



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 5/4-17/284

22 October 2017

**Subject: ICAO Safety Management for Practitioners (SMxP) Course
(Cairo, Egypt, 14 – 18 January 2018)**

Action required: Register Participants by 28 December 2017

Sir/Madam,

I have the honour to invite your State to nominate officers to enroll in the International Civil Aviation Organization's (ICAO) Safety Management Training Programme (SMTP). This blended online and classroom training provides the necessary knowledge and skills to Member States' regulatory personnel and aviation service providers' staff involved in the planning, development, and implementation of a State Safety Programme (SSP) and Safety Management Systems (SMS).

Part 1 of the SMTP, entitled *Online Safety Management Training*, consists of an e-Learning course of approximately 30 hours, which provides the theoretical principles related to the implementation of ICAO Standards and Recommended Practices (SARPs) and fundamental concepts of SMS and SSP. Upon completion of this training, participants will understand the fundamental concepts and principles of aviation safety management and contribute to the development of SSP/SMS implementation plans, based on the frameworks provided in ICAO safety management SARPs and guidance material. The online course may be taken as stand-alone training or along with Part 2 of the SMTP for those directly involved in the implementation or oversight of an SMS.

Part 2 of the SMTP, for which successful completion of Part 1 is a pre-requisite, entitled *Safety Management for Practitioners*, is a five-day classroom course, which provides SMS and SSP staff with a comprehensive review of operational safety management processes. IT tools are used in practical exercises to demonstrate how the efficiency and effectiveness of safety management activities can be enhanced. In order to benefit from this Course, operational experience in one of the following service providers is highly recommended: air operators, approved maintenance organizations, aerodrome operators, and air traffic service providers. Upon completion of this course, participants will be able to:

- a) identify hazards following a systematic and consistent approach;
- b) mitigate safety risk following a systematic and consistent approach;
- c) manage change in a safe manner;
- d) assess safety reports through a safety screening and an internal investigation;
- e) prepare a safety audit/survey for assessing performance of the process; and
- f) design a safety performance monitoring scheme.

../.

The Part 2 classroom phase of the SMTP will be held at the ICAO Middle East (MID) Regional Office in Cairo, Egypt, **from 14 to 18 January 2018**. The cost of the Programme is US\$1 500 (i.e. US\$500 for the online portion and US\$1 000 for the classroom portion).

Due to capacity limitations, registrations will be on a first-come first-served basis. Accordingly, it would be appreciated if you could, as soon as possible, preferably not later than **28 December 2017**, provide the information of nominated officers to Ms. Elena Bescos Olalquiaga, Training Assistant, at the ICAO Global Aviation Training (GAT) Office, at EOlalquiaga@icao.int with copy to icaomid@icao.int. Nominated officers must complete the online registration at: <https://www4.icao.int/tpems/ParticipantApplication/Index/1388>.

I would like to underline that this Course had been postponed twice due to low level of confirmed participation. In order to encourage greater participation, every third nominee from each Civil Aviation Regulatory Body will benefit from complimentary registration.

Please note that participants are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their Country of origin, all participants must ensure their travel documentation to and from Egypt is valid. Participants who require an entry visa to Egypt must obtain it from their nearest Consulate or Embassy prior to departure. The visa application process may take several weeks; therefore, it is highly recommended that participants apply as early as possible.

Administrative arrangements for the Course and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: (<http://www2010.icao.int/MID/Pages/MID-Office-Bulletin.aspx>).

For additional information or clarification, please contact Ms. Elena, the focal point in the GAT Office.

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



Mohamed Khalifa Rahma
Middle East Regional Director