissance is conveniently located in the Riffort area of Otrobanda, with ample restaurant and shopping options in the near vicinity. The hotel is undergoing refurbishment, which may cause some disturbances during office hours. The rate for ICAO/UoC participants US\$179 with American breakfast buffet included. Taxes and charges not included in the rate 24.12%. Book early to guarantee this rate.

<https://www.marriott.com/hotels/travel/curbr-renaissance-curacao-resort-and-casino/>

For the ICAO/UoC rate, please book by using this link.

#### **Kura Hulanda Hotel**

This boutique hotel is located in an historic area of Otrobanda, with restaurants and museums at walking distance. The special rate for ICAO/UoC participants is US\$89 single and US\$115 double, American breakfast included. Extra person in the room is US\$26. Taxes and charges not included 19.84%.

<http://www.kurahulanda.com/en/sonesta-kura-hulanda-village-a-spa>

For the ICAO/UoC rate, use the code: KHVUOC2019 for reservations. You can book by emailing Ms. Yoyce Goilo: [yoyce.goilo@ghlhoteles.com](mailto:yoyce.goilo@ghlhoteles.com).

#### **Hilton Hotel**

The Hilton is a seaside hotel in the Piscadera bay area with a range of onsite facilities and some restaurants at 10 mins walking distance. Public transport is available at 10-15 mins walk. There is a shuttle bus service to Otrobanda. Additional person in room is US\$20. Rates including breakfast are:

- Island view room for 1-2 persons for US\$129 plus service charge and tax of 23.05%
- Ocean view room for 1-2 persons for US\$139 plus service charge and tax of 23.05%

<http://hiltoncuracao.hilton.com/> For the ICAO rate, please fill the attached Hilton form.

### **Floris Suite Hotel**

Floris Suite Hotel is just a short walk from a private beach and surrounded by tropical gardens. It is designed as an adult-only hotel and has a LGBTQ friendly policy. There are restaurants at 5 mins walking distance. Public transport is available at 2 mins walk, the hotel also offers shuttles to Otrobanda. Rates offered to ICAO/UoC participants are:

- Junior Suite Garden US\$99 exclusive of 7% room tax and US\$10 Resort Fee p/p
- Royal Suite Garden US\$129 exclusive of 7% room tax and US\$10 Resort Fee p/p

<http://www.florissuitehotel.com>

The participants can contact Floris Suite directly by sending an email to [info@florissuitehotel.com](mailto:info@florissuitehotel.com) or [reservations@florissuitehotel.com](mailto:reservations@florissuitehotel.com). The guests can use as booking code: UoC40 or mention that they are a participant in one of the conferences.

### ***University of Curaçao Campus***

#### **Campus Dorms**

Single rooms in the safe and agreeable UoC student facilities. Includes: private room with bed & bed linen, desk, chair, closet, bookshelf, nightstand & fan. Free Wi-Fi connection (max. 3 devices), security (7pm-7am), recreation area, breakfast and light evening snack. Shared bathrooms, launderette & kitchenette. Busses stop just outside the gate (5 mins to airport, supermarkets, shopping mall, 10 mins to city centre & beach).

Rate: US\$33 pp per night, all inclusive. Please email Mr. Michel Nicolaas ([campus@uoc.cw](mailto:campus@uoc.cw)) for more details.

### **3. Consumption**

Coffee breaks are included and catered by the University, while lunch can be purchased on site at the University Cafeteria.

### **4. Transportation**

Participants are responsible for own transportation from the Airport to selected Hotel. Suggested mode of transportation is Taxi at the airport. Price varies and may start at \$25.

Daily transportation to the University of Curaçao is arranged from suggested hotels, to the facilities and back to the hotel. Daily pick-up starts at 7:50 AM. For more information about pick-up times please contact Mrs. Louissette Maduro [l.maduro@uoc.cw](mailto:l.maduro@uoc.cw)

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Accommodations Reservation Form
UOC-University of Curacao
May 14 - 17, 2019

Accommodations offered at: Hilton Curaçao: John F. Kennedy Boulevard, Curaçao, Netherlands
Antilles / Phone: + (5999) 462 5000

Form fields for personal information: Last name, Second name, Address, Phone number, First name, Zip, Country, Email.

Table with columns: Occupancy, Qty, Type of room requested, Room. Rows include Single room, Double room, Island view, Partial Ocean view, Ocean view with prices.

Rates are per room per night included American breakfast, internet and subject to 23.05% service charges and taxes. A limited number of rooms will be available for this rate. Additional person in the room: US\$ 20.00 per person

Form fields for travel dates and times: Arrival Date, Arrival Time, Arrival Flight, Departure Date, Departure Time, Departure Flight.

CHECK IN TIME 4 PM / CHECK OUT TIME 11 AM

Comments: [Empty text box]

Cancellation policy:

Two (2) nights penalty and for early departures full stay; total arrangement if no-show. I authorize Hilton Curaçao to charge my account for two (2) night's deposit (non-refundable) upon confirmation for above reservation(s) on following credit card:

Balance will be charged upon check in

Credit card type: [ ] American Express [ ] Visa [ ] Master Card [ ] Diners

Form fields for credit card: Credit card number, Expiration Date.

Signature: \_\_\_\_\_

Kindly send your completed reservation form to Missury Martina or Amaryllis Magdalena

Our fax number: + (5999) 462 3401

Our e-mail address: Missury.Martina@hilton.com or amaryllis.magdalena@hilton.com



## Accommodations Reservation Form

### UOC-University of Curacao

May 14 – 17, 2019

Accommodations offered at: **Hilton Curaçao:** John F. Kennedy Boulevard, Curaçao, Netherlands Antilles / Phone: + (5999) 462 5000

Last name:		First name:			
Second name:					
Address:		Zip:		Country:	
Phone number:		Email:			

	<i>Enter Qty person</i>	<i>Type of room requested</i>	<i>Enter Qty Room</i>
Single room		Premium ocean view US\$169.00 p.r.p.n	
Double room		Premium ocean view US\$179.00 p.r.p.n	
Single room		Junior suite island view US\$ 209.00 p.r.p.n	
Double room		Junior suite island view US\$ 219.00 p.r.p.n.	
Single room		Junior suite ocean view US\$ 229.00 p.r.p.n.	
Double room		Junior suite ocean view US\$ 239.00 p.r.p.n.	

Rates are per room per night included American breakfast, internet and subject to 23.05% service charges and taxes. A limited number of rooms will be available for this rate. Additional person in the room: US\$ 20.00 per person

Arrival Date:		Arrival Time:		Arrival Flight:	
Departure Date:		Departure Time:		Departure Flight:	

CHECK IN TIME 4 PM / CHECK OUT TIME 11 AM

Comments: \_\_\_\_\_

Cancellation policy:

o Two (2) nights penalty and for early departures full stay; total arrangement if no-show.  
 I authorize Hilton Curaçao to charge my account for two (2) night's deposit (non-refundable) upon confirmation for above reservation(s) on following credit card:

Balance will be charged upon check in

Credit card type:  American Express  Visa  Master Card  Diners

Credit card number:	Please call to confirm credit card number and sign sheet for authorization.	Expiration Date	
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Signature: \_\_\_\_\_

Kindly send your completed reservation form to Missury Martina or Amaryllis Magdalena

Our fax number: + (5999) 462 3401

Our e-mail address: [Missury.Martina@hilton.com](mailto:Missury.Martina@hilton.com) or [amaryllis.magdalena@hilton.com](mailto:amaryllis.magdalena@hilton.com)