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*When replying please quote:*

Ref.: NT-NR 7-8.1 — **E.OSG - NACC79311**

18 July 2019

To: States, Territories and International Organizations

Subject: **Risk Management Workshop**  
(ASTC Port of Spain, Trinidad and Tobago, from 15 to 18 October 2019)

Action

Required: **Complete and send nomination forms by 2 September 2019**

Sir/Madam,

In accordance with ICAO's objective to support Member States in meeting their obligations for civil aviation security under the Chicago Convention, and to promote the strengthening of aviation security worldwide, I am pleased to inform you that ICAO's Risk Management Workshop is being offered at the ICAO Aviation Security Training Centre (ASTC) in Port of Spain, Trinidad and Tobago, from 15 to 18 October 2019.

This four-day interactive workshop designed for aviation security management personnel, which will be delivered in **English**, focuses on risk management as it applies to protecting civil aviation against acts of unlawful interference. The workshop will provide participants with the opportunity to assess risk through the identification and evaluation of threats, consequences and vulnerabilities. This workshop will 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. Enhancing Risk Awareness and Response is a priority area within the ICAO Global Aviation Security Plan (GASeP), and delivering the Risk Management Workshop is a key to its successful implementation.

Nominees should be directly involved in the assessment or management of threats, vulnerabilities and/or risk on behalf of their State, to include but not limited to the appropriate authority for aviation security, National Police, Intelligence Services, or, airports, airlines and other aviation security stakeholder.

A fee of **USD 400.00**, or the equivalent amount in local currency, will be charged to each selected participant to cover basic administration costs. Airfare, hotel and miscellaneous expenses are the responsibility of State of the participant. Attendees are required to have their own medical insurance to cover costs, should any arise, as these expenses are not reimbursed by ICAO or by the ASTC.

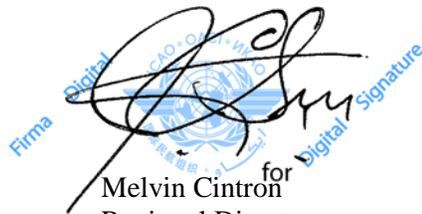
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You are invited to nominate suitable candidates to attend this workshop using the enclosed nomination form, using one per nominee. All nomination forms must be completed in full and authorized by the appropriate authority through official means. The closing date for nominations to reach this office is **2 September 2019** in order to enable sufficient time for processing and for selected participants to make travel arrangements, to include visa applications, as necessary. Late nominations, while strongly discouraged, may be considered on a case-by-case basis.

Selections will be made based on qualifications and experience. The nominations from each State will be considered on a space-available basis. For this reason, it is important for the States to indicate the priority order of selection for each of their nominations and that all nominations are received on or by the deadline. Nominees will be notified by ICAO of their status once selections have been made.

Please note that participants who present themselves at the workshop without having been properly nominated and accepted 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, appearing as a stylized cursive 'M' and 'C', is overlaid on a circular blue seal. The seal contains the text 'ICAO' and 'Regional Office'. The words 'Firma' and 'Digital Signature' are written in blue on either side of the seal.

for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:** *As indicated*

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