

event that these additional locations are operated by a third-party, then TRAINAIR PLUS membership cannot be granted for these locations, unless the third-party is also a TRAINAIR PLUS member.

The ICAO assessment will be valid for a period of three (3) years. Follow-up assessments will be conducted by ICAO at least every three years, or more frequently if deemed necessary in order to ensure that a training organization complies with the terms of the TRAINAIR PLUS Membership.

Full payment of applicable fees and charges for each enrolment phases shall be made to ICAO. Failing payment, the enrolment process shall be stopped. (Refer to section 8.2 for the list of applicable fees).

9 ASSESSMENT PROCESS

The assessment process consists of four (4) phases: pre-application, application, on-site assessment and post-assessment. The criteria for successful completion of each phase are described in the TRAINAIR PLUS Assessment Guidelines (TPAG) (See appendix XXX). This guideline is based on the Manual on the Approval of Flight Crew Training Organizations (doc 9841) and the Procedures for Air Navigation Services – Training (doc 9868).

9.1 PRE-APPLICATIONS

An organization interested in becoming a TRAINAIR PLUS member shall contact the Aviation Safety Training Section (AST) of ICAO. AST will then provide detailed guidance on the assessment process and membership requirements to the organization.

9.2 APPLICATION

A formal request signed by the most senior officer of the organization or by his/her authorized representative must be sent to ICAO. This request shall include detailed information and documented evidence about the organization as described in the TPAG and must include the full payment of the non-refundable assessment fee (refer to section 12 of this documents for details).

ICAO will evaluate the request based on the documents submitted by the organization. Based on the evidence provided at the application phase, ICAO will decide if the organization can be considered a TRAINAIR PLUS Candidate. If the organization is considered a TRAINAIR PLUS Candidate, ICAO will inform the candidate of:

- A proposed schedule for the on-site assessment; and
- An estimate of travel and living expenses in accordance with UN Staff rules for ICAO official(s) undertaking the on-site assessment to be charged to the candidate.

9.3 ON-SITE ASSESSMENT

The on-site assessment will validate the evidence provided by the candidate during the application phase. The on-site assessment will only be undertaken once the candidate confirms in writing that:

- It agrees to the proposed on-site assessment schedule; and
- It provides contact details of the accountable manager that will receive the invoice from ICAO for travel and living expenses of the assessor.

9.4 POST-ASSESSMENT

After the completion of the on-site visit, ICAO will take the following steps:

- Invoice the TRAINAIR PLUS Candidate for the travel and living expenses of the on-site assessment mission.
- Issue a report on the findings of the assessment. The assessment report will indicate one of the three conclusions:
 1. The TRAINAIR PLUS Candidate does not meet the minimum requirements of the TPAG. ICAO will inform the Candidate that major issues were identified during the assessment and that major corrective actions should be implemented. The unsuccessful organization can re-apply for TRAINAIR PLUS membership once they provide evidence that major corrective actions identified during the first assessment have been taken. When re-applying the organization will go through the full assessment process again.
 2. The TRAINAIR PLUS Candidate meets all minimum requirements of the TPAG but not all. ICAO will inform the Candidate that it has been accepted as a TRAINAIR PLUS Associate member on a conditional basis. ICAO will indicate the corrective actions that the Candidate should implement. The Candidate should provide evidence that these corrective actions have been implemented within a delay agreed upon between ICAO and the Candidate. Another on-site visit may be required. Associated travel and living expenses will be invoiced to the Candidate. ICAO will then assess whether corrective actions implemented ensure that the TPAG requirements are met. If so, and upon receipt of the annual membership fees, ICAO will notify the Candidate that it is now a TRAINAIR PLUS Associate Member.
 3. The TRAINAIR PLUS Candidate meets all requirements of the TPAG. In this case, and upon receipt of the annual membership fees, ICAO will notify the Candidate that it is now a TRAINAIR PLUS Associate Member.

10 STP DEVELOPMENT

In order to achieve TRAINAIR PLUS Full membership, organizations have to qualify first for TRAINAIR PLUS Associate membership, and then develop Standardized Training Packages (STPs) in accordance with the “Training Development Guidelines (TDG)”.

Therefore, full members have to establish and maintain a Course Development Unit (CDU). This means that they have to maintain the appropriate number of qualified and active course developers to ensure they meet membership requirements. Fees will apply to attend the workshop, and TRAINAIR PLUS Full Members should plan their budget accordingly.

The Training Development Guidelines (TDG) describes in detail the methodology to develop STPs. By applying this methodology, members ensure that all STPs meet the same requirements, thereby ensuring a harmonized standard of high quality. Only STPs that meet the TDG requirements will be available in the sharing network.

Essentially, the TDG requires that members provide three phase reports during the development of an STP: