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Comprehensive Regional Implementation Plan for Aviation Safety in Africa

Ref.: ACIP/ECCAIRS/063

11 November 2009

**Subject:** ICAO Safety data technical and end-users  
training courses, Libreville, Gabon  
7 – 16 December 2009

**Action required:** Notify the names of your  
Representative by no later than 1 December 2009

Sir/Madam,

I have the honour to inform you that as part of the AFI Comprehensive Implementation Programme (ACIP), ICAO will hold Safety Data Management training courses in Libreville, Gabon, from 7 to 16 December 2009 at the kind invitation of the Government of the Republic of Gabon, according to the following schedule:

**1. The first session, 7 – 9 December 2009**

A three-day technical training course on the ECCAIRS (European Co-ordination centre for Accident and Incident Reporting Systems) Software for **technical staff (ICT Officers)** will provide States with the necessary guidance for technical configuration and operations of ECCAIRS as a safety data management system.

**2. The second session, 10 – 16 December 2009**

A five-day end-user training course on the ECCAIRS System for **investigators** will provide States with the necessary guidance to operate the ECCAIRS system for input and analysis of safety data.

Please refer to **Attachment A** for further details of the training courses relating to target audience, pre-requisites, class size and course material.

ICAO is pleased to extend an invitation to all AFI States to attend the above-mentioned training. A maximum of one place is being reserved per training course for each State, who, however, may nominate more participants if space is available. It is urged that participants be limited to persons who fit the provisions described in the "Target audience" and "Pre-requisites" of each course.

All the sessions will be conducted in French and priority will be given to applicants from African Francophone States.

You are kindly requested to indicate whether your State will participate in the event by **27 November 2009**. A form should be completed for each participant and early registration will allow participants to be provided with additional information and assistance with regard to entry visas, if necessary, and other administrative requirements.

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



Haile Belai  
Chief, ACIP

**Enclosures:**

- A. Registration form

## ATTACHMENT A

### A. TECHNICAL TRAINING COURSE

The objectives of the **technical training course** as per Attachment B of State letter AN 12/52.1-08/70:

The **technical module** is aimed at those who will install and administer from a technical point of view the ECCAIRS system. This module covers the installation, setup and management of the ECCAIRS system. The scope of the module enables system administrators and/or IT personnel to get acquainted with the system, perform the setup and configuration of their ECCAIRS installation, as well as to supply basic user support.

#### **Target audience**

IT administrators and/or officers, power users. Not suited for safety investigators and office clerks.

#### **Pre-requisites**

Knowledge and understanding of IT, in particular in the field of software architecture, databases. Good knowledge of the Microsoft Windows operating system is required.

#### **Class size**

Maximum 25 participants per course.

#### **Program**

Refer to State letter AN 12/52.1-08/70 for a typical program of the technical training course.

#### **Course Material**

Students will receive instructions by email from ICAO on how to access the ECCAIRS Technical Training Website after the course enrolment process is completed and the completed student enrolment lists have been forwarded to ICAO by the Course Co-ordinator in the State (preferably received by ICAO three weeks before the start of the course).

All software, manuals and course presentations are available to students for downloading on the ECCAIRS Technical Training Website two-weeks prior to the course start date and students will have access to this material for 4 weeks. Students should feel free to download any manuals or presentations ahead of time to give them an overview of what the course will entail. Students would be well advised NOT to download any of the software until they have already begun the actual course and understand what each software download is for and how to implement it correctly. The course material is not to be distributed nor copied, but is for the personal use of the student enrolled in the course.

### B. END-USER TRAINING COURSE

The objectives of the **end-user training course** as per Attachment B of State Letter AN 12/52.1-08/70:

The **end-user module** is aimed at those who will input the safety data into the ECCAIRS system and/or interrogate the system for safety analysis purposes. It provides an overview of

the ADREP taxonomy, as well as hands on experience of ECCAIRS as a tool used to code/enter and extract/analyze safety data.

### **Target audience**

Safety investigators, safety officers and administrators who will be entering or extracting safety data from ECCAIRS.

### **Pre-requisites**

Knowledge of occurrence reporting, safety management concepts and safety data analysis. Good knowledge of the Microsoft Windows operating system and Microsoft Office products is recommended.

### **Class size**

Maximum 25 participants per course.

### **Program**

Refer to State letter AN 12/52.1-08/70 for a typical program of the end-user training course.

### **Course Material**

Students will receive instructions by email from ICAO on how to access the ECCAIRS End-User Training Website after the course enrolment process is completed and the completed student enrolment lists have been forwarded to ICAO by the Course Co-ordinator in the State (preferably received by ICAO three weeks before the start of the course).

All software, manuals and course presentations are available to students for downloading on the ECCAIRS End-User Training Website two-weeks prior to the course start date and students will have access to this material for 4 weeks. Students should feel free to download any manuals or presentations ahead of time to give them an overview of what the course will entail. Students would be well advised NOT to download any of the software until they have already begun the actual course and understand what each software download is for and how to implement it correctly. The course material is not to be distributed nor copied, but is for the personal use of the student enrolled in the course.

## **C. OTHER REQUIREMENTS**

Each Student must provide their own Laptop for Training. Here are the minimum specifications for course Hardware Requirements:

- Pentium IV or above processor
  - 256 MB RAM
  - 75 MB of available disk space
  - Windows NT Workstation 4.0 or Windows 2000 Professional or Windows XP Professional with Service Pack 1 or higher (Please note that Vista is not fully supported yet)
  - PC must have administrative access rights (i.e.. user must be able to install software and add user accounts to his/her laptop)
  - Recommended not to have other SQL applications running on PC
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