

ASSOCIATION OF AFRICAN AVIATION TRAINING ORGANIZATIONS (AATO)

CRITERIA FOR SELECTION OF THE HOST ORGANISATION



“Committed to the provision and sustainability of aviation training excellence in Africa”

AATO CRITERIA FOR SELECTION OF THE HOST ORGANISATION

A. Criteria for a Host

1. Ascribing to AATO Vision
2. Being an ICAO member
3. Having an approved aviation training organisation to be an operational AATO
4. Accessibility – for AATO services, activities and functions
5. Ease of communication – well established communications systems
6. Have aviation qualified staff
7. Have capacity to provide the basic facilities and support for the AATO start-up process and operations
8. Ability to work with all AATO members
9. Good reputation in the aviation industry

B. Host Organization

1. The AATO headquarters will be determined by the Assembly on the basis of a selection process conducted by the AATO Council. The host organization shall provide the following to through an expression of interest to the Council:

- Furnished Office Space as detailed below;
- Seconded administrative and Support personnel (full support);
- Administrative support for:
 - incorporation of the Association in the host State,
 - working and stay permits for the international secretariat personnel,
 - application for exemptions and any privileges applicable to Not-for-profit Associations,
 - subscription to basic utilities (electricity, water, gas),
 - availability of communication facilities (Internet, telephone, fax)
- Free access to conference/meeting facilities.

2. This minimum requirements list should not be construed as a prescription for what is required, but rather a list of basic needs. States would be encouraged to use their discretion to propose any additional resources that they consider would enhance the operational effectiveness of the AATO.

3. States should consider how the proposed facility will accommodate the requirements itemized here, and the Host State's undertaking that the building or adequate space in a building, would be ready for occupancy by the AATO by no later than 30 June 2013.

4. The AATO facility should be of a size and configuration to accommodate the minimum requirements that follow.

C. AATO Requirements

Type of Physical Location: This could be a standalone office building; or a suite of offices located in an established office building with a mailing address easily accessible to an international airport.

Note: These requirements are for the provision of a building with services; or, office space of adequate size in a building having such services that is suitable to house the staff and equipment listed herein. The Host State is obligated to provide the office furniture or equipment itemized.

I. AATO Staffing

Initially, the AATO will be staffed by the following positions:

- 1) Secretary General
- 2) Technical Coordinator
- 3) Technical Assistant
- 4) Administrative Assistant

II. Office Space and Rooms:

The functioning of the AATO's initial staff will necessitate individual office space of adequate size for each staff member.

III. Office Furniture:

Space required for desks and/or desking systems to accommodate:

- Secretary General (Executive Furniture)
- For each staff member

IV. Computers/Printers/Phone:

- Laptop for Secretary General
- Desktop computers for each staff member
- Heavy duty printer/copier/scan machine
- Telephone extension for each staff member

V. The following services shall be provided by the Host State:

The Host State shall ensure that provisions are made for services that will enable the AATO to have:

- Electrical
- Internet /Intranet
- Heating and Air Conditioning
- Water
- Security Services
- Transportation
- Facilities for the disabled

D. Selection Procedures of Host Organization

1. The Council shall send out request for expression of interest to host the AATO to States/Approved Training Organisations.
2. After submission by potential host(s), the council will evaluate the expression of interest and rank them on evaluation criterion.
3. The council will submit three shortlisted potential host country to the Assembly.
4. The Assembly will appoint the host country as per the constitution and AATO Procedures Manual
5. The Council will write to the successful host county after the approval by the assembly.