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*When replying please quote:*

Ref.: NT-NR7-8.1 — **E.OSG-NACC114305**

13 December 2024

To: States, Territories and International Organizations

Subject: **Invitation - National Civil Aviation Security Quality Control Programme (NCASQCP) Workshop**  
Aviation Security Training Centre (ASTC) Port of Spain, Trinidad and Tobago  
28 April to 2 May 2025

Action  
Required: **Reply by 17 March 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 am pleased to inform you that ICAO's National Civil Aviation Security Quality Control Programme (NCASQCP) Workshop is being offered at the ICAO ASTC in Port of Spain, Trinidad and Tobago, from 28 April to 2 May 2025.

This five-day classroom workshop, to be delivered in English, is scheduled daily from 09:00 am to 17:00 pm, Port of Spain time. It is designed to provide aviation security management personnel the knowledge and skills needed to develop effective aviation security quality control measures under the context of a NCASQCP. The workshop will also assist in the development of documentation, implementation methodology, and maintenance of appropriate oversight and internal quality assurance procedures.

Nominees should be at the senior or middle management level with responsibility for the development, approval and/or implementation of quality control activities. Participants should also have previous knowledge and/or experience in aviation security (AVSEC) oversight functions. It is suggested that States currently in the process of drafting or updating its NCASQCP consider nominating the individual(s) dedicated to this task for this workshop.

A fee of US \$500.00, or the equivalent amount in local currency, will be charged to each participant to cover basic administrative costs. Airfare, hotel and miscellaneous expenses are the responsibility of the participant's State administration. Participants are required to have their own medical insurance to cover costs, should any arise, as ICAO does not reimburse participants for such expenses.

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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 17 March 2025, in order to enable sufficient time for processing and for selected participants to make travel arrangements, to include 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 training event. Should a State wish to withdraw a nominee from a training event after selection, ICAO and the ASTC must be notified as early as practicable, before the commencement of the training 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*

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