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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Tel.: +1 (514) 954-8219

Ref.: TC 2/3.81 (12/801) – 13/31

28 March 2013

Subject: Indonesia - ICAO Developing
Countries Training Programme 2013

Action required: To note information and, if interested,
complete on-line Fellowship Nomination Form 2013

Sir/Madam,

I have the honour to refer to the jointly established Indonesia - ICAO Developing Countries Training Programme, which is sponsored by the Ministry of Transportation, Republic of Indonesia, Human Resources Development in Transportation Agency (HRDTA) and jointly administered by HRDTA and the Technical Co-operation Bureau of the International Civil Aviation Organization (ICAO).

I am pleased to announce that in 2013, under the above Programme, training will be offered to 50 participants from developing States in five areas. Details on the courses offered as well as the terms and conditions applied for these fellowships are explained in the **Attachment A** and **B**. It is important to note, however, that course content and course delivery are outside the Organization's purview and hence the sole responsibility of the HRDTA. Applicants are required to complete the on-line Fellowship Nomination Form at <http://iidctp.catc-indonesia.org>. Kindly note that States having submitted applications will be informed of the result of the selection at least three weeks prior to the commencement of the course. Selected candidates are kindly requested to inform HRDTA of their flight schedule by completing **Attachment C**, Participant's Flight Itinerary Form.

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

Raymond Benjamin
Secretary General

Enclosures:

- A - Information on Indonesia – ICAO Developing Countries Training Programme (2013)
- B - Course Details
- C - Participant's Flight Itinerary Form

ATTACHMENT A to State letter TC 2/3.81 (12/801) - 13/31

Indonesia - ICAO Developing Countries Training Programme 2013

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.

Overview

The Ministry of Transportation, Republic of Indonesia and ICAO, signed a Management Service Agreement (MSA) in January 2008. The scope of the cooperation includes the agreement to jointly establish a Fellowship Training Programme for Developing Countries with plans to train over 50 (fifty) aviation personnel from ICAO Member States in 2013. The objective of this programme is to provide opportunities to individuals from developing countries to gain knowledge to implement ICAO Standards and Recommended Practices and to promote the safety and development of international civil aviation.

The Air Transportation Human Resources Development Centre (ATHRDC)

The Air Transportation Human Resources Development Centre (ATHRDC) is a governmental organization under the Human Resources Development on Transportation Agency, Ministry of Transportation of The Republic of Indonesia, dealing with aviation education and training. ATHRDC was established in 1952 and was called Indonesian Civil Aviation Academy and in 1974 changed its name to Civil Aviation Training Centre until November 2010.

With the rapid development of transportation in the Republic of Indonesia, the Civil Aviation and Training Centre was transformed to the Air Transportation Human Resources Development Centre under the Human Resources Development on Transportation Agency, and also its executing units, namely:

- Indonesia Civil Aviation Institute of Curug;
- Aviation Safety and Technical Academy (ASTA), Medan;
- Aviation Safety and Technical Academy (ASTA), Surabaya;
- Aviation Safety and Technical Academy (ASTA), Makassar;
- Aviation Training Office, Palembang; and
- Aviation Training Office, Jayapura.

The education and training programmes carried out by the Air Transportation Human Resources Development Centre through its executing units refer to the national and international standards and regulations.

In 1992, the Air Transportation Human Resources Development Centre joined the ICAO TRAINAIR Programme with the aim to standardize and improve the air safety, regularity and security through training and education.

Indonesian Civil Aviation Institute (ICAI)

The Indonesian Civil Aviation Institute (ICAI) was established in 1952 under the name of Indonesian Civil Aviation Academy. ICAI is the largest and most important civil aviation training

centre in Indonesia. ICAI is an institution for higher education of civil aviation pilots, as well as technicians of other civil aviation specialities and high-quality professionals in engineering, management and aviation safety.

The Aviation Technical and Safety Academy (ATSA) of Medan

The Aviation Technical and Safety Academy (ATSA) of Medan, located in Medan, North Sumatera, was originally established in 1989 under the name Medan Civil Aviation College. In October 2002, the Medan Civil Aviation College changed its name to Aviation Technical and Safety Academy of Medan, offering professional education diploma programmes in aviation technology and safety.

Aviation Technical and Safety Academy (ATSA) of Surabaya

Located in Surabaya, East Java, the Aviation Technical and Safety Academy of Surabaya carries out a professional education diploma programme in aviation technology and safety. In 2012, ATSA of Surabaya started to conduct ab-initio pilot training.

Aviation Technical and Safety Academy (ATSA) of Makassar

Located in Makassar, South Sulawesi, the Aviation Technical and Safety Academy of Makassar carries out a professional education diploma programme in aviation technology and safety.

Aviation Training Office (ATO) of Palembang

Located in Palembang, South Sumatera, the Aviation Training Office (ATO) of Palembang carries out education and training in the field of aviation engineering, aviation safety and aviation administration.

Aviation Training Office (ATO) of Jayapura

Located in Jayapura, Papua, the Aviation Training Office (ATO) of Palembang carries out education and training in the fields of aviation engineering, aviation safety and aviation administration. ATO of Jayapura commits to enhance and upgrade the capacity and capability of aviation personnel in the eastern part of Indonesia.

ATHRDC and the regional training centres have been offering practical training courses which are relevant and applicable to the various aviation fields. The main course contents consist of not only theoretical lectures but also practical trainings such as experience of airport operation, on-site visits and workshops for problem solving.

Address

Air Transportation Human Resources Development Center (ATHRDC)
Jl. Raya PLP Curug Komplek Bandara Budiarto
Curug – Tangerang Banten - Indonesia
Tel.: +62 21 5982207
Fax: +62 21 5982279

Terms of Fellowships

The Government of Indonesia will bear the training fees, daily allowance of Three Hundred Thousand Rupiahs (IDR 300,000) and hotel accommodation for participants accepted for the programmes. Complimentary breakfast will be provided at the hotel and lunch at training facilities during training days. Travel arrangements are to be made and costs borne by the nominating

Governments. Participants are required to make their own arrangements for transportation from the airport to the training venue.

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 actual training days, 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 Indonesia.

Training Programmes

The fellowships are offered for the following training programmes:

No	Course Title	Dates	Application Deadlines
1	Aviation Internal Auditor	13 - 17 May 2013	13 April 2013
2	Dangerous Goods Training Course	13 - 17 May 2013	13 April 2013
3	Legal Aspects of Aviation Security	13 - 17 May 2013	13 April 2013
4	Safety Management System	20 - 24 May 2013	20 April 2013
5	Aerodrome Certification Training Course	20 - 24 May 2013	20 April 2013

Application Procedures

The fellowships are intended for participants nominated by their respective Governments. Interested participants are required to complete and submit the duly completed nomination form through on-line registration available at <http://iidctp.catc-indonesia.org>

All nominations should reach ICAO and ATHRDC by the stated closing dates. Please note that only recipient countries of successful nominations will be notified. Incomplete nomination forms will not be considered.

Information

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ATTACHMENT B to State letter TC 2/3.81 (12/801) - 13/31

Course Details

1. Aviation Internal Auditor

Participants:	10 persons
Duration:	5 days (13 - 17 May 2013)
Venue:	Air Transportation Human Resources Development Centre
Application deadline:	13 April 2013

Learn to audit and obtain objective evidence documenting an organization's degree of compliance with regulatory and IOSA/ISAGO requirements.

a. What you will learn:

Upon completing this course you will have the skills to:

- Measure the objective evidence of an organization's degree of compliance with regulatory requirements;
- Present your assessments in a clear and concise reporting format; and
- Apply auditing requirements to the aviation industry and aviation authorities.

b. Who should attend:

This course is recommended for:

- Quality control managers;
- Safety managers; and
- Operations personnel seeking to become internal auditors.

c. Key Topics:

- Regulatory requirements;
- Audit process and programme;
- Auditor's roles and responsibilities;
- Audit techniques; and
- Reporting.

2. Dangerous Goods Training Course

Participants:	10 persons
Duration:	5 days (13 - 17 May 2013)
Venue:	Air Transportation Human Resources Development Centre
Application deadline:	13 April 2013

The aim of this course is to emphasize a general safety philosophy about why and how safe transport of dangerous goods (DG) contributes to the overall safety management of air transportation. All contents of this course are related to the primary responsibilities and practical applications of CAA DG officials and Airport DG officials.

a. What you will learn:

All contents are related to the primary responsibilities and practical applications of CAA DG officials and Airport DG officials.

b. Who should attend:

This course is recommended for:

- Civil Aviation Authorities;
- Dangerous Goods Officials;
- Managers Emergency Planning within Airport Authorities;
- Safety Managers;
- Managers of Emergency Response Systems; and
- Airport Fire Officers.

Pre-requisites

- Basic overall knowledge of chemistry and/or physics is preferred but not a mandatory requirement.

c. Key Topics:

- General philosophy of Annex 18 and Technical Instructions for the Safe Transport of Dangerous Goods by Air.
- Detailed philosophy and practical application of classification principles, packing requirements, labelling and marking, storage and loading, documentation, acceptance procedures, passengers and crew provisions, shipper and operator responsibilities.
- Detailed philosophy and practical application of responsibilities related to State Letters and State Variations, Approvals and Exemptions, Undeclared/Wrongly Declared Dangerous Goods.
- Detailed philosophy and practical application of responsibilities related to Emergency Procedures, DG and Emergency Planning Aerodromes, Notification to Captain (NOTOC) Procedures.
- This course also includes several practical case studies and exercises.

3. Legal Aspects of Aviation Security

Participants:	10 persons
Duration:	5 days (13 - 17 May 2013)
Venue:	Air Transportation Human Resources Development Centre
Application deadline:	13 April 2013

The course will familiarize participants with all relevant legal aspects in the field of aviation security, including relevant provisions of Annex 17, the seven international conventions and protocols on AVSEC, the legal status of the National Civil Aviation Security Programme (NCASP), national AVSEC legislation and regulations, and other related issues.

a. What you will learn:

Participants will be provided with the information and knowledge to better assess the legal obligations under the international AVSEC instruments, the requirements of Annex 17, the legal implications of the NCASP in particular with regard to third party providers, and whether it is advisable to develop national AVSEC legislation and regulations.

b. Who should attend:

This course is recommended for:

- Aviation Security Officials of DGCA/CAA;
- Aviation Security Officers of Airports;
- Aviation Security Staff of Airline Operators;
- Ministry Officials (Transportation, Justice) dealing with AVSEC;
- Legal Advisers of DGCA/CAA;
- Legal Advisers of Airport Entities; and
- Legal Advisers of Airline Operators.

c. Key Topics:

- Basic Legal Issues in Aviation Security;
- International AVSEC Conventions and Protocols;
- National Implementation of International AVSEC Instruments;
- Adoption, Implementation and Enforcement of the NCASP;
- Legal Aspects of Access Control, Screening and Quality Control;
- National AVSEC Legislation and Regulations;
- Unruly Passengers; Liquids, Aerosols and Gels; and
- Security Aspects of Facilitation; Border Controls.

4. Safety Management System

Participants:	10 persons
Duration:	5 days (20 - 24 May 2013)
Venue:	Air Transportation Human Resources Development Centre
Application deadline:	20 April 2013

A Safety Management System (SMS) provides a systematic way to identify hazards and control risks while maintaining assurance that these risk controls are effective.

a. What you will learn:

Attendees will be provided with the information, knowledge, and checklists required to build, implement and manage a “world class safety programme” using the latest tools, techniques and processes.

b. Who should attend:

Personnel assigned to safety and safety-related positions in an air operator, an aerodrome, or a government regulatory body who may be new to safety or Safety Management Systems or to those who would like a comprehensive review of SMS fundamentals in order to review, evaluate, build, or improve upon a safety management plan.

c. Key Topics:

Starting in 2012 all Member States of ICAO and all aviation service providers within those States must implement a Safety Management System that as a minimum:

- Identifies safety hazards;
- Ensures the implementation of remedial action necessary to maintain agreed safety performance;
- Provides continuous monitoring and regular assessment of the safety performance; and
- Seeks continuous improvement in the overall performance of the safety management system.

5. Aerodrome Certification Training Course

Participants:	10 persons
Duration:	5 days (20 - 24 May 2013)
Venue:	Air Transportation Human Resources Development Centre
Application deadline:	20 April 2013

The course will introduce participants to the required Aerodrome regulatory oversight approaches, the difference between Aerodrome initial and on-going regulatory oversight and the use of auditing techniques in relation to the formal Certification of Aerodromes with regulatory requirements, together with the necessary risk based on-going oversight and approval of changes.

a. What you will learn:

The course will also address the development and implementation of the necessary regulatory Management System and associated processes together with supporting documented procedures.

b. Who should attend:

This training course is designed initially for managers and Aerodrome inspectors of Civil Aviation Authorities, who need to understand and implement an effective Aerodrome Certification and on-going oversight process based on the Implementing Rules, using best practice management system principles and auditing techniques.

The course will also be of benefit to Aerodrome management, Safety Managers, Quality Managers, Aerodrome Operations Managers and compliance monitoring staff.

c. Key Topics:

- Developing and implementing the Aerodrome certification process, including the necessary roles and responsibilities, associated competencies within a National Authority and the development of the necessary Management System and associated certification and oversight processes and supporting procedures.
- How to implement Initial and On-going Safety Regulatory Oversight in relation to Certification of Aerodromes, including determination and agreement of the scope of application of regulatory requirements in relation to the certification of individual Aerodromes.
- Managing the oversight of changes and temporary deviations to steady state Aerodrome operations, including the use of risk based auditing as an integral part of Safety Regulatory Oversight.
- Understanding the principles of formalised management systems (including QMS and SMS) in relation to Aerodrome Operations and the purpose and importance of the Aerodrome Manual in capturing and communicating how these have been interpreted and implemented.
- The ability to plan, undertake and report a full initial assessment of capability of an Aerodrome against defined regulatory criteria, using internationally accepted best practice protocol and adopting the principles of ISO 19011, including leading and coordinating an audit team, conducting pre and post audit communications, Entry/Exit meetings with audited management, and the provision of necessary reports.

- The ability to plan an audit of selected aspects of an Aerodrome either as a stand-alone audit forming part of an on-going oversight programme, or as an integral part of an initial oversight exercise for the purpose of certifying an Aerodrome or for assessing the safety management measures taken following a risk-bearing change to certified arrangements.
- Reporting audit findings objectively and basing conclusions on factual data, evaluating corrective action proposals that address root causes and undertaking follow up audits to establish the effectiveness of corrective actions taken.
- The ability to quantify the level of risk attached to an Aerodrome and hence determine the level and frequency of future oversight activities.
- Consideration and issuing of Safety Directives.

ATTACHMENT C to State letter TC 2/3.81 (12/801) - 13/31

Participant's Flight Itinerary

(To be completed and submitted only after receiving the ICAO Fellowship Award Letter.)

Name: _____
(Mr./Mrs./Ms. First/Middle/Last Name)

Passport Number: _____

Date	Airline	Flight	Departure			Arrival		
			Time	Country	Airport	Time	Country	Airport

Please write down detailed round-trip flight schedules of the participant (*after receiving the ICAO Fellowship Award Letter*) and send this form to:

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