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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 13/4.2.1 – AP148/24 (ASF)

16 December 2024

**Subject:** Aviation Security National Inspectors Course  
Aviation Security Training Centre (ASTC) Auckland,  
New Zealand, 7 to 15 May 2025

**Action required:** Reply by 26 March 2025

Sir / Madam,

In accordance with ICAO's objective to support Member States in meeting their obligations for civil aviation security under the Chicago Convention, and to promote the strengthening of aviation security worldwide, I am pleased to inform you that ICAO's **Aviation Security (AVSEC) National Inspectors Course** is being offered at the ICAO ASTC in **Auckland, New Zealand, from 7 to 15 May 2025**.

Please be advised that this **seven-day classroom** course, to be delivered **in English**, is scheduled daily from **0900 hours to 1700 hours, Auckland time**. This training is designed to provide aviation security personnel with theoretical and practical knowledge of audits and inspections as part of a National Quality Control system. Participants who successfully complete this course will be prepared to plan, coordinate and conduct quality control measures utilizing Annex 17 – *Aviation Security*, and ICAO methodology in accordance with approved programmes.

Nominees should have already attended a specialized AVSEC training activity, such as the National Quality Control Programme Workshop and/or have regulatory experience prior to attending this course. In order to receive a certificate of successful completion, participants will be required to pass an end of course exam based on Annex 17, the ICAO *Aviation Security Manual* (Doc 8973-Restricted) and materials presented during the course.

A fee of **US \$700.00**, or the equivalent amount in local currency, will be charged to each selected participant to cover basic administration costs. Airfare, hotel and miscellaneous expenses are the responsibility of State. Participants are required to have their own medical insurance to cover costs, should any arise, as these expenses are not reimbursed by ICAO.

/ You are invited...

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You are invited to nominate suitable candidates to attend this training event using the enclosed nomination form (one per nominee). **Female candidates are strongly encouraged to be nominated, aligned with the ICAO Gender Equality Programme promoting the participation of women in the global aviation sector.** All nomination forms must be completed in full and **authorized** by the appropriate authority for aviation security of your State through official means. The closing date for nominations to reach this office ([apac@icao.int](mailto:apac@icao.int); [apac.avsec@icao.int](mailto:apac.avsec@icao.int)) is **26 March 2025** in order to enable sufficient time for processing and for selected participants to make travel arrangements, to include visa applications, as necessary.

Selections will be made based on qualifications and experience. In order to ensure the quality of the training delivery, there are limitations on the maximum number of participants and nominations from each State will be considered on a space-available basis. For this reason, if a State is nominating more than one participant, it is important for the State to indicate the **priority order** of selection for each of their nominations and that all nominations are received by the deadline. Accepted nominees will be notified by ICAO once selections have been finalized.

Please note that participants who present themselves at the training without having been properly nominated and accepted will not be admitted. Those who have been accepted but do not attend the entire training will not receive a certificate at the end of the training event. Should a State wish to withdraw a nominee from a training after selection, ICAO and the ASTC must be notified as early as possible, before the commencement of the training event.

Please accept, Sir/Madam, the assurances of my highest consideration.



Tao Ma  
Regional Director

**Enclosure:**  
Nomination form