



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

When replying please quote:

Ref.: NT-NS-3 — **E.OSG-NACC114627**

22 January 2025

To: States, Territories and International Organizations

Subject: **ICAO Traveller Identification Programme (TRIP) Strategy Course**  
ICAO NACC Regional Office, Mexico City, Mexico, 24 to 28 February 2024

Action

Required: a) Disseminate this letter to relevant national stakeholders; and  
b) Register participation online by **20 February 2024**.

Dear Sir/Madam,

As we celebrated the Year of Facilitation in 2024 with the 75th anniversary of Annex 9 — *Facilitation* and highlight its contributions to global aviation, it is imperative to create awareness, promote the importance of air transport facilitation, and enhance a framework for strengthening and improving States' citizen identity establishment and management processes. This serves as a critical foundation for an effective national travel document issuance regimen and highlights ICAO's continued leadership in developing technical specifications for travel documents contained in *Machine Readable Travel Documents* (Doc 9303), facilitating the seamless and efficient movement of persons across international borders.

To further support the capacity-building endeavours of States, ICAO is embarking on a one-year outreach initiative by offering the ICAO Traveler Identification Programme (TRIP) Strategy training course at a 50% reduced fee, with immediate effect. Provided at a rate of USD 750 per trainee, this initiative is applicable to staff from Civil Aviation Authorities (CAA), travel document issuers, civil registries, immigration, customs, and law enforcement authorities, as well as relevant airport and airline officials.

Please note that the course will be held in English and simultaneous interpretation in Spanish will be provided if sufficient participants of both languages provide timely registration.


In this sense, the ICAO NACC Regional Office will host the Traveller Identification Programme (TRIP) Strategy Course from 24 to 28 February 2025. You will find further information in the **Attachment**. For registration to the course, please submit your application through the Global Aviation Training (GAT) course schedule, using the following link: [Traveler Identification Programme \(TRIP\) Strategy](#), by **21 February 2025**.

... / 2

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “Visiting Our Office?” Section of the ICAO NACC Regional Office website ([http://www.icao.int/NACC/Pages/visitors\\_info.aspx](http://www.icao.int/NACC/Pages/visitors_info.aspx)). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

Should the available scheduled session not be convenient, or you require group training, please note your State may request a training session to be delivered at a national level to fulfil your State’s needs. For enquiries, please contact ICAO Training at [aviationtraining@icao.int](mailto:aviationtraining@icao.int), copying this Regional Office at [nacc-avsec@icao.int](mailto:nacc-avsec@icao.int).

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*

*N:\NS - CDI\NS3 - Training\Correspondence\NACC\113544GAT-States-TRIPStrategyCourse.docx / SGA*

## ATTACHMENT

### Goal

The course provides CAA employees and other stakeholders with the competencies to implement the five key elements of the ICAO TRIP strategy, ensuring interoperability and internal cooperation, in accordance with Annex 9.

---

### Learning Objectives

After successful completion of the course, participants will be able to:

- Describe the five key elements of the TRIP strategy
  - Identify the Annex 9 provisions associated with the five key elements of the TRIP strategy
  - Examine guidance and action plans
- 

### Structure

- **Module 0:** Introduction
  - **Module 1:** Introduction to ICAO Traveler Identification Programme
  - **Module 2:** Evidence of Identity
  - **Module 3:** Machine Readable Travel Documents
  - **Module 4:** Document Issuance and Control
  - **Module 5:** Inspection System and Tools
  - **Module 6:** Interoperable Applications
- 

### Primary Target Population

CAA employees, travel documents issuers, immigration agents, law enforcement authorities, relevant airport and airline staff, customs agents, and civil registry senior officers.

---

### Entry Requirements

1. Proficiency in English language.
2. Experience in the area of Facilitation.
3. Computer literacy.