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Ref.: NT-N7-8.1 — **E.OSG-NACC116255**

13 June 2025

To: States, Territories and International Organizations

Subject: **Air Cargo and Mail Security Course**  
Aviation Security Training Centre (ASTC) Port of Spain, Trinidad and Tobago  
6 to 10 October 2025

Action  
Required: **Registration by 25 August 2025**

Dear 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 wish to inform you that ICAO's **Air Cargo and Mail Security Course** has been enhanced, re-developed and being offered at the **ICAO ASTC in Port of Spain, Trinidad and Tobago, from 6 to 10 October 2025.**

This **five-day** course, which will be delivered in **English**, is scheduled daily **from 9 a.m. to 5 p.m., Port of Spain time**. It is designed to enable the participants to integrate knowledge of ICAO Standards and Recommended Practices (SARPs) into the context of their designated role in their organization as part of a national responsibility to secure air cargo and mail against acts of unlawful interference, through the application of the relevant competencies and in accordance with Annex 17 – Aviation Security and the ICAO Aviation Security Manual (Doc 8973 – Restricted).

Nominees should work for the appropriate State authority responsible for Aviation Security (AVSEC), other regulatory authorities, airports, airlines, and/or other stakeholders that have an active role in maintaining air cargo and mail security. This course is also appropriate for national AVSEC instructors who are, or will be, responsible for training similar subject matter. In order to receive a certificate of successful completion, participants will be required to pass an end of course exam based on Annex 17, Doc 8973 and materials presented during the course.

A fee of **US \$500.00**, 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. Participants are required to have their own medical insurance to cover costs, should any arise, as these expenses are not reimbursed by ICAO.

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You are invited to nominate suitable candidates to attend this training event using the enclosed nomination form (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 **25 August 2025**, in order to enable sufficient time for processing and for selected participants to make travel arrangements, including visa applications, as necessary.

**Female candidates are strongly encouraged to be nominated, aligned with the ICAO Gender Equality Programme promoting the participation of women in the global aviation sector.**

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 by the deadline.

Candidates will be notified by ICAO of their status once selections have been made.

Please note that participants who present themselves at the training event without having been properly nominated and accepted will not be admitted. Those who have been accepted but do not attend the entire training event will not receive a certificate at the end of the event. Should a State wish to withdraw a nominee after selection, ICAO and the ASTC must be notified as early as practicable, before the commencement of the event.

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



Christopher Barks  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:** *As indicated*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NR - AVSEC-FAL/NR 7-8.1 - ASTC Port of Spain/2510-AirCargoandMailSecurityCourse/NACC116255AVSEC-States-AirCargoMailSecurityCourse.docx> / AMS