Ref.: TC 2/3.82 (SGP16801, SGP18801) – 18/35   9 марта 2018 года

Содержание: Программа Сингапура и ИКАО
по подготовке кадров для развивающихся стран и
Программа Сингапура и ИКАО для молодых
авиационных специалистов, 2018/2019 гг.

Требуемые действия: принять к сведению
информацию и при наличии заинтересованности
заполнить в режиме онлайн форму на получение
гранта/стипендии

     Имею честь сослаться на совместную Программу Сингапура и ИКАО по подготовке кадров для развивающихся стран (DCTP), спонсором которой является правительство Сингапура при административной поддержке, обеспечиваемой Управлением технического сотрудничества (ТСВ) ИКАО. 19 августа 2015 года DCTP была продлена еще на три года (с апреля 2016 года по март 2019 года) и расширена в целях предоставления 300 стипендий и 10 грантов. С 2001 года было получено 1036 стипендий и 14 грантов.

     5 февраля 2018 года в ознаменование 60-летия Авиационной академии Сингапура (SAA) и 15-й годовщины членства Сингапура в Совете ИКАО была создана новая пятилетняя Программа Сингапура и ИКАО для молодых авиационных специалистов (PYAP) для предоставления 40 грантов и 600 стипендий молодым авиационным специалистам (в возрасте 35 лет и моложе). PYAP спонсируется правительством Сингапура и осуществляется при административной поддержке ТСВ ИКАО.

     С удовлетворением сообщаю, что в 2018/2019 гг. в рамках DCTP будет предоставлено 108 стипендий для 17 курсов, а в рамках PYAP – 8 грантов и 120 стипендий для 13 курсов. Подробная информация о курсах, а также порядке и условиях предоставления грантов/стипендий содержится в **дополнениях А и В** применительно к DCTP и PYAP соответственно. Однако важно иметь в виду, что вопросы, связанные с содержанием учебной программы и порядком проведения курсов, не входят в компетенцию Организации, и, следовательно, полную ответственность за них несет правительство Сингапура.

Документ зарегистрирован № 01/7791-ИС от 13.04.2018 (Минтранс России)
Документ зарегистрирован № ВХ-20925 от 13.04.2018 (Федеральное агентство воздушного транспорта)
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Правительствам, выдвигающим кандидатов на получение стипендий, следует заполнить и подписать соответствующую доступную в режиме онлайн форму (Nomination Form) до того, как кандидаты подадут заявки в режиме онлайн по адресу: www.saa.com.sg/fellowships. Просьба иметь в виду, что государства, предложившие кандидатуры, будут проинформированы о результатах отбора примерно за три недели до начала конкретного курса.

Примите заверения в моем самом высоком уважении.

Фан Лю
Генеральный секретарь

Приложения: (только на английском языке)
   A. Информация о Программе Сингапура и ИКАО по подготовке кадров для развивающихся стран, 2018/2019 гг.
   B. Информация о Программе Сингапура и ИКАО для молодых авиационных специалистов, 2018/2019 гг.

18-0617

Документ зарегистрирован № 01/7791-ИС от 13.04.2018 (Минтранс России)
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| 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 |

Тел.: +514-954-8219, доб. 6332

Ref.:   TC 2/3.82 (SGP16801, SGP18801) – 18/35   9 марта 2018 года

Содержание: Программа Сингапура и ИКАО
по подготовке кадров для развивающихся стран и
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Требуемые действия: принять к сведению
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ИСПРАВЛЕНИЕ от 19 марта 2018 года

Просьба принять к сведению исправленные гиперссылки в дополнении A:
Внизу стр. A-1 веб-сайт SAA: www.saa.com.sg.
В разделе Application Procedures на стр. A-2 подавать заявления следует на сайте:
www.saa.com.sg/fellowships.

— КОНЕЦ —

Документ зарегистрирован № 01/7791-ИС от 13.04.2018 (Минтранс России)
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Singapore – ICAO Developing Countries Training Programme 2018/2019

Singapore and ICAO jointly established a Developing Countries Training Programme (DCTP) in 2001 which is sponsored by the Singapore Government and administered by the ICAO Technical Cooperation Bureau for specialised training programmes conducted by the Singapore Aviation Academy (SAA). The programme has been awarding fellowships for training at SAA. It was further extended and expanded in 2004, 2007, 2010 and 2013. In 2013, a new Aviation Leaders Scholarship for Diploma in Civil Aviation Management was introduced. In response to overwhelming and continued demand, the fellowship and scholarship programme has been extended for another three years from 2016 to 2019, and expanded to provide 300 fellowships and 10 scholarships. Since 2001, 1,036 fellowships and 14 scholarships have been taken up.

List of Courses offered under Fellowships

Training Programmes	Dates	Closing Dates for Application
Safety Oversight Managers	9 – 26 July 2018	21 May 2018
Aviation Security Management Programme	16 – 19 July 2018	28 May 2018
Aviation Weather Risk Management	23 – 27 July 2018	4 June 2018
Safety Oversight of Aviation Meteorological Services	30 July – 2 August 2018	11 June 2018
Emergency Management Workshop	30 July – 3 August 2018	11 June 2018
Future Airports: Transforming Mind-sets of Regulators and Airport Operators	13 – 17 August 2018	25 June 2018
Safety Oversight Inspectors (Aerodromes)	13 – 17 August 2018	25 June 2018
Methodology and Best Practices for Aviation System Block Upgrades (ASBU) Implementation	13 – 17 August 2018	25 June 2018
Aerodrome Certification	3 – 6 September 2018	16 July 2018
Future Airports: Technology and Digital Agility for Regulators and Airport Operators	15 – 19 October 2018	27 August 2018
Air Traffic Management Safety Investigation and Analysis	22 – 26 October 2018	3 September 2018
Civil Aviation Management Programme	22 October – 2 November 2018	3 September 2018
Procedures and Design Process for Performance-based Navigation Airspace	12 – 23 November 2018	24 September 2018
Air Disasters: Crisis Planning and Business Continuity Management	19 – 23 November 2018	1 October 2018
Airport Emergency Service Command Leadership Workshop	3 – 7 December 2018	15 October 2018
Safety Oversight Inspectors (Flight Operations)	18 February – 1 March 2019	31 December 2018
Safety Audits of Air Traffic Services	25 February – 1 March 2019	7 January 2019

Note: Course dates are subject to change. For the latest dates, please visit SAA's website at saa.caas.gov.sg.

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Terms of Fellowships

The Government of Singapore will bear the training fees, daily allowance of sixty Singapore Dollars (S$60) and hotel accommodation for participants accepted for the programmes. Complimentary breakfast will be provided at the hotel and lunch at SAA during training days. Travel arrangements are to be made and costs borne by the nominating Governments.

Hotel accommodation will be provided for the training duration, i.e. one day before course commencement (after 2 pm) and one day after the course (till 12 noon). Daily allowance will be limited to the training duration, i.e. from the start of the course up to the last day of the course. Expenses to be incurred for stay beyond this duration will not be covered. Participants are advised to secure their own overseas travel insurance to cover themselves for the period of the training in Singapore.

Application Procedures

The fellowships/scholarships are intended for government officials nominated by their respective Governments. Nominating Governments should preferably nominate not more than two candidates for each course and advise which candidate should take priority if more than one candidate is nominated.

Applications should be made online at saa.caas.gov.sg/fellowships. Before proceeding with online application, Nominating Governments should complete and endorse the Nomination Form available online. The PDF copy of the completed Nomination Form needs to be submitted as part of the online application. All applications should be submitted online by the stated closing dates.

For enquiries, please contact:

Course Administration
Singapore Aviation Academy
Tel: (65) 6540 6216 / 6540 0433; Fax: (65) 6542 9890 / 6543 2778; Email: saa@caas.gov.sg

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ICAO Fellowship Programme

ICAO firmly believes that the safe and efficient operation of air transport systems is totally dependent on the skills and knowledge of the national personnel who operate and maintain these systems. ICAO, with UNDP support, has assisted over 50 developing States in establishing national civil aviation training centres. Through its Technical Cooperation Programme, ICAO has been active in awarding fellowship training in the various fields of civil aviation. In the past 15 years, around 15,000 fellowships were awarded to almost every developing State.

Singapore Aviation Academy (SAA)

SAA is the internationally-recognized training arm of the Civil Aviation Authority of Singapore. Made up of four specialized schools – the School of Aviation Management, the School of Aviation Safety and Security, the School of Air Traffic Services and the School of Airport Emergency Services – SAA has trained over 120,000 participants from 200 countries and territories. SAA was conferred the prestigious 34th Edward Warner Award by the ICAO Council on behalf of its then 185 Member States in 2000 "in recognition of its eminent contribution as a centre of excellence in international civil aviation training". In 2012, SAA was certified as an ICAO TRAINAIR *PLUS* Full Member. As a member, SAA aims to contribute towards the common goal of elevating global aviation training standards by developing educational resources and sharing valuable knowledge with the aviation community. SAA is also endorsed as an ICAO Government Safety Inspector Training Centre and ICAO Aviation Security Training Centre. In 2014, SAA was designated an ICAO Regional Training Centre of Excellence and re-designated in 2017 for another 3 years.

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SAFETY OVERSIGHT MANAGERS

9 – 26 July 2018

This course provides you with an understanding of the fundamental principles contributing to the effective and efficient management of safety oversight activities of a State's aviation regulatory body.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the role and responsibilities of a safety oversight manager
- Understand the ICAO Standards and Recommended Practices (SARPs) and other national civil aviation regulations relating to safety oversight
- Update your Organization's safety oversight system

WHAT IS COVERED

- Obligations under the Chicago Convention
- ICAO SARPs
- ICAO Organization Structure
- Expanded ICAO Universal Safety Oversight Audit Programme Processes and Audit Results
- Establishment and Management of the Safety Oversight System
- ICAO Safety Audit Oversight Manuals
- Management of Aircraft Operators
- Selection and Recruitment of Technical Staff for Civil Aviation
- Development of Staff Training and Competence Policy
- Regulatory Framework
- Inspectors' Handbooks
- National Aviation Regulatory Authority Organization Structure and Roles: Powers and Enforcement
- Quality Systems and Safety Management
- ICAO Aircraft Incident/Accident Investigation Audits

- Management of Aerodrome Safety
- Air Traffic Services Safety Management and Audits
- Civil Aviation Authority of Singapore's Safety Management System
- Designation and Delegation Policy
- Operations and Management of Personnel Licensing
- Management of Cabin Safety Operations
- Legal Principles Underlying Safety Oversight Functions
- Bilateral Agreements and Article 83 *Bis*: Transfer of Responsibility
- Success Factors: Managing Global and Corporate Strategies
- Best Practices in Resource Management
- Strategic Business Planning for Managers
- Management of the Regulator and Industry Interface
- Management of Aircraft Incident/Accident Investigation
- Management of Dangerous Goods
- Understanding and Managing Human Factors in a Regulatory/Operational Aviation Environment

LEARNING ACTIVITIES

- Exercises
- Panel Discussions

WHO SHOULD ATTEND

This course is beneficial to personnel responsible for the safety oversight of aircraft operations and maintenance such as managers and inspectors from civil aviation administrations.

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AVIATION SECURITY MANAGEMENT PROGRAMME
16 – 19 July 2018

This programme provides you with an understanding of the requirements, principles and practices to effectively implement aviation security (AVSEC) management.

WHAT YOU WILL LEARN

Upon completion of this programme, you will be able to:

- Understand AVSEC management concepts
- Apply best practices for planning and managing AVSEC
- Develop an AVSEC framework in line with ICAO requirements

WHAT IS COVERED

- Understanding AVSEC
    - AVSEC: The big picture
    - ICAO's role and approach to aviation security
    - The State's security oversight obligations
    - Aircraft security
    - Cargo and mail security
    - Threats to critical aviation information and communication technology systems

- Enhancing the Security Manager's Toolkit
    - Training effectiveness
    - Human factors in AVSEC operations
    - Harnessing new technologies, research and development

- Building a Robust AVSEC Framework
    - Regulatory oversight
    - Crisis management and response to acts of unlawful interference
    - Quality control
    - Security management system

- Fostering Effective Partnerships in AVSEC
    - Airport security

WHO SHOULD ATTEND

This programme is beneficial to AVSEC managers and supervisors from civil aviation administrations, airport authorities, air navigation service providers, airlines and AVSEC related agencies.

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AVIATION WEATHER RISK MANAGEMENT

23 – 27 July 2018

This course is designed to equip you with knowledge and skills to determine how hazards and risks from adverse weather conditions impact flight operations, and ways to manage these risks.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Identify and use various weather and climate products and services to facilitate operational decision-making, flight planning, operational control and air traffic services.
- Put in place practices, processes and procedures to effectively and proactively manage weather-related risks, enhancing operational effectiveness and efficiencies.
- Identify ways to enhance safety and performance, resulting in the reduction of passenger and crew injuries, diversions and aircraft damages due to adverse weather.

WHAT IS COVERED

- Impact of Weather on Aviation Operations
  - Effects and cost of weather to aviation
  - New trends in occurrence causation and weather-related mishaps
- Current Weather Safety Nets
  - Weather information status and aviation weather system
  - ICAO Annex 3; World area forecast system
  - Tropical cyclone warning and volcanic ash advisory centres
  - Safety and quality initiatives
- Weather Decision-making
  - Naturalistic decision-making and plan continuation error
  - Threat/error management and situational awareness
  - Facilitating and improving decisions
- Weather Risk Management Systems
  - Aviation weather hazards and risks
  - Weather risk profile for your operation
  - Weather risk management process, monitoring and review
  - Weather risk control system
  - Procedures for dispatching aircraft and coping with weather

- Climatology and Weather Patterns
  - Weather-related risks
  - Global climatology and weather patterns
  - Regional weather risks and weather risks with station climatology
  - Improving meteorology in route manuals
- Investigation of Weather Occurrences
  - Weather investigations to support safety management systems (SMS) and safety performance
  - Event assessment process and "Weather Package" in data collection
  - Collection of human factors data and analysis of meteorological data
  - ICAO Doc 9756 Part III
- Proactive Forecasting Systems for Supporting Decision-making
  - Effect of weather forecasting on commercial aviation
  - Decision-making in the cockpit, dispatch, tower, etc.
  - Tactical weather decision aids and code grey forecasting system
  - Storm readiness programmes

WHO SHOULD ATTEND

This course is beneficial to personnel who use weather information for operational, investigation and safety purposes from civil aviation administrations, airlines, air navigation service providers, airport authorities, investigation agencies and meteorology agencies.

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SAFETY OVERSIGHT OF AVIATION METEOROLOGICAL SERVICES
30 July − 2 August 2018

This course provides you with an understanding of a State's safety oversight functions and activities relating to aviation meteorology (MET) in accordance with ICAO's requirements.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the ICAO standards on safety oversight relating to aviation MET
- Implement Quality Management System (QMS) and competency assessments for aviation MET staff

WHAT IS COVERED

- Overview of the State's Safety Oversight Obligations
    - Critical elements of a safety oversight system
    - ICAO Standards and Recommended Practices
    - State Safety Programme
    - Safety Management System (SMS)

- ICAO Annex 3 and Docs 8896, 9837, 9873
    - MET observations and reports
    - Forecasts
    - Significant Meteorological Information (SIGMET), aerodrome warnings and wind shear alerts and warnings
    - QMS requirements
    - Training, qualification and competency standards requirements

- Working Relationship between ICAO and World Meteorological Organization

- Safety Oversight of Aviation MET services
    - Empowerment and legal authorities
    - Audit and inspection activities
    - Continuous monitoring
    - Singapore's experience

- Safety Oversight MET Inspectors
    - Roles and responsibilities
    - Qualification and training
    - Skills and personal attributes
    - MET Inspector's handbook

LEARNING ACTIVITIES

- Learning Journey to Meteorological Service Singapore
    - Set-up of MET Watch Office and MET Observation Station
    - Aviation weather services and products, including its role as ICAO designated Operational Meteorological Information (OPMET) gateway
    - Implementation of QMS and SMS

WHO SHOULD ATTEND

This course is beneficial to personnel responsible for the effective regulation and oversight of aviation MET from civil aviation administrations, aviation accident investigation agencies and MET agencies.

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EMERGENCY MANAGEMENT WORKSHOP
30 July – 3 August 2018

This strategic workshop provides you with updates on the latest developments in emergency planning and aircraft incident management.

WHAT YOU WILL LEARN

Upon completion of this workshop, you will be able to:

- Understand and implement ICAO Standards and Recommended Practices (SARPs) relating to emergency preparedness
- Identify risks at airports and recommend appropriate actions to counter and manage such risks
- Develop an incident and emergency management system for your Organization

WHAT IS COVERED

- Emergency Preparedness for Airport Emergency Services (AES)
- Legal Aspects of Disaster and Emergency Management
- Crisis Management at Changi Airport
- ICAO's Requirements for Very Large Capacity Aircraft (VLCA) and its Emergency Management

- Medical Response to Major Incidents at Airports
- Managing Maritime Disaster
- Aircraft Rescue Fire-fighting Management
- Airport Emergency Planning
- Incident and Emergency Management System
- Fire-fighting and Rescue Disaster Handling Experience
- Visit to Changi Airport Fire Station
- Psychological Impact
- Bulk Fuel Fire Management
- Airport Exercise Planning
- Aircraft Accident Investigation

LEARNING ACTIVITIES

- Case Studies

WHO SHOULD ATTEND

This workshop is beneficial to fire officers, emergency service commanders, airport executives and operational supervisors from civil aviation administrations, airport authorities, emergency service providers and airlines.

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FUTURE AIRPORTS: TRANSFORMING MINDSETS OF REGULATORS AND AIRPORT OPERATORS

13 – 17 August 2018

As leaders in your industry, you have the responsibility to lead and transform your organization to be agile and proactive in anticipating and adapting to rapidly changing business environments, e.g., changing demographics of worker population and digital disruption.

This programme will provide you with the concepts, methods, frameworks and industry-specific case studies, to diagnose the state of transformation in your organization, analyze industry trends, identify potential gaps to effect holistic transformation and develop a 'transformation roadmap' unique to your organization's vision, purpose and strengths.

WHAT YOU WILL LEARN

Upon completion of this programme, you will be able to:

- Gain the big picture of the aviation landscape and the purpose of transformation
- Identify possible gaps in your organization and industry
- Address difficult issues with creativity and critical thinking
- Apply 'Story', 'Purpose', Environment', 'Capabilities' and 'Leadership' (SPEC'L) framework, to assess the state of transformation in your Organization
- Design interventions around the SPEC'L framework to help your Organization transform systemically, in a structured way.

- Strategizing and leading the transformation efforts in your organization
- Overcoming challenges specific to your organization
- Transforming the development and business process
- Getting started in your organization
- Understand 'Purpose' of transformation and how to get there via effective strategy design
- Discover the unique challenges of your Organization and industry and apply creative problem-solving techniques for 'Environment', Capabilities' 'Leadership' and 'Story'
- Sharing by airport operators and regulators on bringing one's airport through a transformation journey

WHAT IS COVERED

- Transforming the Enterprise – Through discussions and exercises, participants learn how to kick start their transformation efforts and bring it up to the next level.

LEARNING ACTIVITIES

- Case Studies
- Discussions and exercises
- Learning journeys to Changi Airport

WHO SHOULD ATTEND

This programme is beneficial to director-level and senior management personnel from civil aviation administrations, airport authorities and relevant government agencies.

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SAFETY OVERSIGHT INSPECTORS (AERODROMES)
13 –17 August 2018

This course provides you with an understanding of the safety oversight of aerodromes required of a State's aviation regulatory body and their importance.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the role and responsibilities of an aerodrome inspector
- Understand the ICAO Standards and Recommended Practices (SARPs) and other national civil aviation regulations on safety oversight relating to aerodromes
- Review and update your Organization's safety oversight mechanisms relating to aerodromes

WHAT IS COVERED

- Overview of the State's Safety Oversight Obligations
    - Critical elements of a safety oversight system
    - ICAO SARPs
    - State Safety Programme
    - Safety Management Systems (SMS)

- ICAO Annex 14 (Aerodromes), Vol II (Aerodrome Design and Operations)
    - Certification of aerodromes and aerodrome data
    - Physical characteristics: Runways, taxiways, clearways, stop ways, holding bays
    - Obstacle restriction and removal: Obstacle limitations surface and requirements
    - Visual aids for navigation: Indicators and signalling devices, markings, lights, signs and markers

- Aerodrome operational services, equipment and installations

- Aerodrome Maintenance
    - Pavements
    - Runway pavements overlay
    - Visual aids

- Airport Certification
    - Issuance and renewal of airport operating certificate/licence

- ICAO Doc 9137 (Airport Services Manual)

- ICAO Doc 9157 (Aerodrome Design Manual)

- Auditing of Aerodromes
    - Role and responsibilities of an aerodrome inspector
    - Auditing principles, techniques and procedures
    - Auditing of rescue and fire-fighting
    - Auditing of an airport's SMS

- Aerodrome Inspections
    - Airfield: Pavement, markings, lightings and obstructions
    - Rescue and fire-fighting
    - Training programme: Review, records and documentation
    - Training of apron drivers
    - Fuelling facilities
    - Runway incursion prevention
    - Wildlife and foreign object damage management

WHO SHOULD ATTEND

This course is beneficial to personnel involved in safety oversight management and inspection of aerodromes such as safety managers, inspectors and auditors from civil aviation administrations and airport authorities.

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METHODOLOGY AND BEST PRACTICES FOR AVIATION SYSTEM BLOCK UPGRADES (ASBU) IMPLEMENTATION
13 – 17 August 2018

This course provides you with a common understanding of the Aviation System Block Upgrades (ASBU) methodology and how best to implement the modules. This interactive and practical course will also guide you in making capability-implementation decisions, developing a business case to support investment decisions and communicating the value impact of the ASBU framework.

WHAT YOU WILL LEARN
Upon completion of this course, you will be able to:
- Describe and apply concepts, framework and requirements of ASBU
- Identify business case elements for ASBU implementation
- Understand the process of how to negotiate with multiple ASBU stakeholders

WHAT IS COVERED
- ASBU Overview and Value: Guidance in Selecting ASBU Capabilities
    - Introduction of the ASBU concept and framework
    - Global aviation challenges
    - Course conceptual model
    - Introduction of course case study and exercise format

- Identifying Operational Performance
    - Decision process to understand need for upgrades
    - Evaluating economic, demographic and market trends
    - Identifying the aviation system's projected demand and expected capacity

- Needs and Dependency Analysis (NDA) overview: Prerequisites and preparation
    - NDA candidate ASBU modules needs dependencies and needs inventory
    - NDA baseline inventory and gap analysis

- Operational and Business Views of Case Study Alternatives
    - NDA impact analysis
    - Assessing ASBU operational effects using performance indicator
    - Business case analysis
    - Operational benefits
    - Life-cycle costs
    - Aviation service provider financial results
    - Aircraft operator financial results
    - Identifying other social effects: Passengers, safety and environment
    - Summarising social results

LEARNING ACTIVITIES
- Case Studies on Economic Value and Decision-making
    - Economic impact of ASBU investment policy
    - Multi-stakeholder negotiation and timing to realise the 'Best' return on investment
    - Multi-stakeholder role-play exercise

WHO SHOULD ATTEND
This course is beneficial to personnel responsible for ATM modernization programmes and ASBU capability-implementation from civil aviation administrations, air navigation service providers, airlines, airport authorities, air traffic management (ATM) system manufacturers and solution providers.

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AERODROME CERTIFICATION

3 – 6 September 2018

This course provides you with an in-depth understanding of aerodrome certification requirements as well as implementation tools.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Explain the objectives of certifying an aerodrome
- Understand the implications in certification
- Elaborate the responsibilities and obligations under the certification regime

WHAT IS COVERED

- Review of ICAO Aerodrome Certification Requirements
  - ICAO Annex 14 (Aerodromes)
  - ICAO Doc 9774 (Manual on Certification of Aerodromes)
- ICAO Annex 14 Standards and Recommended Practices
- ICAO Technical Manuals Relating to Aerodrome Design and Operations
- State Regulatory Set-up and Legislative aspects
- Aerodrome Certification Requirements and Procedures
- Methodology on Preparation of Aerodrome Manuals
- Aerodrome Certification Processes and Surveillance
- Obligations of Regulator and Aerodrome Operator
- Airport Management Structure Sample
- Competence Models for the Various Functional Areas and Corporate Responsibilities
- Understanding and Implementing an Aerodrome Safety Management System (SMS)
- Introduction to Basic Human Factors and Work Place Safety

- Audit and Inspection Methods for Ensuring Compliance
- Reporting of Airport Accidents/Incidents for SMS

LEARNING ACTIVITIES

- Practical Exercises
  - Documentation and implementation of regulatory requirements
  - Aerodrome design and operations
  - Identification of hazards and defences
- Site Visits

WHO SHOULD ATTEND

This course is beneficial to personnel involved in the regulation, design, development and certification of airports from civil aviation administrations and airport authorities.

Документ зарегистрирован № 01/7791-ИС от 13.04.2018 (Минтранс России)
Документ зарегистрирован № ВХ-20925 от 13.04.2018 (Федеральное агентство воздушного транспорта)
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FUTURE AIRPORTS: TECHNOLOGY AND DIGITAL AGILITY
FOR REGULATORS AND AIRPORT OPERATORS
15 – 19 October 2018

This programme will provide you with the concept and application of a transformative mind-set shift and the ability to lead and rally your Organization to become more digital and agile to the needs of your operation and customers. You will be equipped with a sound understanding of agile and digital strategies and techniques to unleash new digital initiatives for developing innovative business strategies. Case studies on application of Digital Strategies would include the use of new technologies, capitalising on digital trends best practices.

WHAT YOU WILL LEARN

Upon completion of this programme, you will be able to:

- Achieve enterprise digital agility
- Set up a digital capability within your organization
- Strategize and lead digitalization initiatives
- Set up measures to drive digital success
- Plan development infrastructure to support agile development
- Glean latest technology and digital trends

- Generating growth through data and analytics
- Bridging the gap between business and IT
- Automating the product/application delivery
- Sharing by airport operators and regulators on the need to stay agile and adapt to disruptions in technology
- Build up the digital capabilities of one's airport

WHAT IS COVERED

- Digital trends and challenges
- Identifying digitization opportunities and charting the digital roadmap

LEARNING ACTIVITIES

- Case Studies
- Discussions and Exercises
- Learning journeys to Changi Airport

WHO SHOULD ATTEND

This programme is beneficial to middle management personnel from civil aviation administrations, airport authorities and relevant government agencies.

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AIR TRAFFIC MANAGEMENT SAFETY INVESTIGATION AND ANALYSIS

22 – 26 October 2018

This course provides you with guidance on best practices in systemic safety investigation and analysis techniques as applied to air traffic management (ATM). It covers both relevant human factors theories and practices as well as examines key issues relating to safety investigation and analysis in the ATM environment.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand best practices in systemic safety investigation and analysis techniques in ATM
- Identify key issues in safety investigation and analysis in an ATM environment
- Apply witness interviewing skills and techniques

WHAT IS COVERED

- Introduction to ATM Safety Investigation and Analysis
    - Overview
    - ICAO Annex 13 (Aircraft Accident and Incident Investigation)
    - Purpose and objectives
    - Analysis techniques

- Managing Human Error and Just Culture
    - Principles of human error
    - Just Culture

- Organizational Accidents
    - Overview
    - The SHEL Model (Software, Hardware, Environment, Liveware)
    - The Reason Model and Systemic Occurrence Analysis Methods (SOAM)

- Human Performance Limitations
    - Stress and fatigue
    - Threat and error management

- Information processing
- Situational awareness
- Decision-making

- Witness Interviewing Techniques
    - Theory and practice

- SOAM
    - Human involvement
    - Contextual conditions
    - Organizational and system factors
    - Barriers in accident prevention

- Investigative Issues and Reporting Requirements
    - Investigator qualities
    - Human bias
    - Data organization tools
    - Traps and tips for investigators

- Effective Findings and Recommendations
    - Developing effective findings and recommendations

LEARNING ACTIVITIES

- Interviewing Skills
- Application of SOAM
- Case Studies
    - Practice and consolidation of safety investigation and analysis techniques
    - Syndicate work to further refine safety investigation and analysis techniques

WHO SHOULD ATTEND

This course is beneficial to ATM managers, supervisors, safety managers, investigators, trainers and inspectors from civil aviation administrations, air navigation service providers and military air traffic service providers.

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CIVIL AVIATION MANAGEMENT PROGRAMME
22 October – 2 November 2018

This programme will provide you with a broad overview and perspective of the civil aviation sector, its major elements and their interfaces in an integral eco-system. It will also provide you with a focused examination of each element, their key requisites and the regulatory and operational best practices to meet these requirements and address prevailing and future challenges.

WHAT YOU WILL LEARN

Upon completion of this programme, you will be able to:

- Understand the fundamental principles, and main aspects and factors of civil aviation
- Comprehend each of the major civil aviation elements, their inter- and external linkages, and their essentials
- Glean policies, strategies and methods in meeting the key requirements and dealing with issues

WHAT IS COVERED

- Air Transport/Aviation and Economic Development
  - Economic Development and the Aviation Sector
  - Air Transport Development - Singapore's Experience
  - Air Transport Law and Regulations
  - Airline Strategies
  - Aviation and Human Resource Development
  - International Aviation and Climate Change
  - Public Governance and Policies

- Airport Planning and Management
  - Fundamentals of Airport Planning and Design
  - Airport Management
  - Airport-Airlines Collaboration in Hub Airport
  - Airport-Airlines Partnership – CAG's Experience
  - Airport Commercial Management – CAG's Experience
  - Service Quality Management

- Aviation Safety and Security
  - Safety Oversight and State Safety Programme
  - Safety Oversight of Air Operators and Approved Organizations
  - Safety Oversight of Aerodromes
  - Safety Oversight of Air Navigation Services
  - Safety Management Systems
  - Aviation Security
  - Safety and Security Aspects in Handling Dangerous Goods
  - Human Factors in Aviation

- Air Traffic Management
  - Air Traffic Management
  - Global Air Navigation Plan and Aviation System Block Upgrades
  - ATM Initiatives – CAAS' Experiences

- Crisis Management and Emergency/Business Continuity Planning
  - Crisis Management in Aviation
  - Emergency Response to Aircraft Accidents
  - Aircraft Accident Investigation and Management
  - Public Health Management and Aviation
  - Crisis Communications
  - Business Continuity Planning

LEARNING ACTIVITIES

- Visits to Changi Airport, Singapore Air Traffic Control Centre and MITRE Asia Pacific (Singapore)
- Case Studies
- Group Exercise

WHO SHOULD ATTEND

This course is beneficial to middle management personnel from civil aviation administrations, airport authorities, air navigation service providers, airlines, and aviation-related government and private Organizations.

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PROCEDURES AND DESIGN PROCESS FOR
PERFORMANCE-BASED NAVIGATION AIRSPACE
12 – 23 November 2018

This course provides you with insights of Performance-based Navigation (PBN) concepts and their application for the planning and design of PBN airspace, in accordance with ICAO's Standards and Recommended Practices (SARPs).

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the principles and concepts of PBN in airspace design
- Recognise the essential elements in the ICAO Global Plan for CNS/ATM systems
- Develop strategies to design various airspace structures

WHAT IS COVERED

- ICAO Global Plan for Communication, Navigation and Surveillance/ Air Traffic Management (CNS/ATM) Systems
- Commercial Air Transport Operations
- General Aviation and Aerial Work Operations
- Test Flights and Unmanned Aerial Vehicles Operations
- Civil Air Traffic Services (ATS) Operations
- Military ATS Operations

- Air Traffic Flow Management (ATFM)
- ATC Separation Criteria
- PBN
- Instrument Approaches Procedures – Conventional and Area Navigation (RNAV)
- Standard Instrument Departures/Arrivals
- (SIDs/STARs)
- Simplified Airspace Organization
- Flexible Use of Airspace (FUA)
- Airspace Design Planning
- Air Traffic Management Initiatives in Singapore

LEARNING ACTIVITIES

- Design Different Airspace Structures
- Draft Airspace Design Implementation Rules for Different Civil and Military Scenarios.

WHO SHOULD ATTEND

This course is beneficial to ATS managers, supervisors, safety managers, airspace planners, trainers and inspectors who are involved in ATS airspace design and procedures from both civil and military ATS providers and regulators, as well as airline flight planning personnel from operational control centres.

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AIR DISASTERS: CRISIS PLANNING AND BUSINESS CONTINUITY MANAGEMENT
19 – 23 November 2018

This course provides you with the fundamental tools on crisis planning and response after an air disaster and is led by a team of professionals with practical knowledge and experience in crisis planning.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Identify the key response strategies managing air disaster crisis
- Learn the different perspectives of a public and private sector
- Understand and apply the key thrusts of an integrated approach in crisis planning and coordination involving the key stakeholders
- Set up a business continuity plan
- Apply recovery strategies for business continuity

WHAT IS COVERED

- Crisis Planning in Civil Aviation
  - Fundamentals of crisis preparedness and management
  - Aircraft search & rescue (SAR) and rescue coordination centre (RCC) operations
  - Overview of next-of-kin management
  - Overview of crisis communications
  - Overview of aircraft accident investigation
  - Airport crash site management
  - Airport crisis management & emergency operations centre (EOC) operations
  - Crisis management planning

- Business Continuity Management (BCM)
  - Standards and guidelines
  - Understanding the aviation business
  - Business continuity and recovery strategies
  - Business continuity plan development
  - Systematic implementation
  - Crisis communication within BCM
  - Perspectives on BCM from operators
  - Exercise planning, conducting, controlling & after action review

LEARNING ACTIVITES

- Case Studies
- Table-top Exercises
- Learning Journey to Crisis Management Centres and Related Facilities

WHO SHOULD ATTEND

This course is beneficial to management, senior executives and operational personnel from civil aviation administrations, airport authorities, airlines, aircraft manufacturers and personnel with responsibilities in crisis management and business continuity planning.

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AIRPORT EMERGENCY SERVICE COMMAND LEADERSHIP WORKSHOP
3 – 7 December 2018

This course provides you with the knowledge and understanding of the roles and responsibilities of an Executive Fire Officer.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the roles and responsibilities of an Executive Fire Officer

WHAT IS COVERED

- Executive Leadership – Managing Multiple Roles
- Building Your Business Case
- Public Safety Administration – Planning for Growth
- Assessing Community Risk and Capabilities
- Understanding Airport Emergency Management

PREREQUISITES

- Have completed airport fire officer training or equivalent
- Be in a supervisory position as Duty Officer/Officer In-charge for at least two years

WHO SHOULD ATTEND

This course is beneficial to senior aircraft rescue and fire-fighting personnel from civil aviation administrations, military airports and airport authorities.

This course is Module 4 of the Senior Airport Fire Officers Course.

- Airport Emergency Planning – Mass Casualties Preparation
- Development of Emergency Planning Exercises

LEARNING ACTIVITIES

- Practical Exercises
- Case Studies

ASSESSMENT AND CERTIFICATION

A certificate of attendance will be issued to participants who achieve at least 80% attendance.

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SAFETY OVERSIGHT INSPECTORS (FLIGHT OPERATIONS)
18 February – 1 March 2019

This course provides you with an understanding of the fundamental principles underlying the safety oversight measures relating to flight operations required of a State's aviation regulatory body and their importance.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the role and responsibilities of a flight operations inspector
- Understand the ICAO Standards and Recommended Practices (SARPs) and other national civil aviation regulations on safety oversight relating to flight operations
- Review and update your Organization's safety oversight mechanisms relating to flight operations

WHAT IS COVERED

- Introduction to Flight Operations
  - Flight operations safety oversight functions and activities
  - ICAO Doc 7300 (Convention on International Civil Aviation)
  - ICAO SARPs and guidance materials

- Role and Responsibilities of a Flight Operations Inspector
  - Code of conduct and statutory powers
  - Qualification and training
  - Compliance and enforcement
  - Flight operation of an aircraft: Monitoring
  - Flight operations occurrence reports: Investigation
  - Flight crew licences: Assessment

- Air Operator Certificate
  - Application: Initial enquiry and pre-assessment by regulatory body

  - Certification procedures: Documentation evaluation, demonstration, inspection and certification phase
  - Ground and flight operations inspection

- Document Evaluation
  - Flight documents and manuals
  - Aircraft flight manuals
  - Operations manual
  - Security programme manual
  - Maintenance control manual
  - Minimum equipment list, configuration deviation list and dispatch authorisation

- Special Operations
  - All-weather operations
  - Extended range twin operations
  - Minimum navigation performance specification
  - Reduced vertical separation minima
  - Required navigation performance
  - Ultra-long range
  - Polar route

- State Responsibilities Regarding Commercial Air Transport Operations by Foreign Operators
  - The right of States to inspect aircraft from other States
  - State approval for a foreign operator to operate within its territory
  - Operator audits by established commercial audit Organizations
  - Approval process and continued surveillance

WHO SHOULD ATTEND

This course is beneficial to personnel responsible for the safety oversight of aircraft operations such as flight operations inspectors, safety managers and auditors from civil aviation administrations and airlines.

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SAFETY AUDITS OF AIR TRAFFIC SERVICES
25 February – 1 March 2019

This course provides you with an understanding of international requirements, as well as the principles and skills necessary for the effective planning and conduct of safety audits of air traffic services (ATS).

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Define the role and responsibilities of safety auditors
- Plan and develop safety audit procedures
- Identify deficiencies in the ATS system and implement corrective action plans

WHAT IS COVERED

- Safety Audit Concept
    - Safety management systems in ATS
    - Overview of ICAO
    - Universal Safety Oversight Audit Programme (USOAP)
    - Continuous Monitoring Approach (CMA)

- Safety Audit Planning and Processes
    - Role and responsibilities of safety auditors
    - Procedures for safety audits
    - Planning safety audits
    - Analysing the safety audit process
    - Key findings and classifications of safety audits
    - Safety recommendations and observations
    - Safety audit reports and follow up audits

- Principles for Safety Audits
    - Safety concept models
    - Audit objectives to ascertain compliance with relevant documents
    - Processes and situations which could lead to non-compliance or non-adherence to standards and procedures
    - Implementation of corrective action plans to correct identified deficiencies in the ATS system

- Scope of Safety Audits
    - Auditing of ATS operations manuals
    - Provisions for ATS route structure
    - Application of prescribed separation minima
    - Provisions for visual or radar observation of manoeuvring areas

- Procedures for low visibility aerodrome operations
    - Maintaining traffic volumes and controller workload
    - Procedures for failure or degradation of ATS systems, including communication, navigation and surveillance (CNS)
    - Procedures for incidents reporting and other safety-related occurrences

- Operational and Technical Issues
    - Operational working conditions
    - Display of flight plan, control and coordination data
    - Input and output devices for automation systems
    - CNS and other safety significant systems and equipment

- Licensing and Training Requirements
    - Training and licensing of controllers with valid ratings
    - Maintenance of competency
    - Maintenance of efficient teamwork
    - Implementation of new or amended procedures and updated communications, surveillance and other safety significant systems
    - Maintenance of proficiency in the English language
    - Use of standard phraseologies

WHO SHOULD ATTEND

This course is beneficial to personnel responsible for the planning and conduct of safety audits of ATS such as safety managers and system planners from civil aviation administrations and air navigation service providers.

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Singapore – ICAO Programme for Young Aviation Professionals 2018/2019

To mark the 60th anniversary of the Singapore Aviation Academy (SAA) and Singapore's 15th year as an International Civil Aviation Organization (ICAO) Council Member in 2018, Singapore and ICAO jointly launched a new Singapore – ICAO Programme for Young Aviation Professionals (PYAP), providing 40 scholarships and 600 fellowships over five years for specialized training programmes conducted by SAA. This programme, sponsored by the Singapore Government and administered by the ICAO Technical Cooperation Bureau (TCB), is targeted at government officials (aged 35 and below) from developing ICAO Member States.

List of Courses offered under Fellowships/Scholarships

Training Programme	Dates	Closing Dates for Application
ICAO Standardized Training Package: Operational Hazard Identification and Risk Mitigation	7 – 10 May 2018	26 March 2018
Strategic Airport Management Programme	7 – 11 May 2018	26 March 2018
Airport Commercial Development Programme	4 – 8 June 2018	16 April 2018
Introduction to Air Law	2 – 6 July 2018	14 May 2018
Safety Oversight Inspectors (Air Navigation Services)	9 – 13 July 2018	21 May 2018
Crisis Management in Aviation Security Workshop	23 – 27 July 2018	4 June 2018
Safety Management Systems Implementation	1 – 5 October 2018	13 August 2018
ICAO Training Package: Personnel Licensing System	8 – 12 October 2018	20 August 2018
State Safety Programme Implementation	22 – 26 October 2018	27 August 2018
Civil Aviation Management Programme	22 October – 2 November 2018	27 August 2018
ICAO Training Package: ICAO Government Safety Inspectors Airworthiness – Air Operator and Approved Maintenance Organization Certification	12 – 29 November 2018	24 September 2018
Aircraft Accident Investigation Techniques	11 – 15 February 2019	24 December 2018
Scholarship for Diploma in Civil Aviation Management	Subject to dates of compulsory and elective courses	

Note: Course dates are subject to change. For the latest dates, please visit SAA's website at www.saa.com.sg.

Terms of Fellowships

The Government of Singapore will bear the training fees, daily allowance of Sixty Singapore Dollars (S$60) and hotel accommodation for participants accepted for the fellowship. Complimentary breakfast will be provided at the hotel and lunch at SAA during training days. Travel arrangements are to be made and costs borne by the nominating Governments.

Hotel accommodation will be provided for the training duration, i.e. one day before course commencement (after 2 pm) and one day after the course (till 12 noon). Daily allowance will be limited to the training duration, i.e. from the start of the course up to the last day of the course. Expenses to be incurred for stay beyond this duration will not be covered. Participants are advised to secure their own overseas travel insurance to cover themselves for the period of the training in Singapore.

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Terms of Scholarships

The Government of Singapore will bear the training fees, daily allowance of Sixty Singapore Dollars (S$60), hotel accommodation and up to three economy return airfares for participants accepted for the scholarship. Complimentary breakfast will be provided at the hotel and lunch at SAA during training days. SAA will purchase the air tickets for the accepted participant. Arrangements will be made for the participant to arrive in Singapore one day before the course commences and depart Singapore one day after the course ends.

Hotel accommodation will be provided for the training duration, i.e. one day before course commencement (after 2 pm) and one day after the course (till 12 noon). Daily allowance will be limited to the training duration, i.e. from the start of the course up to the last day of the course. Expenses to be incurred for stay beyond this duration will not be covered. Participants are advised to secure their own overseas travel insurance to cover themselves for the period of the training in Singapore.

Application Procedures

The fellowships/scholarships are intended for government officials nominated by their respective Governments, aged 35 and below during the year the course is conducted. Nominating Governments should preferably nominate not more than two candidates for each course and advise which candidate should take priority if more than one candidate is nominated.

Applications should be made online at www.saa.com.sg/fellowships. Before proceeding with online application, Nominating Governments should complete and endorse the Nomination Form available online. The PDF copy of the completed Nomination Form needs to be submitted as part of the online application. All applications should be submitted online by the stated closing dates. Scholarship applications should be submitted at least seven weeks before the start of the first course.

For enquiries, please contact:

Course Administration
Singapore Aviation Academy
Tel: (65) 6540 6216 / 6540 0433; Fax: (65) 6542 9890 / 6543 2778; Email: saa@caas.gov.sg

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ICAO Fellowship Programme

ICAO firmly believes that the safe and efficient operation of air transport systems is totally dependent on the skills and knowledge of the national personnel who operate and maintain these systems. ICAO, with UNDP support, has assisted over 50 developing States in establishing national civil aviation training centres. Through its Technical Cooperation Programme, ICAO has been active in awarding fellowship training in the various fields of civil aviation. In the past 15 years, around 15,000 fellowships were awarded to almost every developing Member State.

Singapore Aviation Academy (SAA)

SAA is the internationally-recognized training arm of the Civil Aviation Authority of Singapore. Made up of four specialised schools – the School of Aviation Management, the School of Aviation Safety and Security, the School of Air Traffic Services and the School of Airport Emergency Services – SAA has trained over 120,000 participants from 200 countries and territories. SAA was conferred the prestigious 34th Edward Warner Award by the ICAO Council on behalf of its then 185 Member States in 2000 "in recognition of its eminent contribution as a centre of excellence in international civil aviation training". In 2012, SAA was certified as an ICAO TRAINAIR PLUS Full Member. As a member, SAA aims to contribute towards the common goal of elevating global aviation training standards by developing educational resources and sharing valuable knowledge with the aviation community. SAA is also endorsed as an ICAO Government Safety Inspector Training Centre and ICAO Aviation Security Training Centre. In 2014, SAA was designated an ICAO Regional Training Centre of Excellence and re-designated in 2017 for another three years.

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ICAO Standardized Training Package: Operational Hazard Identification and Risk Mitigation

7 – 10 May 2018

This advanced Safety Management System (SMS) course will provide you with the knowledge and skills to develop and apply hazard identification and safety risk mitigation (HIRM) tools in the context of a SMS and State Safety Programme (SSP). The fundamental HIRM processes in this course is based on guidance materials in ICAO Doc 9859 (Safety Management Manual) with various enhancements as appropriate. This competency-based training has been developed in accordance with ICAO Doc 9941 (TRAINAIR PLUS Methodology).

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Develop proactive, reactive and predictive methodologies for hazard identification
- Establish Hazards and Risk Management database
- Validate hazard information and activate Safety Risk Management (SRM) projects for specific hazards
- Utilise a SRM Tool to perform and document a SRM Task

WHAT IS COVERED

- Operational context of SRM
- Various approaches for hazard identification
  - Voluntary safety reporting forms
  - Occurrence notification reports
  - Operational data monitoring review reports
- Processing of hazard information
  - Hazard and risk management database
  - Validation of hazard information

- Management of SRM process
  - Activate SRM for specific hazard
  - Hazard, unsafe event, consequence threads
- Completing the SRM project report
- SRM tools
  - Consolidated Barrier Strength Value (CBSV) methodology to derive Risk Index value
  - Awareness of Bow Tie XP (BTXP) safety risk mitigation tool

LEARNING ACTIVITIES

- Quizzes
- Group Exercises
- Progress and Mastery Tests

PREREQUISTES

- Attended SMS/SSP or equivalent courses
- Have relevant aviation professional/operational background

WHO SHOULD ATTEND

This course is beneficial to operational personnel and regulatory inspectors involved in the performance or oversight of HIRM processes, personnel from civil aviation administrations, air navigation service providers, airport authorities, airlines and maintenance organizations.

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Strategic Airport Management Programme
7 – 11 May 2018

This programme will provide you with the policy formulation competencies so as to effectively position your airport to achieve the desired strategic outcomes required by stakeholders.

WHY YOU SHOULD ATTEND

This programme's differential advantage is that it seeks to impart competencies on how to strategically position an airport and how to lead the various airport functions and operations efficiently and profitably. This programme will also include sharing on best practices on managing Changi Airport and selected airports in Europe.

WHAT YOU WILL LEARN

Upon completion of this programme, you will be able to:

- Formulate long-term strategic objectives to manage airports efficiently and profitably
- Identify key drivers and considerations of airport management functions
- Gain insights on creating a positive passenger service experience
- Forecast airport traffic for capacity planning and driving of future traffic demand
- Identify and manage the significant factors contributing to airport efficiency
- Set, align and apply performance indicators for key airport operations

- Operations efficiency and service quality development
- Examples of airport strategic transformation
- Success factors for airports
- Airport benchmarking

- Airport Management
  - Terminal services management
  - Marketing to stakeholders
  - Safety and security management
  - Emergency services management
  - Air cargo management
  - Air navigation services
  - Airport business continuity management

WHAT IS COVERED

- Strategic Airport Development
  - Airport positioning and strategy development
  - Commercial and retail strategy development
  - Airport network, capacity and traffic development

LEARNING ACTIVITIES

- Case Studies
- Interactive Workshops
- Learning Journeys to Changi Airport

WHO SHOULD ATTEND

This programme is beneficial to Directors and above from civil aviation administrations and airport authorities.

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Airport Commercial Development Programme

4 – 8 June 2018

This programme will provide you with an understanding of airport business and practical applications of commercial management and planning. The success factors in growing non-aeronautical revenue will also be addressed.

WHAT YOU WILL LEARN

Upon completion of this programme, you will be able to:

- Apply various tools for airport commercial planning
- Identify different aspects of non-aeronautical revenue and key revenue drivers in growing them
- Learn best practices for rental structure and commercial shop designs
- Understand and identify new trends in airport advertising
- Manage Airport Service Quality (ASQ) benchmarks for concessionaries

WHAT IS COVERED

- Airport Commercial Development Concepts
  - Overview of non-aeronautical revenue
  - Types of commercial business models and managing of tenders/ Request for Proposals
  - New trends in airport commercial
  - Airport retail and food and beverage outlet design

- Airport Commercial Development Examples
  - Overview of airport commercial development Transforming Changi Airport, Sochi and Rio de Janeiro International Airport

- Airport Marketing
  - Trends in airport advertising
  - Airport marketing and promotion tools to increase sales

- Tools and Benchmarking
  - Useful tools for commercial planning
  - ASQ game changers

LEARNING ACTIVITIES
- Case Studies
- Workshops
- Learning Journeys to Changi Airport and Downtown Shopping Malls

WHO SHOULD ATTEND

This programme is beneficial to personnel involved in airport commercial development from civil aviation administrations, airport authorities and relevant airport business agencies.

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Introduction to Air Law

2 – 6 July 2018

This course equips and updates you with the fundamental concepts of air law. It also explains how air law developments impact airport and airline businesses with an emphasis on the regulation of air carriers, airports, aerospace organizations and aircraft operations.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the regulatory framework governing civil aviation
- Determine the roles of international organizations and aviation stakeholders
- Examine the liability issues for stakeholders
- Appreciate recent developments in air law and their impact on the aviation industry

WHAT IS COVERED

- International Framework of Civil Aviation Law
- Basis for Ratification of International Treaties and Agreements
- International Air Traffic Treaties and Agreements: Bilateral and Open Skies
- Legal Aspects of Air Carriers Operations, Air Traffic Control, Aviation Security, Airport Operations and Accident Investigations
- Model Laws and Regulations
- Practices and Processes for Transportation of International Requirements in National Legislation

- Role of the ICAO, Governments, Regulators, International Airlines and other Industry Organizations
- Liability Issues
- Recent International and Regional Legal and Regulatory Developments
  - Airline ownership and control
  - Open skies
  - Low-cost carriers
  - Mergers and competition law
  - Safety and security audits
  - Enhanced security measures
  - Passenger rights
  - Privacy and data protection
  - Airbus A380
  - Minimum insurance
  - Risk management

WHO SHOULD ATTEND

This course is beneficial to legal and non-legal professionals from civil aviation administrations, airport authorities, air navigation service providers, airlines, aerospace industry, aircraft manufacturers, insurance companies and other aviation related organizations.

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Safety Oversight Inspectors (Air Navigation Services)

9 – 13 July 2018

This course provides you with an understanding of the fundamental principles underlying the safety oversight measures relating to air navigation services (ANS) required of a State's aviation regulatory body and their importance.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand the role and responsibilities of an ANS safety oversight inspector
- Understand the ICAO Standards and Recommended Practices (SARPs) and other national civil aviation regulations relating to ANS
- Update your organisation's safety oversight mechanisms relating to ANS

WHAT IS COVERED

- Overview of the Global Air Traffic Management (ATM) Operational Concept
- Overview of the State's Safety Oversight Obligations
- ICAO Annex 11 (Air Traffic Services)
- ICAO Doc 4444 (ATM)
- ICAO Doc 7030 (Regional Supplementary Procedures)
- The ANS Safety Oversight Inspector
- The Service Provider
- Human Factors in ANS
- ICAO Universal Safety Oversight Audit Programme Beyond 2010

WHO SHOULD ATTEND

This course is beneficial to personnel responsible for ANS oversight management and inspection such as inspectors, safety managers and auditors from civil aviation administrations and air navigation service providers.

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Crisis Management in Aviation Security Workshop

23 – 27 July 2018

This workshop provides you with an overview of international aviation security (AVSEC) conventions, regulations and principles.

WHAT YOU WILL LEARN

Upon completion of this workshop, you will be able to:

- Understand the requirements of the ICAO Annex 17 (Security) and ICAO Document 8973 (Security Manual)
- Perform effective crisis management roles in line with international best practices
- Apply human factors principles
- Plan for contingency and how to minimise threats

WHAT IS COVERED

- ICAO Annex 17 and Doc 8973
  - ICAO Standards and Recommended Practices
- National Policy Planning for Security Crisis Management
  - Objectives of national policy
  - National security planning
  - Best practices in implementation plan
- Threats and Risks Facing the Aviation Industry
  - Past, current and emerging threats
- Passenger Security
  - Screening of passengers and staff
  - Protection of sterile areas
  - Mixing of screened and unscreened passengers
  - Control of hold baggage
- Human Factors in Security
  - Human information processing
  - Focus detection

  - Physiology and circadian
  - Vigilance: Signal detection
  - Stress and vigilance

- Crisis Management
  - Definition and stages of a crisis
  - Roles of appropriate authorities and airlines
  - Crisis management procedures
- Crisis Communication
  - Handling of families and next-of-kin
  - Communication with media
- Technology and Equipment Security
  - Role of technology in security
  - Interface between technology and human factors
  - Development of security technology
- Staffing for AVSEC Operations
  - Staff set-up for AVSEC operations
- Training for AVSEC Personnel
  - Human resource development process in security training
- Aviation Issues, Challenges and Trends
  - Types of threats
  - Measures to minimise threats
- Contingency Planning
  - Identification of threats
  - Risks management
  - Best practices

LEARNING ACTIVITIES

- Case Studies
- Contingency Planning Exercises

WHO SHOULD ATTEND

This workshop is beneficial to managers involved in the handling of crisis management or AVSEC from civil aviation administrations, airport authorities, ground handlers, airlines and AVSEC related agencies.

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Safety Management Systems Implementation

1 – 5 October 2018

This course will provide you with the knowledge and skills to facilitate the design, implementation and maintenance of an operationally effective Safety Management System (SMS) to meet the standards prescribed in ICAO Annex 19 Safety Management, ICAO Doc 9859 Safety Management Manual and other related guidance materials.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Have an appreciation of fundamental safety management principles and concepts
- Understand and apply Annex 19 SARPs relating to SMS implementation
- Be competent with SMS implementation and its pertinent processes
- Be conversant with ICAO Doc 9859 guidance materials relating to SMS

WHAT IS COVERED

- Safety Management Fundamentals
    - Definition and evolution of safety
    - Accident causation
    - Safety culture and organisation risk profile
    - Protection and production
    - Change management
    - Safety management systems-quality management systems (SMS-QMS) integration
    - Safety reporting and investigation
    - Safety data collection and analysis
    - Hazard identification and risk mitigation

- ICAO Annex 19 SARPs
    - State safety management responsibilities
    - SSP Implementation

- State safety oversight critical elements
- SMS framework and acceptance
- Safety data collection, analysis, protection, sharing and exchange
- Global aviation safety plan objectives
- Safety Management System processes
    - SMS organisation and accountabilities
    - SMS gap analysis and implementation plan
    - SMS integration
    - SMS manual and records
    - SMS committee and administration
    - Safety policy and objectives
    - Emergency response plan
    - Hazard Identification and Risk Management
    - Management of change
    - Occurrence reporting and investigation
    - Safety data processing and analysis
    - Safety Performance Indicators and ALoSP
    - Disciplinary policy and procedures
    - Safety training and communication
    - SMS audit (including PSOE concept)

- Supplementary Tools and Guidance Material
    - Safety Performance Indicators
    - Acceptable Level of Safety Performance Safety Risk Management

WHO SHOULD ATTEND

This course is beneficial to personnel involved in safety management and SMS oversight from civil aviation administrations, airport authorities, airlines, maintenance organizations, air navigation service providers and design and manufacturing organizations.

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ICAO Training Package: Personnel Licensing System

8 – 12 October 2018

This course provides you with an understanding of the fundamental concepts and principles to set up an effective personnel licensing (PEL) system in a PEL office. Additionally, it equips you with the essential know-how and attitudes to manage the PEL system. This should facilitate the answering of the ICAO's Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach PEL Protocol Questions (PQs). Using a blended learning approach, this course comprises both e-learning and classroom delivery.

PART ONE (E-LEARNING)
WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Identify the essential components and processes of a PEL system
- Describe the regulatory system governing PEL and the requirements of a PEL office
- Describe the processing of licences, language proficiency requirements, and the examining principles of PEL

WHAT IS COVERED

- The Action of PEL
- The Licensing Authority
- Principles Governing the Establishment and Implementation of a PEL office
- Regulatory System Governing PEL
- Establishment of a PEL Office
- Record Keeping
- Technical Guidance for Licensing Procedures
- Processing of Personnel Licences and Ratings
- Language Proficiency Requirements
- Delegation and Transfer of Functions and Responsibilities
- Written and Oral Examinations
- Flight Test and Practical Examinations

LEARNING ACTIVITIES

- Quizzes

PART TWO (CLASSROOM)
WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Apply procedures for the issuance of flight crew and non-flight crew licences
- Apply procedures for the validation and conversion of flight crew licences
- Determine criteria for designation of medical examiners and the process of medical assessment
- Determine key elements and processes addressing approval of training organization
- Describe enforcement actions for non-compliance of regulations

WHAT IS COVERED

- Licensing of Flight Crew
- Licensing of Non-Flight Crew
- Conversion and Validation of Foreign Licences
- Medical Assessment
- Approval and Surveillance of Training Organizations
- Enforcement Policy and Procedures

LEARNING ACTIVITIES

- Recap of Contents Covered in Part One
- Case Studies

ASSESSMENT AND CERTIFICATION

You will be required to pass a mastery test at the end of each module. A certificate of successful completion will be awarded if you pass all the mastery tests with a minimum score of 80%.

PREREQUISITE

To qualify for Part Two, you must successfully complete Part One within 60 days before the commencement of Part Two.

WHO SHOULD ATTEND

This course is beneficial to operations inspectors, airworthiness inspectors, ANS inspectors, flight crew licensing inspectors and maintenance licensing inspectors involved in developing or upgrading its own State licensing or PEL system from civil aviation administrations.

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State Safety Programme Implementation

22 – 26 October 2018

This course will provide you with the knowledge and competency on ICAO Annex 19 (Safety Management) SARPs and ICAO Doc 9859 (Safety Management Manual) guidance material pertaining to State Safety Programme (SSP) implementation and administration.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Have an appreciation of fundamental safety management principles and concepts
- Understand and apply Annex 19 SARPs relating to SSP implementation
- Be competent with SSP implementation and its pertinent processes
- Be conversant with ICAO Doc 9859 guidance materials relating to SSP

WHAT IS COVERED

- Safety Management Fundamentals
  - Definition and evolution of safety
  - Accident causation
  - Safety culture and organization risk profile
  - Protection and production
  - Change management
  - Safety Management Systems (SMS) – Quality Management Systems (QMS) integration
  - Safety reporting and investigation
  - Safety data collection and analysis
  - Hazard identification and risk mitigation

- ICAO Annex 19 SARPs
  - State safety management responsibilities
  - SSP implementation
  - State safety oversight critical elements
  - SMS framework and acceptance
  - Safety data collection, analysis and exchange
  - Guidance for safety information protection
  - Global Aviation Safety Plan (GASP) objectives

- State Safety Programme Processes
  - SSP organization and accountable executive
  - Gap analysis and implementation plan
  - SSP manual, administration and records
  - SSP coordination platform
  - State safety policy and objectives
  - SMS regulation, acceptance and audit
  - Agreement on service providers' safety performance
  - Safety data collection, analysis, protection and sharing
  - Safety performance indicators, alerts and targets
  - Risk-based surveillance mechanism
  - Enforcement policy and procedures
  - Hazard identification methodologies and database
  - Safety Risk Mitigation methodology and tooling
  - Management of change
  - Safety culture and organization risk profiling

- Supplementary Tools and Guidance Material
  - Safety Performance Indicators
  - Acceptable Level of Safety Performance
  - Safety Risk Management

WHO SHOULD ATTEND

The course is beneficial to personnel responsible for SSP implementation and administration; state safety oversight; acceptance and surveillance of service providers' SMS; and aviation accident investigation from civil aviation administrations.

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Civil Aviation Management Programme

22 October – 2 November 2018

This programme will provide you with a broad overview and perspective of the civil aviation sector, its major elements and their interfaces in an integral eco-system. It will also provide you with a focused examination of each element, their key requisites and the regulatory and operational best practices to meet these requirements and address prevailing and future challenges.

WHAT YOU WILL LEARN

Upon completion of this programme, you will be able to:

- Understand the fundamental principles, and main aspects and factors of civil aviation
- Comprehend each of the major civil aviation elements, their inter- and external linkages, and their essentials
- Glean policies, strategies and methods in meeting the key requirements and dealing with issues

WHAT IS COVERED

- Air Transport/Aviation and Economic Development
  - Economic Development and the Aviation Sector
  - Air Transport Development - Singapore's Experience
  - Air Transport Law and Regulations
  - Airline Strategies
  - Aviation and Human Resource Development
  - International Aviation and Climate Change
  - Public Governance and Policies
- Airport Planning and Management
  - Fundamentals of Airport Planning and Design
  - Airport Management
  - Airport-Airlines Collaboration in Hub Airport
  - Airport-Airlines Partnership – CAG's Experience
  - Airport Commercial Management – CAG's Experience
  - Service Quality Management

- Aviation Safety and Security
  - Safety Oversight and State Safety Programme
  - Safety Oversight of Air Operators and Approved Organizations
  - Safety Oversight of Aerodromes and Air Navigation Services
  - Safety Management Systems
  - Aviation Security
  - Safety and Security Aspects in Handling Dangerous Goods
  - Human Factors in Aviation
- Air Traffic Management
  - Air Traffic Management
  - Global Air Navigation Plan and Aviation System Block Upgrades
  - ATM Initiatives – CAAS' Experiences
- Crisis Management and Emergency/Business Continuity Planning
  - Crisis Management in Aviation
  - Emergency Response to Aircraft Accidents
  - Aircraft Accident Investigation and Management
  - Public Health Management and Aviation
  - Crisis Communications
  - Business Continuity Planning

LEARNING ACTIVITIES

- Visits to Changi Airport, Singapore Air Traffic Control Centre and MITRE Asia Pacific (Singapore)
- Case Studies
- Group Exercise

WHO SHOULD ATTEND

This course will be beneficial to middle management personnel from civil aviation administrations, airport authorities, air navigation service providers, airlines, and aviation-related government and private organizations.

Документ зарегистрирован № 01/7791-ИС от 13.04.2018 (Минтранс России)
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ICAO Training Package: ICAO GSI Airworthiness – Air Operator and Approved Maintenance Organisation Certification

12 – 29 November 2018

This course provides you with an understanding of the basic concepts and steps involved in certifying maintenance organizations and air operators from airworthiness perspective. You will be taught the five-phase certification process based on ICAO SARPs and Model Civil Aviation Regulations (MCARs).

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Evaluate an operator's pre-assessment statement form and review formal application
- Evaluate an applicant's maintenance procedures manual and identify unacceptable errors
- Evaluate an applicant's training curriculum, results of main base inspection and determine inspector actions
- Complete an approved maintenance organisation's certificate and operations specifications (Ops Specs) and identify items that must be included in the certification report
- Evaluate an air operator's compliance statement, maintenance control manual and proposed minimum equipment list
- Evaluate a conformity inspection report and identify recommendations involving inspector observations/reports of demonstration flights
- Complete an air operator's certificate and Ops Specs and identify items to include in the certification report

WHAT IS COVERED

Part 1: Approved Maintenance Organisation (AMO)

- Pre-application Phase
  - Evaluating an operator's pre-assessment statement form
  - Identifying the pre-application meeting objectives
  - Conducting pre-application meeting
- Formal Application Package
  - Reviewing the formal application package
  - Identifying the objectives for the formal application meeting
- Approval Phase
  - Reviewing and evaluating the maintenance procedures manual
  - Identifying unacceptable errors
  - Evaluating quality assurance system
  - Inspecting an AMO's training programme
  - Conducting facilities and equipment inspections
  - Issuing the AMO certificate

Part 2: Air Operator Certification (AOC)

- Conducting the Pre-application Meeting
- Conducting the Formal Application Meeting
- Evaluating a Statement of Compliance
- Evaluating the Maintenance Control Manual
- Evaluating the Minimum Equipment List
- Reviewing a Continuous Maintenance Programme
- Conducting Aircraft and Equipment Conformity Inspections
- Inspecting an Operator's Maintenance Facilities
- Evaluating Demonstration Flights
- Issuing the AOC

PREREQUISITES

- Have a minimum of five years' experience in airworthiness
- Possess knowledge in air law and airworthiness requirements, natural science and aircraft general knowledge, aircraft engineering and maintenance as well as human performance, as specified in ICAO Annex 1 (Personnel Licensing), Para 4.2.1.2

WHO SHOULD ATTEND

This course is beneficial to licensed maintenance engineers, technicians or mechanics from aircraft maintenance, repair and overhaul organizations as well as airworthiness inspectors from civil aviation administrations.

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Aircraft Accident Investigation Techniques

11 – 15 February 2019

This course provides you with an understanding of aircraft accident investigation techniques and equips you with the knowledge and skills to participate in and support formal investigations.

WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Understand aircraft accident investigation techniques
- Participate and support in formal investigations

WHAT IS COVERED

- ICAO Annex 13
- Preparation to Conduct an Investigation
- On-site Investigation Tasks
- Use of Critical Data in Investigation
- Technical Investigation
- Operations Investigation
- Understanding Human Factors in Aircraft Accidents
- Aviation Medicine and Pathology

- Organizational Factors in Safety from Airlines' Perspective
- Safety Products: Approach and Landing Accident Reduction Tool Kit
- Sharing of Safety Information
- Writing the Final Report
- Survival Factors
- Human Factors
- Interviewing Techniques
- Accident Site Safety

LEARNING ACTIVITIES

- Accident Site-Mapping Exercises using GPS, Laser and other Measuring Equipment
- Case Studies

WHO SHOULD ATTEND

This course is beneficial to personnel involved in accident investigations from civil aviation administrations, airport authorities, air navigation service providers, airlines, accident investigation agencies and related aviation organizations.

This course is Module 1 of the Aircraft Accident Investigation Techniques and Management Course.

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Diploma in Civil Aviation Management

This diploma combines strategic aviation regulatory elements with operational considerations to address common concerns in air transport through the sharing of international best practices and Singapore's experience. It provides you with an in-depth understanding of how the various components of the civil aviation industry function and integrate.

WHAT YOU WILL LEARN:

Upon completion of this programme, you will be able to:

- Understand the economic and non-economic drivers for airport regulators, airports and airlines
- Identify the common concerns and key trends in civil aviation development
- Identify the key considerations in policies making for the various civil aviation components
- Plan and execute the key deliverables to meet your national and organisation's needs
- Design policies to manage the industry's challenges

PROGRAMME STRUCTURE

This programme comprises both compulsory and elective courses. You may select up to 2 compulsory courses and any elective course based on your profession or areas of interest. You have the flexibility to attend each chosen course based on your preferred sequence/schedule.

Compulsory Courses (Choose One or Both)	
Aviation Leaders Programme in Public Policy	2 weeks
Civil Aviation Management Programme	2 weeks
Elective Courses (Choose Any)	
Aviation Management	
Air Transport Economics and Financial Management	3 days
Air Transport Strategies for Success	3 days
The Airline Business	3 days
The Airport Business	3 days
Air Disasters: Crisis Planning and Business Continuity Management	5 days
Airport Commercial Development	5 days

Programme	
Airport Ramp Management	5 days
Emergency Management Workshop	5 days
Introduction to Air Law	5 days
Aviation Safety	
Aircraft Accident Investigation Techniques	5 days
Aircraft Accident Investigation Management	5 days
Incident Investigation: Effective Safety Risk Management	5 days
Safety Management Systems Implementation	5 days
State Safety Programme Implementation	5 days
Integrated Safety Management Systems	2 weeks
Safety Oversight Managers	2 weeks 4 days
Aviation Security	
Aviation Security Management Programme	4 days
Airport Security Operations Managers	5 days
Aviation Security Auditing Techniques and Developing Security Manuals	5 days
Air Traffic Services	
Air Traffic Management Safety Investigation and Analysis	5 days
Methodology and Best Practices for Aviation System Block Upgrades (ASBU) Implementation	5 days
Total Duration of Compulsory and Elective Courses must add up to a **minimum of 6 weeks**.	

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DURATION

6 – 8 weeks

CERTIFICATION

A Professional Diploma in Civil Aviation Management will be awarded to those who have successfully completed the compulsory course and chosen electives, as well as passed all examinations for the elective courses within the candidature period. Diploma holders may append the abbreviated form of the qualification "Dip. Civil Aviation Mgt." after their name.

CANDIDATURE PERIOD

The programme is to be completed within 3 years of admission.

PREREQUISITES

- Have appropriate training or some knowledge of the aviation industry
- Be proficient in the English language

WHO SHOULD ATTEND

Senior executives, managers and operational personnel from civil aviation administrations, airport authorities, air navigation service providers, airlines and related industries as well as those who want to understand the challenges facing the industry and have a good grounding in aviation management.

— END —

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| 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 |

Тел.: +1-514-954-8219

Ref.: TC 2/3.38 (12/801) – 18/33   9 марта 2018 года

Содержание: программа Республики Корея и ИКАО по подготовке кадров для развивающихся стран на 2018 год

Требуемые действия: принять к сведению информацию и при наличии заинтересованности заполнить онлайн-форму для выдвижения кандидатов на получение стипендии

   Имею честь сослаться на созданную совместно Республикой Корея и ИКАО программу по подготовке кадров для развивающихся стран, спонсором которой является Управление гражданской авиации Министерства земель, инфраструктуры и транспорта (MOLIT), а административную поддержку обеспечивает Управление технического сотрудничества ИКАО. Одна тысяча восемьсот девяносто пять (1895) участников из 125 стран успешно прошли программу подготовки с момента ее начала в 2001 году.

   С удовлетворением сообщаю, что в 2018 году подготовка в рамках пятнадцати курсов на базе указанной программы будет предложена 237 участникам из развивающихся стран. Информация о предлагаемых курсах, порядке и условиях получения стипендий приводится в **дополнениях A и B**. Однако важно иметь в виду, что вопросы, связанные с содержанием курсов и порядком их проведения, не входят в компетенцию Организации, и, следовательно, полную ответственность за них несет MOLIT. Заявителям необходимо заполнить онлайн-форму для выдвижения кандидатов на получение стипендии на сайте www.korea-ftp.org. Просьба иметь в виду, что о результатах отбора государствам, представившим заявления, будет сообщено по крайней мере за четыре недели до начала курса.

   Примите уверения в моем самом высоком уважении.

Фан Лю
Генеральный секретарь

Приложения[1]:
 A. Программа Республики Корея и ИКАО по подготовке кадров для развивающихся стран (2018).
 B. Информация о курсах.
 C. Маршрут полета (расписание полета) участника.
 D. Официальная форма назначения.

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[1] Только на английском языке.

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REPUBLIC OF KOREA – ICAO DEVELOPING COUNTRIES
TRAINING PROGRAMME 2018

1. OVERVIEW

In September 2016, the Government of the Republic of Korea (ROK) and ICAO signed a Memorandum of Understanding (MOU) to continue the Training Programme for Developing Countries with plans to train the aviation personnel from ICAO Member States over a 3-year period from 2017 to 2019. In accordance with this MOU, the ROK will invite 237 trainees from developing countries in 2018 to participate in below courses with the aim of promoting balanced development of international civil aviation.

2. TRAINING COURSES AND DATES

Code	Course Title	Dates	Application Deadlines	Participants	Training Institute
A. KOICA Joint Programme					
A-1	Aviation Security & Safety	19 August to 8 September	30 April	18	IAAA
A-2	Airport Pavement Evaluation	29 August to 15 September	30 April	18	KCATC
A-3	Airport Construction & Operation	2 to 22 September	30 April	18	IAAA
A-4	Radar Approach Control	7 to 27 November	10 June	18	KCATC
B. Global Aviation Safety Programme					
B-1	Airport Green House Gas Management	29 April to 5 May	31 March	12	IAAA
B-2	Airport CS Quality Management	6 to 12 May	31 March	12	IAAA
B-3	DVOR Maintenance	9 to 22 May	31 March	15	KCATC
B-4	Aerodrome Inspection	13 to 19 May	31 March	12	IAAA
B-5	Aerodrome CNS Engineering	17 to 23 June	31 March	12	IAAA
B-6	Aviation Demand Forecasting and Airport Capacity Calculation	20 June to 3 July	30 April	15	KCATC
B-7	Safety oversight Management and Practical Preparation for ICAO USOAP-CMA	15 to 21 July	30 April	30	IAAA
B-8	ILS Maintenance	18 to 31 July	30 April	15	KCATC
B-9	Airport PBB Operation	21 to 25 August	10 June	12	IAAA
B-10	Aviation Policy for Executives	28 October to 3 November	10 June	15	KCATC
B-11	Implementing and Managing Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)	October (dates to be announced)	10 June	15	IAAA

Note 1: — *The course schedule and the number of participants can be partially subject to change upon circumstances.*
Note 2: — *Applicants are required to complete the on-line Application Form at www.korea-ftp.org.*
Note 3: — **All applicants must submit the Official Nomination Form signed by applicants' Government.**

Related Organizations and Institutes
   MOLIT (Ministry of Land, Infrastructure and Transport), KOICA (Korea International Cooperation Agency),
   KCATC (Civil Aviation Training Centre of Korea Airports Corporation), IAAA (Incheon Airport Aviation Academy)

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3. TRAINING INSTITUTES

a) KCATC

The Civil Aviation Training Center (KCATC) of Korea Airports Corporation was established in 1984 with UNDP and ICAO aids for improvement of technical expertise to contribute to the safety and development of the civil aviation industry. KCATC offers specialized training courses for domestic and international trainees in an effort to foster global-minded human resources experts in the air navigation system, airport management and operation, air traffic control and other fields in the aviation industry. Since 2001, the center has implemented annual international training Programmes for 1,151 aviation personnel as of 2017.

KCATC is staffed with excellent instructors and equipped with state of the art, practical training facilities. Trainees will be staying in KCATC dormitory and will have access to its amenities including a movie theater, singing rooms, and gym for their enjoyment. Meals will be served buffet style so that trainees from different countries can choose from a variety of food choices to suit their tastes. Since 2001, the centre has implemented annual international training Programmes for aviation personnel from various countries. Furthermore, CATC has been certified as a TRAINAIR *PLUS* Regional Training Centre of Excellence since 2015.
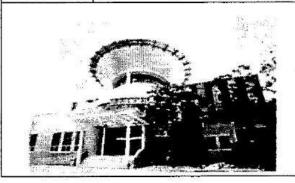
Training Facilities and Equipment	New international training center with the most advanced facilities completed in April 2009. Twelve lecture rooms, air traffic control and aviation facility laboratories, and seminar rooms are fully equipped with audio-visual aids such as beam projectors and video presentation aids. Training equipment and electronic calibrators are provided for every course to allow practical training: 2 DVOR, 2 ILS, 3 DME, 1 trail air traffic control simulator, 1 GPS training equipment, and 30 calibrating equipment including oscilloscopes and spectrum analyzers.
Dormitory	All trainees will be staying in dormitories equipped with air conditioning and heating, and served buffet style meals that different nationalities can enjoy. Gym, movie theater, and music rooms are also available free of charge for the trainees' use.

b) IAAA

Incheon Airport Aviation Academy (IAAA) has been selected as an ICAO Regional Training Center of Excellence on 11 September 2014. IAAA is authorized to develop and deliver ICAO Training Packages in the following areas: Aerodromes, Air Navigation, Flight Safety and Safety Management. Additionally, as a TRAINAIR PLUS Member, IAAA has been delivering several TRAINAIR PLUS Standardized Training Packages (STPs) for national and international trainees. In addition, IAAA has been designated as the ACI-GTH (Airports Council International Global Training Hub) in the Asia-Pacific Region by agreement reached between Incheon Airport and ACI on 16 April 2007.

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IAAA has been offering practical training courses which are relevant and applicable to the various aviation fields. The main content of courses consists of not only theoretical lectures but also practical training such as experience of airport operation, on-site visits and workshops for problem solving.

Training Facilities and Equipment	Auditorium, Banquet hall, 20 different sized classrooms, 5 discussion rooms, computer laboratory, ATC simulator and AVSEC training lab equipped with X-ray screening machine, metal detectors and explosives detectors.
Dormitory	There are 102 hotel style guest rooms (VIP, single, and double rooms) fully furnished with air conditioning/heating, LCD TVs, and internet access. For recreation, football field, jogging track, tennis court, basketball court, pool table, table tennis, fitness center, and sauna available free of charge. In addition, there is also a business center with internet access, fax, photocopy machine, and magazines.

c) Training content

Courses consist of classroom lectures, practical training, and on-site visits. In particular, trainees will meet with senior officials for aviation safety and air navigation system and to discuss mutual cooperation.

Trainees will also have opportunities to visit Incheon Airport, Gimpo Airport, air traffic control facilities, the aviation museum, and other important aviation facilities, in addition to experiencing Korean culture on visit to historical palaces and other popular tourist spots.

d) Information for Arrival in the Republic of Korea

Joint Programmes with KOICA (Course Codes: A1 to A4)

Upon arrival at Incheon Airport, trainees will be escorted by a KOICA staff member to a shuttle bus for about 2 hours transport to KOICA's International Cooperation Training Center (ICTC) in Seoul, 3 hours transfer to KCATC in Chungbuk or 20 minutes transfer to IAAA in Incheon. The trainees are not required to fill out the Attachment C Participant's Itinerary.

Global Aviation Safety Programme (Course Codes: B1 to B11)

All trainees should complete Attachment C Participant's Itinerary for airport escort service and send it to the training institute as you are guided after being selected at least 14 days before the training start date. More information of accommodation and transportation will be provided by the training institute one month before start of the training.

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KOICA JOINT PROGRAMME, COURSE CODE: A-1

AVIATION SECURITY AND SAFETY

19 August to 8 September 2018

1.   PURPOSE

        To create a more secure and convenient air travel environment by enhancing airport safety and security operations in participating countries, delivering practical training Programme based on best practices in airport security and safety operations at Incheon International Airport.

2.   CONTENTS

- Aerodrome Inspection Course (certified by ICAO) is embedded in:
  – Module 1 : Aerodrome Inspection Introduction
  – Module 2 : Surface Inspection
  – Module 3 : Marking, Signs, Lightings and NAVAIDs Inspection
  – Module 4 : Airside Access and Safe Movement Areas Inspection
  – Module 5 : Airside Safety Operations Inspection
  – Module 6 : NOTAM Inspection
  – Module 7 : Wildlife Inspection
  – Module 8 : Rescue and Fire Fighting Inspection
  – Module 9 : Safety Management System Inspection
- Aviation Security Legislation and Regulations
- ICAO Aviation Security Policy and Regulations
- Airport Security and Safety Facility Tour

3.   PARTICIPANTS

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4.   PARTICIPATION REQUIREMENTS

- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Has not participated in the same KOICA fellowship Programme in the past three (3) years.
- Show a high level of participation and commitment throughout the course and promote capacity building in his/her organization after the completion of the Programme.
- At least three (3) years of experience in aviation security and/or safety.
- Work experience in civil aviation in participating countries.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5.   EXPENSES

- KOICA will bear the airfare, training fees, accommodation fees and a fixed daily allowance

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(amount set by the training days) for participants.

- If trainees are able to get free air tickets for national air carriers, it is highly recommended, in principle, for them to use their national carrier. If this is impossible, KOICA will purchase the air tickets and send them to the trainees.
- It is not allowed for trainees to directly purchase air tickets unless it is absolutely necessary. If you have to purchase air tickets owing to circumstance beyond control, you must contact the person responsible for purchasing air tickets in KOICA. The refund will be paid in cash to the trainees on the training end date if you have the verified receipts.

Note: — *No refund will be made, if you have purchased air tickets without KOICA's prior approval.*

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application form and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the Korean Government.
d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) KOICA will contact the participants regarding invitation letter, air ticket, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7. APPLICATION DEADLINE

30 April 2018 (18:00, Local time)

8. CONTACTS

- Information on the course and academy:
  - Mr. Jong-hwan Park (Joel)
  Incheon Airport Aviation Academy, Incheon International Airport Corporation
  Telephone: 82 32 741 6289, Fax : 82 32 741 2090
  E-mail: pjhwan@airport.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

- Matters on Programme Coordination and Technical Problems
  (including invitation and purchasing air ticket):
  - Mr. Keonhee Lee
  Korea International Cooperation Agency
  Telephone: 82 31 740 0588, Fax: 82 31 740 0595
  E-mail: leon@koica.go.kr

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KOICA JOINT PROGRAMME, COURSE CODE: A-2

AIRPORT PAVEMENT EVALUATION

29 August to 15 September 2018

1.   PURPOSE

1.1   To secure safe and economic airfield pavement management, this course is for participants to decide the most suitable method of maintenance and the analysis skills of pavement condition allowable load of aircraft, PCN and PCI. Participants will learn the concept of airport pavement management and evaluation on the basis of the ICAO Annex 14 — *Aerodromes* and related Manuals including on-the-spot studies.

2.   CONTENTS

- Understanding of the concepts regarding ICAO Annex 14 — *Aerodromes*, Volume I — *Aerodrome Design and Operations* and *Aerodrome Design Manual*, Part 3 — *Pavements* (Doc 9157)
- Development of Airport Pavement Operation and Evaluation System in Developed Countries
- Airfield Pavement Management and Evaluation System
- Web-GIS based Pavement Management System Including Pavement Evaluation Programme
- Other Safety Regulations in Terms of Airport Pavements

3.   PARTICIPANTS

18

4.   PARTICIPATION REQUIREMENTS

- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Has not participated in the same KOICA fellowship Programme for the past three (3) years.
- Show a high level of participation and commitment throughout the course and promote capacity building in his/her organization after the completion of the Programme.
- At least three (3) years of airport pavement management and/or maintenance experience.
- (Recommended) Airport civil engineers assigned to the tasks of airport pavement evaluation having at least 2 years' job experience.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5.   EXPENSES

- KOICA will bear the airfare, training fees, accommodation fees and a fixed daily allowance (amount set by the training days) for participants.
- If trainees are able to get free air tickets for national air carriers, it is highly recommended, in principle, for them to use their national carrier. If this is impossible, KOICA will purchase the air tickets and send them to the trainees.
- It is not allowed for trainees to directly purchase air tickets unless it is absolutely necessary. If you have to purchase air tickets owing to circumstance beyond control, you must contact the person responsible for purchasing air tickets in KOICA. The refund will be paid in cash to the

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trainees on the training end date if you have the verified receipts.

Note: — *No refund will be made, if you have purchased air tickets without KOICA's prior approval.*

6.   PROCESS OF APPLICATION AND SELECTION

a)   Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b)   Complete the application and upload the official nomination at the same time.
c)   Submit your medical report through the website after getting the medical requirement from the Korean Government.
d)   Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e)   Course Coordinator will contact the participants regarding invitation letter and transportation to the training venue, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7.   APPLICATION DEADLINE

30 April 2018 (18:00, Local Time)

8.   CONTACTS

- Information on the course and academy:
  - Mr. Gee-suk Hong (Justin)
  Civil Aviation Training Center, Korea Airports Corporation
  Telephone: 82 43 290 2316, Fax: 82 43 290 2400
  E-mail: sky@airport.co.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

- Matters on Programme Coordination and Technical Problems
   (including invitation and purchasing air ticket):
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KOICA JOINT PROGRAMME, COURSE CODE: A-3

AIRPORT CONSTRUCTION AND OPERATION

2 to 22 September 2018

1.   PURPOSE

This course is aimed to improve participants' relevant knowledge and capabilities by providing field oriented training Programme based on the construction and operation expertise of Incheon International Airport.

2.   CONTENTS

- Airport Master Planning
- Pavement Design
- Construction Management
- Airport Capacity and Simulation
- Landside and Airside Operations
- Concession Business Strategy
- Aviation Safety and Security Operations
- Customer Service and Information Service
- Airport Tour

3.   PARTICIPANTS

18

4.   PARTICIPATION REQUIREMENTS

- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Has not participated in the same KOICA fellowship Programme in the past three (3) years.
- Show a high level of participation and commitment throughout the course and promote capacity building in his/her organization after the completion of the Programme.
- At least three (3) years of experience in airport construction and/or operation in participating country.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5.   EXPENSES

- KOICA will bear the airfare, training fees, accommodation fees and a fixed daily allowance (amount set by the training days) for participants.
- If trainees are able to get free air tickets for national air carriers, it is highly recommended, in principle, for them to use their national carrier. If this is impossible, KOICA will purchase the air tickets and send them to the trainees.

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- It is not allowed for trainees to directly purchase air tickets unless it is absolutely necessary. If you have to purchase air tickets owing to circumstance beyond control, you must contact the person responsible for purchasing air tickets in KOICA. The refund will be paid in cash to the trainees on the training end date if you have the verified receipts.

Note: — *No refund will be made, if you have purchased air tickets without KOICA's prior approval.*

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application form and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the Korean Government.
d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) KOICA will contact the participants regarding invitation letter, air ticket, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7. APPLICATION DEADLINE

30 April 2018 (18:00, Local time)

8. CONTACTS

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  Telephone: 82 32 741 6289, Fax : 82 32 741 2090
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  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

- Matters on Programme Coordination and Technical Problems:
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  Telephone: 82 31 740 0588, Fax: 82 31 740 0595
  E-mail: leon@koica.go.kr

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KOICA JOINT PROGRAMME, COURSE CODE: A-4

RADAR APPROACH CONTROL

7 to 27 November 2018

1.   PURPOSE

1.1   To prepare the foundation for improving air traffic services in participating countries through acquiring knowledge and skills in radar approach control.

2.   CONTENTS

- Theoretical instruction in the following:
  - Radar Identification
  - Radar Separation
  - Radar Departure and Arrival
  - Radar Vectoring
  - Speed Control
  - Emergency
- Practical training using radar approach control simulator

3.   PARTICIPANTS

18

4.   PARTICIPATION REQUIREMENTS

- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Has not participated in the same KOICA fellowship Programme for the past three (3) years.
- Show a high level of participation and commitment throughout the course and promote capacity building in his/her organization after the completion of the Programme.
- At least three (3) years of work experience in air traffic control.
- Be able to understand and follow up on the principles and procedures for aircraft controlling using by Radar facilities.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5.   EXPENSES

- KOICA will bear the airfare, training fees, accommodation fees and a fixed daily allowance (amount set by the training days) for participants.
- If trainees are able to get free air tickets for national air carriers, it is highly recommended, in principle, for them to use their national carrier. If this is impossible, KOICA will purchase the air tickets and send them to the trainees.
- It is not allowed for trainees to directly purchase air tickets unless it is absolutely necessary. If you have to purchase air tickets owing to circumstance beyond control, you must contact the person responsible for purchasing air tickets in KOICA. The refund will be paid in cash to the trainees on the training end date if you have the verified receipts.

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Note: — *No refund will be made, if you have purchased air tickets without KOICA's prior approval.*

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application form and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the Korean Government.
d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) KOICA will contact the participants regarding invitation letter, air ticket, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7. APPLICATION DEADLINE

10 June 2018 (18:00, Local Time)

8. CONTACTS

- Information on the course and academy:
  - Mr. Gee-suk Hong (Justin)
  Civil Aviation Training Center, Korea Airports Corporation
  Telephone: 82 43 290 2316, Fax: 82 43 290 2400
  E-mail: sky@airport.co.kr

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- Matters on Programme Coordination and Technical Problems
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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-1

AIRPORT GREEN HOUSE GAS MANAGEMENT

29 April to 5 May 2018

1.   PURPOSE

This course will provide managers in charge of airport environment sectors with the necessary knowledge, skills and attitudes to ensure that airport Green House Gas management procedures are implemented appropriately in order to achieve the goal for credible and efficient airport environment management.

2.   CONTENTS

- Emissions and Regulatory Status by the Aviation Industry
- Response and Strategy of International Organizations
- Response and Strategy of States and Private Organizations
- Theory and Process for the Development of Airport GHG Inventory
- Quality Security, Assurance and Verification for GHG Inventory
- Development of Strategy for GHG Reduction
- GHG Management and Reduction Strategy of Airlines
- Field Tour: Reduction Facilities at Incheon International Airport

Note: — *As this course is accredited by ICAO TRAINAIR PLUS in accordance with ICAO TRAINAIR PLUS STP, ICAO certificate will be awarded to those participants who have completed this course successfully.*

3.   PARTICIPANTS

12

4.   PARTICIPATION REQUIREMENTS

- At least three (3) years of experience in airport environment and/or GHG management.
- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Not participated in the ROK – ICAO fellowship training Programme during the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicant's Government.

5.   EXPENSES

- Incheon Airport Aviation Academy(IAAA) will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

Документ зарегистрирован № 01/7791-ИС от 13.04.2018 (Минтранс России)
Документ зарегистрирован № ВХ-20925 от 13.04.2018 (Федеральное агентство воздушного транспорта)
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6.   PROCESS OF APPLICATION AND SELECTION

a)   Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.

b)   Complete the application and upload the official nomination at the same time.

c)   Submit your medical report through the website after getting the medical requirement from the Korean Government.

d)   Applicant will get the award from ICAO according to the result of Korean Selection Committee.

e)   Incheon Airport Aviation Academy will contact the participants regarding invitation letter, visa and travel arrangements.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7.   APPLICATION DEADLINE

31 March 2018 (18:00, Local Time)

8.   CONTACTS

- Information on the course and academy:
  - Mr. Jong-hwan Park (Joel)
  Incheon Airport Aviation Academy, Incheon International Airport Corporation
  Telephone: 82 32 741 6289, Fax : 82 32 741 2090
  E-mail: pjhwan@airport.kr

- Matters on submitting a nomination form and accessing the website:
  -   Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

Документ зарегистрирован № 01/7791-ИС от 13.04.2018 (Минтранс России)
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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-2

AIRPORT CUSTOMER SERVICE QUALITY MANAGEMENT

6 to 12 May 2018

1. PURPOSE

This course will deliver practical methodology and know-hows to manage airport customer service quality to provide participants with relevant information to help them in establishing airport service management system which is essential to have competency for the development of the aviation industry in their countries.

2. CONTENTS

- Airport Customer Service Standards Management
- Field Inspection Management for SLA(Service Level Agreement)
- VOC (Voice of Customer) Management
- Customer Satisfaction Survey Management
- Airport Community Alignment Management

Note: — *As this course is accredited by ICAO TRAINAIR PLUS in accordance with ICAO TRAINAIR PLUS STP, ICAO certificate will be awarded to those participants who have completed this course successfully.*

3. PARTICIPANTS

12

4. PARTICIPATION REQUIREMENTS

- At least three (3) years of experience in airport operation and/or customer service.
- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Not participated in the ROK – ICAO fellowship training Programme during the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicant's Government.

5. EXPENSES

- Incheon Airport Aviation Academy (IAAA) will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

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6. **PROCESS OF APPLICATION AND SELECTION**

   a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
   b) Complete the application and upload the official nomination at the same time.
   c) Submit your medical report through the website after getting the medical requirement from the Korean Government.
   d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
   e) Incheon Airport Aviation Academy will contact the participants regarding invitation letter, visa and travel arrangements.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7. **APPLICATION DEADLINE**

31 March 2018 (18:00, Local Time)

8. **CONTACTS**

   • Information on the course and academy:
      - Mr. Jong-hwan Park (Joel)
      Incheon Airport Aviation Academy, Incheon International Airport Corporation
      Telephone: 82 32 741 6289, Fax : 82 32 741 2090
      E-mail: pjhwan@airport.kr

   • Matters on submitting a nomination form and accessing the website:
      - Ms. Eun-kyoung Kim
      Ministry of Land, Infrastructure and Transport
      Telephone: 82 44 201 4362, Fax: 82 44 201 5637
      E-mail: koreaftp@korea.kr

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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-3

DVOR MAINTENANCE

9 to 22 May 2018

1. PURPOSE

1.1   To prepare the foundation for aviation development in participating countries by improving participants' abilities to maintain and manage through training in basic principles and practice of ICAO's Standards relating to Doppler VHF Omnidirectional Radio Range (DVOR).

2. CONTENTS

- DVOR Overview and Purpose of Practical Application
- DVOR Principle of Functioning and Composition
- DVOR Operation and Maintenance Methods
- ICAO's SARPs relating to DVOR
- Practice in Functioning Principles and Maintenance using DVOR developed in the Republic of Korea
- Expansion and Modernization Plan of Air Navigation Aids in the Republic of Korea

3. PARTICIPANTS

15

4. PARTICIPATION REQUIREMENTS

- Work experience in civil aviation in participating countries.
- At least three (3) years of experience in air navigation aids maintenance and good understanding of electronic circuitry.
- Good health and be able to participate in the English language.
- Not participated in the ROK – ICAO fellowship training Programme for the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5. EXPENSES

- Korea Airports Corporation will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by participant's side.

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the

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Korean Government.
d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) Course Coordinator will contact the participants regarding invitation letter and transportation to the training venue, etc.

Remarks: — Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.

7. APPLICATION DEADLINE

31 March 2018 (18:00, Local Time)

8. CONTACTS

- Information on the course and academy:
  - Mr. Gee-suk Hong (Justin)
  Civil Aviation Training Center, Korea Airports Corporation
  Telephone: 82 43 290 2316, Fax: 82 43 290 2400
  E-mail: sky@airport.co.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-4

AERODROME INSPECTION

13 to 19 May 2018

1. PURPOSE

This course will provide aerodrome inspectors with the necessary knowledge, skills and attitudes to ensure that aerodrome inspection procedures are implemented appropriately in order to achieve the goal of safe and efficient aerodrome operations.

2. CONTENTS

- Inspection Introduction
- Surface Inspection
- Markings, Signs, Lightings and NAVAIDs Inspection
- Airside Access and Safe Movement Inspection
- Airside Safety Operations Inspection
- NOTAM Inspection
- Wildfire Inspection
- Rescue and Fire Fighting Inspection
- Safety Management System Inspection

Note: — *As this course is accredited by ICAO TRAINAIR PLUS in accordance with ICAO TRAINAIR PLUS STP, ICAO certificate will be awarded to those participants who have completed this course successfully.*

3. PARTICIPANTS

12

4. PARTICIPATION REQUIREMENTS

- At least three (3) years of experience in airport operation and/or aerodrome inspection
- Be in good health both physically and mentally, to undergo the course
- Sufficient proficiency in spoken English
- Not participated in the ROK – ICAO fellowship training Programme during the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicant's Government

5. EXPENSES

- Incheon Airport Aviation Academy (IAAA) will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

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6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the Korean Government.
d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) Course Coordinator will contact the participants regarding invitation letter and transportation to the training venue, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7. APPLICATION DEADLINE

31 March 2018 (18:00, Local Time)

8. CONTACTS

- Information on the course and academy:
  - Mr. Jong-hwan Park (Joel)
  Incheon Airport Aviation Academy, Incheon International Airport Corporation
  Telephone: 82 32 741 6289, Fax : 82 32 741 2090
  E-mail: pjhwan@airport.kr

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  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-5

AERODROME CNS ENGINEERING

17 to 23 June 2018

1.   PURPOSE

This course will provide CNS (Communication, Navigation and Surveillance) engineers with the necessary knowledge, skills and attitudes to ensure that the procedures and process for CNS facilities operations and maintenance are implemented satisfactorily and applicably in order to accomplish the goal of safe and efficient operations and maintenance in accordance with corresponding standards and recommended practices.

2.   CONTENTS

- Project Management of CNS Facilities Installation
- CNS Facilities Ground Inspection
- CNS Facilities Flight Inspection
- CNS System Failure Troubleshooting
- Field Tour: Airside of Incheon International Airport including Control Tower, etc.

Note: — *As this course is accredited by ICAO TRAINAIR PLUS in accordance with ICAO TRAINAIR PLUS STP, ICAO certificate will be awarded to those participants who have completed this course successfully.*

3.   PARTICIPANTS

12

4.   PARTICIPATION REQUIREMENTS

- At least three (3) years of experience in the navigational aids system operation and maintenance.
- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Not participated in the ROK – ICAO fellowship training Programme during the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicant's Government.

5.   EXPENSES

- Incheon Airport Aviation Academy (IAAA) will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

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6.   PROCESS OF APPLICATION AND SELECTION

a)   Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b)   Complete the application and upload the official nomination at the same time.
c)   Submit your medical report through the website after getting the medical requirement from the Korean Government.
d)   Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e)   Incheon Airport Aviation Academy will contact the participants regarding invitation letter, visa and travel arrangements.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7.   APPLICATION DEADLINE

31 March 2018 (18:00, Local Time)

8.   CONTACTS

- Information on the course and academy:
  - Mr. Jong-hwan Park (Joel)
  Incheon Airport Aviation Academy, Incheon International Airport Corporation
  Telephone: 82 32 741 6289, Fax: 82 32 741 2090
  E-mail: pjhwan@airport.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4361, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-6

AVIATION DEMAND FORECASTING AND AIRPORT CAPACITY CALCULATION

20 June to 3 July 2018

1. PURPOSE

This course is to offer Airport Managers/Operators necessary knowledge to interpret the estimation of airport demand forecast & capacity. In order to figure the various forecasting and capacity methods out, this course will provide essential guidelines needed to manage airport planning and operation efficiently. Course Participants will learn about major techniques and case study based on International Guidance such as ICAO, ACI and IATA.

2. CONTENTS

- Estimation of Air Traffic Forecasting
- Estimation of Air Passenger Forecasting
- Airport Landside Planning
- Planning & Design of Passenger Terminal
- Level of Service for Passenger Facilities
- Airport Capacity Overview
- Estimation of Airside Capacity
- Estimation of Passenger Terminal Capacity
- Case Study & Practice of Air Traffic Forecasting
- Case Study & Practice of Runway Capacity
- Key Considerations of Airport Planning

3. PARTICIPANTS

15

4. PARTICIPATION REQUIREMENTS

- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Has not participated in the same KOICA fellowship Programme for the past three (3) years.
- Show a high level of participation and commitment throughout the course and promote capacity building in his/her organization after the completion of the Programme.
- At least three (3) years of airport pavement management and/or maintenance experience.
- (Recommended) Airport civil engineers assigned to the tasks of airport pavement evaluation having at least 2 years' job experience.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5. EXPENSES

- Korea Airports Corporation will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.

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- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the Korean Government.
d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) Course Coordinator will contact the participants regarding invitation letter and transportation to the training venue, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7. APPLICATION DEADLINE

30 April 2018 (18:00, Local Time)

8. CONTACTS

- Information on the course and academy:
  - Mr. Gee-suk Hong (Justin)
  Civil Aviation Training Center, Korea Airports Corporation
  Telephone: 82 43 290 2316, Fax: 82 43 290 2400
  E-mail: sky@airport.co.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4361, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-7

SATETY OVERSIGHT MANAGEMENT AND PRACTICAL PREPARATON FOR ICAO UNIVERSAL SAFETY OVERSIGHR AUDIT PROGRAMME-CONTINUOUS MONITORING APPROACH

15 to 21 July 2018

1.   BACKGROUND

This Programmes is designed to assist the member States in preparing for USOAP CMA in an efficient manner by helping them better manage ICAO SARPs and USOAP CMA Protocol Questions through SARPs Management and Implementation System (SMIS) and SOMS (Safety Oversight Management System) developed by the Republic of Korea.

2.   PURPOSE

This course is organized by bridging theory on USOAP CMA and practical exercise utilizing the electronic safety tools developed by the ROK in improving the State's safety for the management capabilities.

3.   CONTENTS

- Introduction of the SSP/SMS and Surveillance System
- ICAO USOAP *Safety Oversight Audit* Manual (Doc 9735)
  - ICAO SARPs, Critical Elements and Audit Areas
  - Management of Protocol Questions and Corrective Action Plan
  - Significant Safety Concerns(SSC) and Mandatory Information Request (MIR)
  - State Aviation Activity Questionnaire (SAAQ) and CC/EFOD
- Practical exercise with SMIS (CMA OLF)

4.   PARTICIPANTS

30

5.   TARGET AUDIENCE

Representatives from civil aviation authorities in the Asia/Pacific region with responsibilities regarding the implementation of ICAO SARPs, USOAP-CMA and/or safety oversight (e.g. USOAP National Continuous Monitoring Coordinator (NCMC), safety manager, electronic safety tool manager).

6.   PARTICIPATION REQUIREMENTS

- At least three (3) years of ICAO USOAP and/or safety management and oversight.
- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Not participated in the ROK -- ICAO fellowship training Programme during the past three (3) years.

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- Should submit the Official Nomination Form issued and authorized by applicant's Government.

7.   EXPENSES

- The Ministry of Land, Infrastructure and Transport in the ROK will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

8.   PROCESS OF APPLICATION AND SELECTION

a)   Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b)   Complete the application and upload the official nomination at the same time.
c)   Submit your medical report through the website after getting the medical requirement from the Korean Government.
d)   Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e)   Course Coordinator will contact the participants regarding invitation letter and transportation to the training venue, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

9.   APPLICATION DEADLINE

30 April 2018 (18:00, Local Time)

10.   CONTACTS

- Information on the academy:
  - Mr. Jong-hwan Park (Joel)
  Incheon Airport Aviation Academy, Incheon International Airport Corporation
  Telephone: 82 32 741 6289, Fax: 82 32 741 2090
  E-mail: pjhwan@airport.kr

- Information on the training Programme:
  - Ms. Kyong-hwa Son
  Ministry of Land, Infrastructure and Transport
  Tel: 82 44 201 4249

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-8

ILS MAINTENANCE

18 to 31 July 2018

1. PURPOSE

1.1   To prepare the foundation for aviation development in participating countries by improving participants' abilities to maintain and manage through principles and practice on ICAO's Standards relating to the Instrument Landing System (ILS).

2. CONTENTS

- Basic Concepts of Localizer (LOC) and Glide Path (GP)
- LOC, GP System Theory
- Module (Course, Clearance, Carrier and Sideband (CSB), Sideband Only (SBO)) Analysis
- General Description of Block Diagrams
- Detailed Block Diagram Level Analysis of Sub-units
- ILS Maintenance Method and Practice

3. PARTICIPANTS

15

4. PARTICIPATION REQUIREMENTS

- Work experience in civil aviation in participating countries.
- At least three (3) years of experience in air navigation aids maintenance.
- Good health and be able to participate in the English language.
- Not participated in the KOICA training Programme for the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5. EXPENSES

- Korea Airports Corporation will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the Korean Government.

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d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) Course Coordinator will contact the participants regarding invitation letter and transportation to the training venue, etc.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7.   APPLICATION DEADLINE

30 April 2018 (18:00, Local Time)

8.   CONTACTS

- Information on the course and academy:
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  Civil Aviation Training Center, Korea Airports Corporation
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  E-mail: koreaftp@korea.kr

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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-9

AIRPORT PBB OPERATION

21 to 25 August 2018

1. PURPOSE

This course will provide airport PBB operators with the necessary knowledge, skills and attitudes to ensure that airport PBB operation is implemented appropriately in accordance with PBB operations described in the manual and procedures of airport operation.

2. CONTENTS

- Prepare necessary items for PBB operation
- Manage PBB pre-operation check-up
- Confirm PBB preparation for docking
- Perform docking to and undocking from aircraft
- Respond to PBB potential malfunction and emergency situation
- Field Tour to Incheon International Airport

Note: — *As this course is accredited by ICAO TRAINAIR PLUS in accordance with ICAO TRAINAIR PLUS STP, ICAO certificate will be awarded to those participants who have completed this course successfully.*

3. PARTICIPANTS

12

4. PARTICIPATION REQUIREMENTS

- At least three (3) years of experience in the airport operation and/or PBB operation.
- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Not participated in the ROK – ICAO fellowship training Programme during the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicant's Government.

5. EXPENSES

- Incheon Airport Aviation Academy (IAAA) will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and

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password.
b) Complete the application and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the Korean Government.
d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e) Incheon Airport Aviation Academy will contact the participants regarding invitation letter, visa and travel arrangements.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7.   APPLICATION DEADLINE

10 June 2018 (18:00, Local Time)

8.   CONTACTS

- Information on the course and academy:
  - Mr. Jong-hwan Park (Joel)
  Incheon Airport Aviation Academy, Incheon International Airport Corporation
  Telephone: 82 32 741 6289, Fax : 82 32 741 2090
  E-mail: pjhwan@airport.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4361, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-10

AVIATION POLICY FOR EXECUTIVES

28 October to 3 November 2018

1.   PURPOSE

1.1   This course will deliver future policy direction of Korean aviation industry and Gimpo International Airport management strategies to provide participants with relevant information to assist them in establishing aviation policies for the development of the aviation industry in their countries.

2.   CONTENTS

- Korean Aviation Policy
- Future Trends in Aviation Industry including Airports
- Introduction of Future Air Navigation Facilities and System
- Discussion on National Aviation Policy Issues
- Major Airports and related sites tour, etc.

3.   PARTICIPANTS

15

4.   PARTICIPATION REQUIREMENTS

- Above director-level personnel in civil aviation authority or airport authority.
- At least 10 years of work experience in civil aviation in participating countries.
- Good health and be able to participate in the English language.
- Should submit the Official Nomination Form issued and authorized by applicants' Government.

5.   EXPENSES

- The Ministry of Land, Infrastructure and Transport in the ROK will bear expenses including airfare, course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.

6.   PROCESS OF APPLICATION AND SELECTION

a)   Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b)   Complete the application and upload the official nomination at the same time.
c)   Submit your medical report through the website after getting the medical requirement from the Korean Government.
d)   Applicant will get the award from ICAO according to the result of Korean Selection Committee.
e)   Incheon Airport Aviation Academy will contact the participants regarding invitation letter, visa and travel arrangements.

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Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7.   **APPLICATION DEADLINE**

10 June 2018 (18:00, Local Time)

8.   **CONTACTS**

- Information on the course and academy:
  - Mr. Gee-suk Hong (Justin)
  Civil Aviation Training Center, Korea Airports Corporation
  Telephone: 82 43 290 2316, Fax: 82 43 290 2400
  E-mail: sky@airport.co.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4362, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

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GLOBAL AVIATION SAFETY PROGRAMME, COURSE CODE: B-11

IMPLEMENTING AND MANAGING CARBON OFFSETTING AND REDUCTION SCHEME FOR INTERNATIONAL AVIATION (CORSIA)

October 2018 (dates to be announced)

1. PURPOSE

This course will provide managers at environment department in their aviation field with the necessary knowledge, skills and attitudes to ensure that aviation environment is managed appropriately in accordance with relevant international regulations and recent trends in the field.

2. CONTENTS

- Climate change response system of international aviation and outline of CORSIA
- Exercising calculation of CO_2 offsetting requirements for operator
- Role of ICAO, State, aircraft operator, and verification body in CORSIA
- Eligible emissions units for CORSIA and transaction of emissions units
- Visiting airlines of Korea to observe their monitoring and managing system for CORSIA

3. PARTICIPANTS

15

4. PARTICIPATION REQUIREMENTS

- At least three (3) years of experience in the aviation environment.
- Be in good health both physically and mentally, to undergo the course.
- Sufficient proficiency in spoken English.
- Not participated in the ROK – ICAO fellowship training Programme during the past three (3) years.
- Should submit the Official Nomination Form issued and authorized by applicant's Government.

5. EXPENSES

- The Ministry of Land, Infrastructure and Transport in the ROK will bear expenses including course fees, accommodation fees and some living expenses such as daily allowance, meals, etc.
- Airfare and travel allowance for the participation for this course shall be paid by the participant's side.

6. PROCESS OF APPLICATION AND SELECTION

a) Access the registration menu on the website (*www.korea-ftp.org*) with your e-mail address and password.
b) Complete the application and upload the official nomination at the same time.
c) Submit your medical report through the website after getting the medical requirement from the

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Korean Government.

d) Applicant will get the award from ICAO according to the result of Korean Selection Committee.

e) Incheon Airport Aviation Academy will contact the participants regarding invitation letter, visa and travel arrangements.

Remarks: — *Selections will be made by the Selection Committee in the Republic of Korea after the details on your application and official nomination registered in the website are confirmed by Korean Government Official.*

7. APPLICATION DEADLINE

10 June 2018 (18:00, Local Time)

8. CONTACTS

- Information on the course and academy:
  - Mr. Jong-hwan Park (Joel)
  Incheon Airport Aviation Academy, Incheon International Airport Corporation
  Telephone: 82 32 741 6289, Fax : 82 32 741 2090
  E-mail: pjhwan@airport.kr

- Matters on submitting a nomination form and accessing the website:
  - Ms. Eun-kyoung Kim
  Ministry of Land, Infrastructure and Transport
  Telephone: 82 44 201 4361, Fax: 82 44 201 5637
  E-mail: koreaftp@korea.kr

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PARTICIPANT'S ITINERARY (FLIGHT SCHEDULE)

Course			Country			Name					
Date	Airline	Flight	Departure			Arrival					Reference
			Time	Country	Airport	Date	Time	Country	Airport		

1. Write down detailed round-trip flight schedules.

2. Please send this form to one of the following e-mail addresses.

   ➤ If you will be participating in **Airport Pavement Evaluation, Radar Approach Control, DVOR Maintenance, Aviation Demand Forecasting and Airport Capacity Calculation, ILS Maintenance, and Aviation Policy for Executives**, please send it to **KCATC (sky@airport.co.kr) at least 10 days before** the training start date;

   ➤ If you will be participating **in Aviation Policy for Executives, Airport Customer Service Quality Management, Safety oversight Management and Practical Preparation for ICAO USOAP-CMA, Aerodrome CNS Engineering**, please send it to **IAAA (pjhwan@airport.kr) at least 10 days before** the training start date.

   ➤

Note: — *The trainees for "A" courses series (KOICA Joint Programme) are not required to fill out this form (Participants Itinerary).*

Republic of Korea – ICAO Developing Countries Training Programme 2018

OFFICIAL NOMINATION

Note:— *This form must be completed in full, scanned and uploaded to the website (www.korea-ftp.org) to proceed the application. Incomplete forms will not be considered.*

The Government of _____ (Name of Country)

officially nominates _____ (Full Name)

for participation in _____ (Name of Training Course)

as organized by the Korean Government,

and certifies that:

a) *the nominee has an adequate knowledge and/or expertise in the training field to fulfill the requirements for the training course.*

b) *the nominee has a sufficient proficiency of spoken and written English to enable him/her to participate in the training.*

Name of Authorized Official: _____

Date: _____ **Signature:** _____
(Authorized Official's Signature)

Nominee's Contact Information

Name of Organization: _____

Position/ Title: _____

Telephone: _____ E-mail: _____

(Official Seal or Stamp here)

— END —

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