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*When replying please quote*

Reference : EUR/NAT 19-0177.TEC (NAE/SUL)

06 May 2019

Subject : **ICAO Safety Management Capacity Building Workshop**  
(Istanbul, Turkey, 8-12 July 2019)

Action

required : per para. 5 below

Dear Madam/Sir,

1. I wish to inform you that an ICAO Safety Management Capacity Building Workshop (SMCBW 2019) will be hosted by the Turkish Civil Aviation Academy (TCAA) in Istanbul, Turkey from 8 to 12 July 2019. The venue of the workshop is:

Turkish Civil Aviation Academy (TCAA)  
Atatürk Caddesi Yeşilköy Mahallesi Bakırköy - Istanbul / Turkey  
(Istanbul Ataturk International Airport Gate A)  
<http://www.tcaa.com.tr/>


2. The workshop topics and hands-on exercises are designed to provide State personnel involved in the implementation of State Safety Programmes (SSP) with some of the skills required to perform their role effectively. The Provisional Workshop Programme is provided in **Attachment A**.

3. The workshop will be held in English and the available 10 (ten) seats shall be filled on a first come first served basis. Confirmed participants will receive approximately 2-3 hours of pre-work.

4. It is highly recommended that participants complete the ICAO Safety Management (SM) Online Course in order to become familiar with the ICAO Safety Management-related provisions prior to attending the workshop. Information regarding registration for this course is available at: [https://www.icao.int/training/Pages/Safety-Management-Training-Programme-\(SMTP\).aspx](https://www.icao.int/training/Pages/Safety-Management-Training-Programme-(SMTP).aspx).

5. Information on visa support, hotels and other relevant particulars shall be sent soon as available. You are kindly requested to complete the Registration Form at **Attachment B** for each participant at your earliest convenience but in any case not later than **21 June 2019**. Completed Registration forms must be sent to the attention of Ms Leyla Suleymanova at [lsuleymanova@paris.icao.int](mailto:lsuleymanova@paris.icao.int).

Yours sincerely,

  
Silvia GEHRER  
2019.05.09  
15:20:32 +02'00'  
Silvia Gehrler  
ICAO Regional Director  
Europe and North Atlantic

**Distribution:** Algeria, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Morocco, Tajikistan, Tunisia, Turkmenistan, Republic of Moldova, Russian Federation, Ukraine and Uzbekistan

Enclosures:

Provisional Workshop Programme and Registration form  
**ATTACHMENT A****SAFETY MANAGEMENT CAPACITY BUILDING WORKSHOP***(Istanbul, Turkey, 8-12 July 2019)***PROVISIONAL PROGRAMME**

<b>Monday, Day 1</b>	
09:30 - 10:30	Opening Remarks Session 1: Introduction
10:30 - 11:00	<i>Networking Activities</i>
11:00 - 12:30	Session 2: SSP Implementation and Monitoring Tools
12:30 - 13:30	<i>Lunch</i>
13:30 - 15:00	Session 3: Safety management capacity planning
15:00 - 15:30	<i>Networking Activities</i>
15:30 - 17:00	Session 3: Safety management capacity planning (continued)
<b>Tuesday, Day 2</b>	
09:00 - 10:30	Session 4: Safety management interfaces
10:30 - 11:00	<i>Networking Activities</i>
11:00 - 12:30	Session 5: SSP implementation planning
12:30 - 13:30	<i>Lunch</i>
13:30 - 15:00	Session 6: Safety data collection and processing systems (SDCPS)
15:00 - 15:30	<i>Networking Activities</i>
15:30 - 17:00	Session 6: Safety data collection and processing systems (SDCPS) (continued)
<b>Wednesday, Day 3</b>	
09:00 - 10:30	Session 7: Hazard identification
10:30 - 11:00	<i>Networking Activities</i>
11:00 - 12:30	Session 8: Safety risk assessment and mitigation
12:30 - 13:30	<i>Lunch</i>
13:30 - 15:00	Session 8: Safety risk assessment and mitigation (continued)
15:00 - 15:30	<i>Networking Activities</i>
15:30 - 17:00	Session 9: Safety performance management

<b>Thursday, Day 4</b>	
09:00 - 10:30	Session 9: Safety performance management (continued)
10:30 - 11:00	<i>Networking Activities</i>
11:00 - 12:30	Session 10: Safety risk-based surveillance
12:30 - 13:30	<i>Lunch</i>
13:30 - 15:00	Session 10: Safety risk-based surveillance (continued)
15:00 - 15:30	<i>Networking Activities</i>
15:30 - 17:00	Session 11: Safety promotion
<b>Friday, Day 5</b>	
09:00 - 10:30	Session 12: Management of change
10:30 - 11:00	<i>Networking Activities</i>
11:00 - 12:00	Session 12: Management of change (continued)
12:00 - 12:30	Closing

**ATTACHMENT B****SAFETY MANAGEMENT CAPACITY BUILDING WORKSHOP***(Istanbul, Turkey, 8-12 July 2019)***REGISTRATION FORM****PLEASE COMPLETE CLEARLY AND SEND BACK TO THE ADDRESS BELOW**

<b>1.</b>	<b>FULL NAME</b>	
<b>2.</b>	<b>POSITION</b>	
<b>3.</b>	<b>ORGANIZATION</b>	
<b>4.</b>	<b>STATE</b>	
<b>5.</b>	<b>TELEPHONE NUMBER</b>	
<b>6.</b>	<b>EMAIL ADDRESS</b>	

Please email this form to Ms Leyla SULEYMANOVA at [lsuleymanova@paris.icao.int](mailto:lsuleymanova@paris.icao.int)

-END-

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