



International Civil Aviation Organization

North American, Central American and Caribbean Office (NACC)

**First Meeting of Civil Aviation Training Centres in the NAM/CAR Regions
(NAM/CAR/CATC/1)**

ICAO NACC Regional Office, Mexico City, 27 to 30 August 2013

NAM/CAR/CATC/1 — WP/03

22/08/13 – Revised

Agenda Item 1

Follow-up on ICAO Training and Human Resources Activities

1.3 Next Generation Aviation Professionals (NGAP) programme

REGIONAL COORDINATION FOR THE TRAINAIR *PLUS* INSTRUCTORS COURSE

(Presented by the *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares*
[CIASA], Mexico)

SUMMARY	
To set guidelines for the coordination and delivery of the TRAINAIR <i>Plus</i> Training Instructor Course (TIC) within the region with the support or through the NACC Regional Office to look after the demand in an organized and equitable manner.	
References:	
<ul style="list-style-type: none">• TRAINAIR <i>Plus</i> Assessment Guidelines. Appendix A. Protocol for Aeronautical Training Centres D Instructors Ref. Protocol 06• TRAINAIR <i>Plus</i> Operations Manual (TPOM) Cap. 8 / 8.1.	
Strategic Objectives	<i>This working paper is related to Strategic Objectives:</i> <i>A. Safety – Enhance global civil aviation safety</i> <i>B. Security – Enhance global civil aviation security</i> <i>C. Environmental Protection and Sustainable Development of Air Transport</i>

1. Introduction

1.1 This paper describes the coordination needs between the NACC Regional Office and the TRAINAIR *Plus* office for the organization and delivery of courses related with the TRAINAIR *Plus* programme in Associated and Full Member Centres in the region.

1.2 This paper also describes the situation regarding the establishment of criteria for the collecting of fees related to TRAINAIR *Plus* courses organized by the Centres and the possible affectation in the demand of these courses.

2. Background

2.1 The TRAINAIR *Plus* office offers States and Civil Aviation Training Centres the TRAINAIR *Plus* Training Instructor Course (TIC), which has been prepared by the ICAO Aviation Safety Training Section (AST) and is offered to the aviation community through TRAINAIR *Plus* Centres.

2.2 The course is organized in a TRAINAIR *Plus* Centre and is delivered by an instructor certified by the TRAINAIR *Plus* office.

2.3 The main responsibilities of the ICAO Aviation Safety Training Section (AST) are to: prepare and send the invitation letter to States, communicate and promote the course as well as select participants, provide the material and issue certificates.

2.4 The organizing Centre is responsible, among other activities, to cover the instructor expenses including travel expenses and daily salary in accordance with the United Nations regulations that are provided by AST; it registers participants and collects fees to cover the cost of the course; provides facilities to deliver the course and the administrative and logistics coordination as well as provide assistance to participants for visas, lodging and transportation. In addition, the Centre pays ICAO through the AST Section USD\$500 per participant to cover costs for production and shipping of documentation.

2.5 The course is requested by the TRAINAIR *Plus* Centre to the AST Section and the AST section defines the venue for the course.

3. Discussion

3.1 The TRAINAIR *Plus* Instructor Course programming in the NAM/CAR Regions is granted on request by the Civil Aviation Training Centres to AST and the TRAINAIR *Plus* office. The coordination or cost range lacks guidelines to promote the delivery of an event in an organized manner on a regional level. In the context of the launch of a course by AST, the main purpose of requesting Civil Aviation Training Centres is to certify instructors (mainly internal ones) to comply with one of the requirements involved with being a TRAINAIR *Plus* member.

3.2 The investment recovery related to the expenses involved in the organization of the course and the fee set by the TRAINAIR *Plus* office of USD\$ 500 per participant, as well as the participation of the staff who works at each centre is covered by the external participants' fee, this originates differences in the expense framework among Centres located in the same region. In addition, the programming of courses in host Centres with dates close to each event may affect the demand to cover the course limit and therefore affect the investment recovery.

4 Suggested Action

4.1 This paper proposes that the ICAO NACC Regional Office coordinates and sets the guidelines to cover the demand of the TRAINAIR *Plus* Training Instructor Course (TIC) and acts as an impartial common player and as a liaison to the TRAINAIR *Plus* office, to request and organize these events in order to obtain an equitable benefit in the Training Centres of the Regions.