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Ref.: NT-NR7-8.1 — **EMX0555**

25 June 2014

To: States, Territories and International Organizations

Subject: **ICAO Risk Management Overview Workshop**  
(ASTC Port of Spain, Trinidad and Tobago, 13 to 17 October 2014)

Action

Required: **Reply by 29 August 2014**

Sir/Madam:

In accordance with the ICAO objective to support Member States in meeting their civil aviation security obligations under the Chicago Convention and promote the strengthening of aviation security worldwide, I am pleased to inform you that an ICAO Risk Management Overview Workshop is being offered at the ICAO Aviation Security Training Centre (ASTC) in Port of Spain, Trinidad and Tobago, from **13 to 17 October 2014**.

This five-day interactive workshop will be delivered in English and is designed for aviation security management personnel. The workshop focuses on risk management as it applies to protecting civil aviation against acts of unlawful interference and will provide participants with the opportunity to assess risk through the identification and evaluation of threats, consequences and vulnerabilities. It will also expose participants to guidance material incorporated in the ICAO *Global Risk Context Statement* and provide the skills necessary to apply risk management methodology when determining the appropriate level of security measures to be implemented.

Nominees should be directly involved in the assessment or management of threats, vulnerabilities and/or risk on behalf of their State, including but not limited to the appropriate authority for aviation security, national police, intelligence services, aircraft operators, airport operators and other aviation security stakeholders.

You are invited to nominate suitable candidates to attend this workshop by using one nomination form (**attached**) per nominee. All nomination forms must be completed in full and authorized by the appropriate authority through official means. The closing date for nominations to reach this office is **29 August 2014**, in order to enable sufficient time for processing and for selected participants to make necessary travel arrangements, including visa applications. Late nominations, while strongly discouraged, may be considered on a case-by-case basis.

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Selections will be made based on qualifications and experience with an initial limit of **two participants per State**. Once the initial selections are made, additional nominations from each State will be considered on a space-available basis. For this reason, it is important to indicate the order of priority for selection of each of your candidates. Nominees will be notified by ICAO of their status once selections have been made.

Participants will be charged an administration fee of USD 500 (or the equivalent amount in local currency) payable to the ASTC to cover basic administrative costs. In addition, air travel, hotel and miscellaneous costs must be met by your Administration. Please be advised that your nominees should be medically fit and should have either medical insurance or other medical coverage to meet expenses, if any, towards illness or medical emergency during the above event. Neither ICAO nor the ASTC take responsibility to meet expenses in this regard.

Please note that participants who present themselves at the workshop without having been properly nominated and accepted by ICAO will not be admitted. Those who have been accepted but do not attend the entire workshop will not receive a certificate at the end of the training event. Should a State wish to withdraw a nominee from a workshop after selection, ICAO and the ASTC must be notified within a reasonable time-frame.

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text 'Firma Digital' on the left and 'Digital Signature' on the right. The signature itself is a cursive script.

Loretta Martin  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**  
*As indicated*