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Международная
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منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 5/21-18/310

30 September 2018

**Subject: Aerodrome Safety Management System (SMS) Workshop
(Cairo, Egypt, 27-29 November 2018)**

Action required: Reply not later than 5 November 2018

Sir,

I would like to refer to the outcome of the Fourth Meeting of the Runway and Ground Safety Working Group (RGS WG/4), held in Cairo from 5 to 7 December 2017, and in particular to the Draft Conclusion 4/4, which proposed that an Aerodrome SMS Training/Workshop be organized by ICAO, back-to-back with the RGS WG/5 meeting, with the technical support of Egypt and UAE.

I have the honour to inform you that the Aerodrome SMS Workshop will be held at the ICAO MID Office, Cairo, Egypt, **27-29 November 2018**. Your Administration/Organization is kindly invited to participate in this Workshop.

The Provisional Agenda/Programme Overview for the Workshop is at **Attachment A**.

Administrative arrangements for the Workshop and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: <https://www.icao.int/MID/Pages/MID-Office-Bulletin.aspx>.

It is to be highlighted that the Aerodrome SMS Workshop is linked to the RGS WG work programme and will be held back-to-back with the RGS WG/5 meeting (Invitation Letter Ref.: ME 4/1.2.1-18/306 dated 26 September 2018 refers). Therefore, the Workshop will start after the closing of the RGS WG/5 meeting on 27 November 2018.

Your Administration/Organization is encouraged to participate actively in the Workshop activities through PowerPoint presentation(s) addressing the Agenda Items. I would be grateful to receive your presentation(s) by **5 November 2018**, in order to allow time for processing and posting on the ICAO MID website.

../.

I would appreciate if you could, as soon as possible, preferably not later than **5 November 2018**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment B** to the following email address (icaomid@icao.int) with a copy to (mhamdi@icao.int).

Accept, Sir, the assurance of my highest consideration.

A handwritten signature in blue ink, appearing to read 'Anisell', with a horizontal line underneath it.

for/ Mohamed Khalifa Rahma
Middle East Regional Director

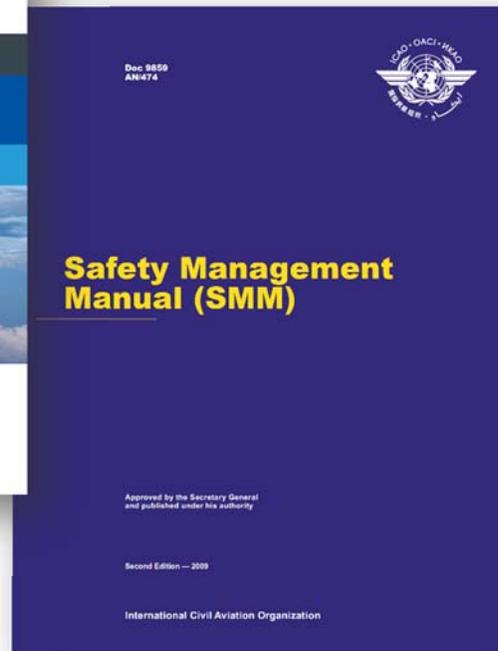
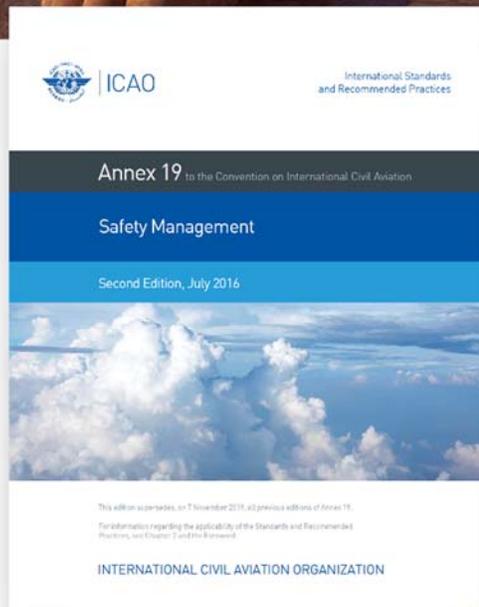
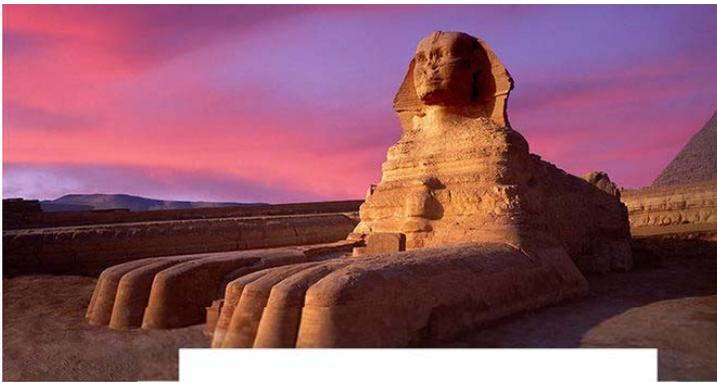
Attachments



AERODROME SAFETY MANAGEMENT SYSTEM WORKSHOP

(Cairo, Egypt, 27-29 November 2018)

Provisional Agenda/Programme Overview



Day 1 – Tuesday, 27 November 2018

Opening Ceremony: Workshop Introduction and set the scene

SMS – General Provisions

- ICAO SMS Framework

SMS Implementation Plan: Safety Policy and Objective

- Management commitment and responsibility
- Safety accountabilities of managers
- Appointment of key safety personnel
- SMS implementation plan
- Coordination of emergency response planning
- Documentation

Conclusion of Day 1 and preparation for Day 2

Day 2 – Wednesday, 28 November 2018

SMS Implementation Plan: Safety risk management

- Hazard identification processes
- Risk assessment and mitigation processes

SMS Implementation Plan: Safety assurance

- Safety performance monitoring and measurement
- The management of change
- Continuous improvement of the SMS

SMS Implementation Plan: Safety promotion

- Training, Education and Safety

Conclusion of Day 2 and preparation for Day 3

Day 3 – Thursday, 29 November 2018

SMS Compliance and Effectiveness Tool-Kit

- Technical SMS assessment

SMS Tool-Kit

- Familiarization through Practical exercises

Closing Ceremony

AERODROME SAFETY MANAGEMENT SYSTEM (SMS) WORKSHOP

(Cairo, Egypt, 27 – 29 November 2018)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: _____

State/Organization: _____

Mailing Address: _____

Telephone Number: _____

Mobile Number: _____

E-mail: _____

Hotel _____

Date: Signature:

After completing, please send to ICAO MID Office at the following e-mail address: (icaomid@icao.int) with a copy to (mhamdi@icao.int).

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 2: Please download meeting materials from ICAO MID Regional Office website.

Note 3: No hardcopies will be provided; you are kindly requested to bring your laptop, iPad, tablet, etc. to the meeting.