INTERNATIONAL CIVIL AVIATION ORGANIZATION

**FIRST MEETING OF DIRECTORS OF CIVIL AVIATION OF THE
CARIBBEAN REGION (CAR/DCA/1)**

(Grand Cayman, Cayman Islands, 8-11 October 2002)

Agenda Item 5:   Human Resource Planning and Training

ICAO REGIONAL OFFICE EDUCATIONAL EVENTS

(Presented by the Secretariat)

SUMMARY

This paper presents to the Meeting a proposal for ICAO to undertake a pilot project of an alternative methodology for conducting Regional Office educational events adopting virtual multimedia e-based and web-enabled technology, to complement rather than replace the continuation of the current conventional face-to-face method.

1.   **Introduction**

1.1   Financial budget restrictions are increasingly affecting ICAO, States/Territories, International Organisations and the Aviation Industry operations, including personnel training.

1.2   ICAO Regional Office educational events do not charge a fee to participants from States and therefore there is usually no ICAO event budget for speakers, venues, language translation and interpretation, and scholarships/fellowships for participants.

2.   **Problems associated with ICAO Regional Office Educational Events**

2.1   ICAO usually experiences difficulty in securing a host organisation for events due to the costs involved.

2.2   ICAO sometimes experiences difficulty in securing speakers for events due to the costs, lack of time and schedule conflicts.

2.3   Low attendance of participants at some events has been observed primarily due to costs, lack of time, schedule conflicts, travel restrictions, limited interest in subject matter, poor dissemination of invitation, etc. Low numbers of registered participants before an event sometimes results in its cancellation, as experienced with the AVSEC training courses in the CAR Region in the years 2001 and 2002, with the consequential significant waste of time invested and costs incurred by ICAO, speakers and host organisation, and the non-provision of the required training to the potential participants.

2.4   The following summarises those entities and individuals which usually incur costs and invest time for ICAO Regional Office educational events:

> $ Host organisation (States/Territories, service providers, ICAO) – facilities, personnel, F&B, interpretation, equipment
> $ ICAO – coordination, travel and attendance
> $ Speakers (States/Territories, International Organisations, service providers, industry, ICAO) – preparation, travel and attendance
> $ Participants (States/Territories, service providers, International Organisations) – travel and attendance

3   Possible Alternative Methodology for conducting ICAO Regional Office Educational Events - Virtual multimedia e-based and web-enabled technology

3.1   The methodology proposed is as follows:

> a)   ICAO – convenes event, develops agenda, coordinates programme contributors and provides them with users manuals
> b)   Programme contributors - prepare and submit material (presentations with audio and/or accompanied by notes/paper, biography and photo) to ICAO
> c)   Participants – register username, obtain password and users manual from ICAO
> d)   ICAO posts material on a web page
> e)   Participants and programme contributors engage in Q&A in message board-like forum for one week
> f)   ICAO sends certificates of participation by airmail

3.2   The following requirements have been identified:

> $ Software with an estimated maximum cost of USD 1000 to be borne by the ICAO Regional Office
> $ Web page on UN Mexico server to host the presentation material, message board for Q&A and bulletin board for circular information messages

$ Users instructions manuals for participants and programme contributors
$ IT officer support to create and manage web page and prepare users manuals

3.3 Advantages and Disadvantages

3.3.1 The following advantages have been identified:

$ No requirement for venue and host organisation
$ No requirement for travel to specific venue location
$ Lower costs
$ Less time-consuming
$ Wider target audience

3.3.2 The following disadvantages have been identified:

$ No face-to-face contact between speakers and participants, and between participants
$ Some potential participants may not have easy access to a PC with an Internet connection
$ Some States do not have Internet services with adequate quality in terms of connection reliability and speed to enable quick downloading of presentation material with large file sizes
$ Potential difficulty in dedicating time in the workplace to participate in event due to distractions and ongoing commitments
$ Potentially reduced interest from programme contributors to participate due to perceived lesser exposure to promote themselves and/or organisation represented
$ Only single language events are considered feasible

4   Actions Suggested to the Meeting

4.1   The Meeting is invited to review and comment on the content of this working paper, and if considered feasible and justified, support a proposed pilot project to use virtual multimedia e-based and web-enabled technology for an ICAO Regional Office educational event planned to be held in late 2003 or 2004, and make suggestions on possible topics.

4.2   The event will be followed by an ICAO evaluation with participation from States, speakers and participants to determine whether this is a viable alternative methodology for conducting ICAO Regional Office educational events and should therefore be developed further and pursued for future events.

4.3   The programme for implementation of this proposal is estimated would have a duration of approximately nine months with the following principal elements:

        a)   Acquire software – 0.5 months
        b)   Create web page and prepare users manuals – 4 months
        c)   Exercise, adjustments and revisions – 0.5 months
        d)   Undertake event – 3 months
        e)   Evaluation, adjustments and revisions – 1 month

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