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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-8.7.4 — **E.OSG - NACC79499**

19 August 2019

To: States, Territories and International Organizations

Subject: **Invitation – Safety Management Capacity Building Workshop (SMCBW2019)**
Mexico City, Mexico, 4 to 8 November 2019

Action

- Required:
- 1) Register participation by **11 October 2019**
 - 2) For confirmed participants, complete pre-work by **25 October 2019**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the International Civil Aviation Organization (ICAO) Safety Management Capacity Building Workshop (SMCBW 2019) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 4 to 8 November 2019.

The workshop topics and hands-on exercises are designed to provide State personnel involved in the implementation of State safety programmes with some of the skills required to perform their role effectively. States and Territories of the ICAO NAM/CAR/SAM Regions and representatives of invited international organizations are expected to attend. The working languages of the meeting will be in English, and Spanish, simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration. The Provisional Workshop Programme is available at **Attachment**.

Please note that there is a registration fee of USD \$300 to attend the workshop. To register and submit your payment, please visit the Safety Management webpage on the ICAO public website:

<https://www.icao.int/safety/SafetyManagement/Pages/SymposiaandWorkshops.aspx>

Where you will find a link to the ICAO store. I would be grateful if you complete your registration for the workshop preferably not later than **11 October 2019**.

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Please take note that the workshop will be held in English and Spanish and the registration is limited to 40 participants. The spaces will be filled on a first come first served basis. Confirmed participants will receive approximately 6 hours of pre-work which must be completed and submitted by **25 October 2019**.

It is highly recommended that participants complete the ICAO Safety Management (SM) Online Course in order to become familiar with the ICAO Safety Management-related provisions prior to attending the workshop. Information regarding registration for this course is available at: [https://www.icao.int/training/Pages/Safety-Management-Training-Programme-\(SMTP\).aspx](https://www.icao.int/training/Pages/Safety-Management-Training-Programme-(SMTP).aspx).

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.

Should you require any further information regarding the event, please contact Mr. Marcelo Orellana, Regional Officer, Flight Safety Implementation, (morellana@icao.int) or Mrs. Yolanda Terrazas, Assistant, (yterrazas@icao.int).

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


Firma Digital ICAO - Office of the Regional Director for North America, Central America and the Caribbean
for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: as indicated



International Civil Aviation Organization

Programme /Programa

Safety Management Capacity Building Workshop – 2019 Provisional / Provisional del Taller de Creación de las Capacidades en Gestión de la Seguridad Operacional - 2019 (4 – 8 November 2019 / 4 al 8 de noviembre de 2019)

Monday/Lunes Day 1/Día 1	
09:30 - 10:30	Opening Remarks / Apertura Session 1: Introduction / Sesión 1: Introducción
10:30 - 11:00	<i>Networking Activities/Redes laborales</i>
11:00 - 12:30	Session 2: SSP Implementation and Monitoring Tools / Sesión 2: Herramientas de Implementación y Monitoreo del SSP
12:30 - 13:30	<i>Lunch/Almuerzo</i>
13:30 - 15:00	Session 3: Safety Management Capacity Planning / Sesión 3: Gestión de la Seguridad Operacional
15:00 - 15:30	<i>Networking Activities/Redes laborales</i>
15:30 - 17:00	Session 3: Safety management capacity planning (cont'd) / Sesión 3: Gestión de la Seguridad Operacional (cont'd)

Tuesday/Martes Day 2/Día 2	
09:00 - 10:30	Session 4: Safety Management Interfaces / Sesión 4: Gestión de Interfases de Seguridad Operacional
10:30 - 11:00	<i>Networking Activities/Redes laborales</i>
11:00 - 12:30	Session 5: SSP Implementation Planning / Sesión 5 : Planificación de Implementación del SSP
12:30 - 13:30	<i>Lunch/Almuerzo</i>
13:30 - 15:00	Session 6: Safety Data Collection and Processing Systems (SDCPS) / Sesión 6: Sistemas de Recopilación y Procesamiento de Datos de Seguridad Operacional
15:00 - 15:30	<i>Networking Activities/Redes laborales</i>
15:30 - 17:00	Session 6: Safety Data Collection and Processing Systems (SDCPS(cont'd) / Sesión 6: Sistemas de Recopilación y Procesamiento de Datos de Seguridad Operacional



Programme /Programa

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Wednesday / Miércoles Day 3 / Día 3	
09:00 - 10:30	Session 7: Hazard identification / Sesión 7: Identificación de Riesgos
10:30 - 11:00	<i>Networking Activities/Redes laborales</i>
11:00 - 12:30	Session 8: Safety Risk Assessment and Mitigation / Sesión 8: Evaluación y Mitigación de Riesgos de Seguridad Operacional
12:30 - 13:30	<i>Lunch/Almuerzo</i>
13:30 - 15:00	Session 8: Safety Risk Assessment and Mitigation (cont'd) / Sesión 8: Evaluación y Mitigación de Riesgos de Seguridad Operacional (cont'd)
15:00 - 15:30	<i>Networking Activities/Redes laborales</i>
15:30 - 17:00	Session 9: Safety Performance Management / Sesión 9: Gestión del Rendimiento de Seguridad Operacional

Thursday / Jueves Day 4 / Día 4	
09:00 - 10:30	Session 9: Safety Performance Management (cont'd) / Sesión 9: Gestión de Rendimiento de Seguridad Operacional
10:30 - 11:00	<i>Networking Activities/Redes laborales</i>
11:00 - 12:30	Session 10: Safety Risk-Based Surveillance / Sesión 10: Vigilancia de la Seguridad Operacional Basada en Riesgos
12:30 - 13:30	<i>Lunch/Almuerzo</i>
13:30 - 15:00	Session 10: Safety Risk-Based Surveillance (cont'd) / Sesión 10: Vigilancia de la Seguridad Operacional Basada en Riesgos (cont'd)
15:00 - 15:30	<i>Networking Activities/Redes laborales</i>
15:30 - 17:00	Session 11: Safety Promotion / Sesión 11: Promoción de la Seguridad Operacional

Friday / Viernes Day 5 / Día 5	
09:00 - 10:30	Session 12: Management of Change / Session 12: Gestión del Cambio
10:30 - 11:00	<i>Networking Activities/Redes laborales</i>
11:00 - 12:00	Session 12: Management of Change (cont'd) / Session 12: Gestión del Cambio (cont'd)
12:00 - 12:30	Closing /Clausura
