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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: FS 4/4 – 19/116

7 April 2019

**Subject: Joint ACAO/ICAO/CAAS Workshop/Course on Customised Aircraft  
Accident Investigation Techniques  
(Cairo, Egypt, 7 - 11 July 2019)**

**Action Required Reply not later than 10 June 2019**

Dear Sir/Madam,

We have the honour to inform you that, under the Memorandum of Understanding between the Civil Aviation Authority of Singapore (CAAS) and ACAO signed on 18 May 2016, ACAO, ICAO and the CAAS are jointly organizing a Workshop/Course on Customised Aircraft Accident Investigation Techniques. The Workshop/Course will be hosted by the ICAO MID Office in Cairo, Egypt, from 7 to **11 July 2019**.

Administrative arrangements for the event 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>).

The objective of the Workshop/Course is to provide the participants with an understanding of the Aircraft Accident Investigation System and the basic investigation techniques. The Workshop/Course will be an opportunity also to provide the participants with the knowledge and skills necessary to organise formal investigations or to participate in and support formal investigations. The Programme of the Workshop/Course is at **Attachment A**.

This Workshop/Course is beneficial to personnel involved in Accident Investigations from Civil Aviation Administrations, Airport Authorities, Air Navigation Service Providers, Airlines, Accident Investigation Agencies and related Aviation Organizations.

It would be highly appreciated if you could, as soon as possible, preferably not later than **10 June 2019**, confirm the participation of your Administration/Organization, giving the names and contact details of your delegate(s) by submitting the Registration Form at **Attachment B** to the following e-mail addresses: [mohamed.rejeb65@gmail.com](mailto:mohamed.rejeb65@gmail.com) and [icaomid@icao.int](mailto:icaomid@icao.int).

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



Mohamed Khalifa Rahma  
Middle East Regional Director

#### Attachments

Ministry of Civil Aviation Complex  
Cairo Airport Road  
P.O. Box 85,  
Airport Post Office  
Cairo 11776 A.R.E

Tel: +2 (02) 22674840/1/5/6  
Fax: +2 (02) 22674843

E-mail: [icaomid@icao.int](mailto:icaomid@icao.int)  
<http://www.icao.int/mid>

# ACA/ICAO/CAAS Workshop/Course on Customised Aircraft Accident Investigation Techniques

7 – 11 July 2019, Cairo, Egypt



This workshop/course provides you with an understanding of the aircraft accident investigation system and equips you with basic investigation techniques. It provides you with the knowledge and skills to organise formal investigations or to participate in and support formal investigations.

## WHAT YOU WILL LEARN

Upon completion of this workshop/course, you will be able to:

- Understand the roles of an accident investigation authority
- Understand how to apply aircraft accident investigation techniques
- Support and contribute when participating in formal investigations



## WHAT IS COVERED

- International Requirements
- Accident Investigation Agency
- Responding to Accidents/Incidents
- Organising an Investigation
- On-site Investigation Tasks
- Accident Site Safety
- Investigation Techniques
- Flight Recorders
- Interviewing Techniques
- Human and Organisational Factors
- Writing the Final Report
- Making Safety Recommendations
- Crisis Management
- Training of Investigators
- Sharing of Safety Information



## WHO SHOULD ATTEND

This workshop/course is beneficial to personnel involved in accident investigations from civil aviation administrations, airport authorities, air navigation service providers, airlines, accident investigation agencies and related aviation organisations.

## DURATION

5 days

## VENUE

ICAO, Middle East Office  
Egyptian Civil Aviation Complex, Cairo Airport  
Road, Cairo, Egypt  
Mail: P.O. Box 85, Cairo Airport Post Office

## REGISTRATION

Please forward completed registration forms by **10 June 2019** to:

Mohamed Chakib  
Regional Officer, Safety Implementation  
ICAO MID Office-Cairo  
Email: [mchakib@icao.int](mailto:mchakib@icao.int); and [icaomid@icao.int](mailto:icaomid@icao.int)

and

Mr Mohamed Rejeb  
Air Navigation and Air Safety Expert  
Arab Civil Aviation Organization  
Email: [Mohamed.rejeb65@gmail.com](mailto:Mohamed.rejeb65@gmail.com)

## LEARNING ACTIVITIES

- Group Assignments
- Case Studies



**Joint ACAO/ICAO/CAAS Workshop/Course on  
Customised Aircraft Accident Investigation Techniques**

*(Cairo, Egypt, 7 - 11 July 2019)*

**NOMINATION FORM**

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](mailto:icaomid@icao.int))  
with a copy to ([mohamed.rejeb65@gmail.com](mailto:mohamed.rejeb65@gmail.com)).

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

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