

TRAINAIR PLUS PROGRAMME REQUIREMENTS

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1 INTRODUCTION

The International Civil Aviation Organization (ICAO) has initiated an in-depth review of the TRAINAIR Programme. The new upgraded programme, called TRAINAIR *PLUS*, has been presented to ICAO Member States in Electronic Bulletin reference EB2010/45 issued under the authority of the Secretary General. The new TRAINAIR *PLUS* Programme features an updated and more effective course development methodology and a new membership framework.

This document describes the rules and operations of the new TRAINAIR *PLUS* Programme and supersedes any rules and principles included in any documents applicable to the former TRAINAIR Programme, regardless of its publication date.

2 GOAL OF THE TRAINAIR PLUS PROGRAMME

The TRAINAIR *PLUS* programme goal is to improve the safety and efficiency of air transport through the establishment, maintenance and monitoring of high standards of training and competency of aviation personnel on a world-wide basis and in a cost-effective manner.

To achieve this goal, the TRAINAIR Plus programme uses two tools: a methodology to develop standardized courses in civil aviation disciplines and a sharing system of Standardized Training Packages (STPs).

The Aviation Safety Training (AST) Section of the Air Navigation Bureau is responsible for the management of the TRAINAIR *PLUS* Programme.

3 BENEFITS

Members of the TRAINAIR *PLUS* Programme have access to any STPs prepared by other members. They can import and adapt STPs to meet local conditions. They will also have access to non-STP materials made available by Corporate Members.

Through the TRAINAIR *PLUS* Programme, members can progressively upgrade their curriculum by applying the TRAINAIR *PLUS* course development methodology and accessing a pool of validated STPs.

The TRAINAIR *PLUS* Programme provides a forum that supports cooperation among Contracting States and the exchange of training best practices. Members will be invited to participate in all TRAINAIR *PLUS* events as well as other relevant ICAO activities.

Full and Associate Members may use the TRAINAIR *PLUS* logo on their publications and letterheads.

4 MEMBERSHIP CATEGORIES

The TRAINAIR PLUS Programme is a cooperative network open to any private or public organization involved in civil aviation training in ICAO's Contracting States. The cooperative system provides three categories of membership:

- a) Full Member: training organizations that use and develop STPs
- b) Associate Member: organizations that use STPs
- c) Corporate Member: any organization that wishes to participate in the various TRAINAIR PLUS activities

5 MEMBERSHIP REQUIREMENTS

In order to qualify as a full member, an organization must:

- Agree in writing to abide by the rules of that Programme as described herein. The most senior manager or officer of the organization or his/her authorized representative must sign this agreement;
- Undergo an initial TRAINAIR PLUS assessment and follow up assessments every three years;
- Produce at least one validated STP every three years;
- Establish and maintain a course development unit (CDU) with active course developers that successfully completed the Course Developers Workshop;
- Designate an accountable focal point for all TRAINAIR PLUS issues; and
- Pay the TRAINAIR PLUS Full member fees.

In order to qualify as an associate member, an organization must:

- Agree in writing to abide by the rules of that Programme as described herein. The most senior manager or officer of the organization or his/her authorized representative must sign this agreement;
- Undergo an initial TRAINAIR PLUS assessment and follow up assessments every three years;
- Demonstrate its capability to deliver an STP;
- Designate an accountable focal point for all TRAINAIR PLUS issues; and
- Pay the TRAINAIR PLUS Associate member fees.

In order to be considered as a corporate member, an organization must:

- Agree in writing to abide by the rules of that Programme as described herein. The most senior manager or officer of the organization or his/her authorized representative must sign this agreement;
- Contribute to the programme by sharing relevant resources such as non-STP courses;
- Designate an accountable focal point for all TRAINAIR PLUS issues; and
- Pay the TRAINAIR PLUS Corporate member fees.

An organization is considered a full or associate member only once the assessment process is completed, payment is made, and the conditions for the membership level sought are met.

An organization seeking TRAINAIR PLUS membership cannot extend its membership to any activity made in association with any other non-TRAINAIR PLUS organization. Training

activities conducted by a third party on behalf of the training organization seeking TRAINAIR PLUS membership cannot be considered in the process, and therefore TRAINAIR PLUS membership cannot be granted to the third party.

6 ROLE OF ICAO

ICAO's responsibilities include but are not limited to the following:

- Ensure that Course Developers Workshops (CDW) are delivered on a regular basis.
- Maintain a list of designated TRAINAIR PLUS Evaluators, potential TRAINAIR PLUS Experts and qualified course developers.
- Train TRAINAIR PLUS evaluators.
- Coordinate with TRAINAIR PLUS evaluators for the provision of timely responses to phase reports.
- Maintain records of all available STPs and keep members updated on STPs that are planned, in progress and completed.
- Administer the TRAINAIR PLUS website.
- Communicate on a regular basis with all TRAINAIR PLUS focal points.
- Advise on all charges related to the TRAINAIR PLUS Programme.

7 LANGUAGE OF COMMUNICATION

Communication between ICAO and TRAINAIR PLUS candidates or members should preferably be in the English language or in one of the other ICAO official language (Spanish, French, Arabic, Chinese and Russian). It should be noted that the use of one of this language may result in additional delays due to translation. This requirement applies to any official document requested by ICAO during the assessment process, which must be translated if it is not available in one of the ICAO languages.

Assessments will be conducted in English, Spanish or French. During the on-site assessment, it is essential that the candidate member identifies a focal point able to communicate effectively in one of these languages.

8 ASSESSMENT PRINCIPLES

Only organizations seeking TRAINAIR PLUS full or associate memberships are subject to an ICAO assessment.

The successful completion of an ICAO assessment may include, but is not limited to, the review of the organization's facilities, organizational structure, training aids, curricula, instructors, evaluation plans, records technology for training, Computer Based Training capability, simulators, e-learning systems, trainees programmes, quality assurance programme, etc...

The TRAINAIR PLUS assessment is linked to a specific location. If an organization seeking TRAINAIR PLUS membership operates in more than one location, the on-site assessment will be randomly selected by ICAO, provided that the additional locations are directly operated by the training organization seeking TRAINAIR PLUS membership. As described in section 5, in the

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:

- Report 1: Analysis
- Report 2: Development and implementation
- Report 3: Evaluation

These reports will be analyzed by an ICAO designated TRAINAIR PLUS evaluator to ensure that the STP meets the TDG requirements. Feedback will be provided to the CDU including corrective actions in a timely manner. Fees will apply.

The development of a first STP can be challenging. TRAINAIR PLUS associate members new to the programme may require the support of a TRAINAIR PLUS expert to assist their CDU in completing the development of a first STP. ICAO strongly recommends this approach. TRAINAIR PLUS Full Members requiring such support should plan their budget accordingly.

10.1 STP TECHNICAL BACKSTOPPING

Upon request by a TRAINAIR PLUS Member, ICAO will coordinate subject matter co- technical backstopping for an STP under development with the appropriate ICAO section. This service may incur various charges. ICAO will provide an estimate of any cost involved in providing such service.

11 STP SHARING RULES

11.1 STANDARDS

Only STPs that conform to the TRAINAIR PLUS Training Development Guideline (TDG) requirements shall be included in the STP sharing system. The updating of STPs shall remain the responsibility of the originator. However, the organization delivering an STP course is responsible for the currency of the STP.

11.2 PROCESS

Only TRAINAIR PLUS members have access to the sharing system.

Members wishing to use STPs included in the sharing pool must do so in writing to AST. This request must be signed by the focal point identified by the Member (refer to section 5 of this document).

11.3 MASTER COPIES

STPs shall remain the property of the organization that developed it. The originating organization shall retain a master hard and soft copy.

To facilitate sharing, adaptation, translation and revision of STPs, the electronic versions shall conform to TRAINAIR PLUS file format standards as contained in the STP Assembly Guideline.

11.4 RECORDING

ICAO shall maintain records of all available STPs and keep members updated on STPs that are planned, in progress and completed.

A soft copy of each new STP must be made available to ICAO free of charge, for recording and reference purposes.

11.5 FUTURE STPS

Members may develop STPs on any topic to suit their training requirements. ICAO shall be notified prior to any course development in order to list a proposed STP in the STP Register and therefore avoid duplication of effort. ICAO will assign an STP number once it has approved Report 1.

Only once an STP number is assigned, will it be considered reserved by a Member. If another Member is interested in developing a course for which an STP number has not yet been assigned, ICAO will discuss this issue with the two organizations involved to determine the best course of action.

11.6 IMPLEMENTATION

If requested, originators of an STP should assist recipients of an STP for its effective implementation. However, any costs involved in the implementation process shall be borne by the party that requested the assistance.

11.7 ADAPTATION AND TRANSLATION

There are two levels of adaptation of an STP:

- Minor adaptation to address local conditions but that will not change the structure of the STP
- Major adaptation that require a revision of the structure of the STP. This level of adaptation will require the allocation of a new STP number.

An STP that is adapted shall be assigned a new STP number when:

- a) it has been translated;
- b) adaptation of the STP results in a change of a task, objective, or target population; and
- c) the STP is adapted for other specific equipment types.

A copy of an STP that has been assigned a new STP number shall be forwarded to ICAO for recording. The Member responsible for the adaptation and/or translation shall retain the new master copy.

Major adaptations require a TRAINAIR PLUS course development capability. Therefore, only full members can carry out major adaptations and request a new STP number. Associate members can:

- carry out minor adaptations
- carry out major adaptation as part of a project to become a full member. In this case, the associate member should establish a course development unit.

12 PROGRAMME FEES

The TRAINAIR PLUS Programme goal states that the programme should be managed in a cost-effective manner. Therefore, fees will apply to make it sustainable.

Financial support to enter the Programme may be provided to training organizations that are government-owned and/or operated from Least Developed Countries (LDCs). Requests should be addressed to ICAO - TRAINAIR PLUS Programme Manager.

Fees are reviewed yearly, adjusted as needed and will be published on the ICAO TRAINAIR PLUS website. Revised fees automatically apply to new applications and to renewals.

12.1 MEMBERSHIP FEES

Annual membership fees will apply to the TRAINAIR PLUS Programme, as presented in the table below:

Membership Category		Membership Annual Fee (\$US)
Full Member	Governmental	\$10,000
	Private	\$12,500
Associate Member*	Governmental	\$15,000
	Private	\$18,750

* Full Members which are temporarily considered as Associate Members because they have not yet completed an STP will be charged a Full membership fee for the first year.

Payment of annual fees shall be made to ICAO upon completion of the assessment.

12.2 ASSESSMENT FEES

Applicable fees are comprised of two categories:

- a) a non-refundable fixed fee of \$10,000 USD to cover all administrative tasks, payable at the start of the pre-assessment phase; and
- b) a variable fee covering all transportation, daily subsistence allowance and terminal expenses for the ICAO staff or evaluators. ICAO will invoice the TRAINAIR PLUS Candidate for these expenses which will be in accordance with ICAO’s Staff Rules and United Nations daily subsistence allowance rates. All efforts will be made to minimize the costs to the organization.

TRAINAIR PLUS Candidates will be levied separate charges when their assessment failed and request another assessment, which may be limited to specific areas. These charges will be determined on a case-by-case basis.

12.3 ADDITIONAL EXPENSES

In addition to the membership and assessment fees, TRAINAIR PLUS members may consider other additional expenses in their budget, such as:

- 1. The provision of a TRAINAIR expert for STP development for new Full Members
- 2. The training of Course Developers in a Course Developers Workshop
- 3. The assistance of ICAO or any subject matter expert in their STP development