

Ref.: 655P4 INVL-01/2020 (VC)

8 June 2020

To: COSCAP SEA Programme Member States Directors General of Civil Aviation

Subject: ICAO COSCAP SEA – EASA Integrated Training Roadmap for Inspectors Workshop (Virtual Classroom, 22 – 25 June 2020, 5:00 – 9:00 UTC daily)

Dear Sir/Madam,

I am pleased to invite your Administration to nominate participants to attend the previously postponed Integrated Training Roadmap for Inspectors Workshop to be held in a virtual classroom from 22 to 25 June 2020. This Workshop has been co-organised with the European Union Aviation Safety Agency (EASA) to support the Member States' prioritised training needs for the implementation of the APAC Beijing Ministerial Declaration safety commitment to "Progressively enhance safety oversight capability to achieve a USOAP EI score higher or equal to the global average by 2022", as prioritised for the South East Asia region, and included in the Work Plan approved by the COSCAP SEA Steering Committee.

The Workshop is for States' Civil Aviation Authority (CAA) Managers involved in safety inspector resource planning, training and management. The Workshop syllabus, provisional programme, and participant registration form are attached. There is no participant registration fee. The event information and material will be available on the ICAO APAC Regional Office web site meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. The virtual classroom will be hosted by EASA on WebEx. Please note that each participant will require a computer and good internet service to participate in the virtual classroom.

The Workshop can accommodate a maximum of **24 participants**, 2 from each Member State of the COSCAP SEA Programme. Please submit completed registration forms by **11 June 2020** to reserve the allocated slots for the Workshop. Following that date, the remaining slots for the Workshop will be allocated on a first come first served basis to any COSCAP SEA Member State. Accepted participants will receive the virtual classroom web link and access guidelines directly from EASA. E-certificates will be sent by email to participants who complete the Workshop.

Should you require further information or any assistance, please contact the COSCAP SEA Programme Secretary, Ms. Sudhatai Juntarapratin at sjuntarapratin@icao.int.

Yours sincerely,



Michiel Vreedenburgh
Programme Coordinator
ICAO COSCAP SEA

cc: COSCAP SEA Steering Committee Chairman (vohuycuong@caa.gov.vn)
ICAO APAC Regional Director (apac@icao.int)
COSCAP SEA National Coordinators
EASA Technical Cooperation Project Manager (raquel.sanz@easa.europa.eu;
joana.gomes@easa.europa.eu)



ICAO COSCAP SEA



**ICAO Cooperative Development of Operational Safety and Continuing
Airworthiness Programme – South East Asia
EASA EU - South East Asia Aviation Partnership Project**

**Integrated Training Roadmap for Inspectors Workshop
Synchronous Distance Learning – Virtual Classroom
(22 – 25 June 2020, 5:00 – 9:00 UTC daily)**

PROGRAMME

22/06/2020

TIME (UTC+7)	TITLE, SPEAKER
12:00 – 12:30	REGISTRATION (Online registration, connecting time)
12:30 – 13:00	Opening and Introductions Introductions, agenda and scope of the workshop Michiel Vreedenburgh, ICAO COSCAP SEA Programme Coordinator Raquel Sanz Pascasio, EU South East Asia APP Project Manager Instructors introduction – Giuseppe Sabatino & Salvador Alepuz, Experts Participants introduction, workshop contents, objectives and expectations
13:00 – 13:45	M1. Establishing Number of Inspectors Giuseppe Sabatino & Salvador Alepuz, EASA Experts
13:45 – 14:00	BREAK
14:00 – 14:45	M2. Assess the Roles and Scope of Inspector Type (Part 1) Giuseppe Sabatino & Salvador Alepuz, EASA Experts
14:45 – 15:15	BREAK
15:15 – 16:00	M2. Assess the Roles and Scope of Inspector Type (Part 2) M3. Resource Planning (Part 1) Giuseppe Sabatino & Salvador Alepuz, EASA Experts
16:00 – 16:15	BREAK
16:15 – 17:00	M3. Resource Planning (Part 2) Giuseppe Sabatino & Salvador Alepuz, EASA Experts



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23/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration, connecting time
12:00 – 12:45	M4. Training Needs Analysis Giuseppe Sabatino & Salvador Alepuz, EASA Experts
12:45 – 13:00	BREAK
13:00 – 13:45	M5. Identifying Key Competencies (Part 1) Giuseppe Sabatino & Salvador Alepuz, EASA Experts
13:45 – 14:15	BREAK
14:15 – 15:00	M5. Identifying Key Competencies (Part 2) M6. Evaluating current competencies (Part 1) Giuseppe Sabatino & Salvador Alepuz, EASA Experts
15:00 – 15:15	BREAK
15:15 – 16:00	M6. Evaluating current competencies (Part 2) Giuseppe Sabatino & Salvador Alepuz, EASA Experts

24/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration, connecting time
12:00 – 12:45	M7. Prioritising Training Needs Giuseppe Sabatino & Salvador Alepuz, EASA Experts
12:45 – 13:00	BREAK
13:00 – 13:45	M8. Training Policy - Initial and Recurrent Training (Part 1) Giuseppe Sabatino & Salvador Alepuz, EASA Experts
13:45 – 14:15	BREAK
14:15 – 15:00	M8. Training Policy - Initial and Recurrent Training (Part 2) M9. Establishing an Inspector Training Program (Part 1) Giuseppe Sabatino & Salvador Alepuz, EASA Experts
15:00 – 15:15	BREAK
15:15 – 16:00	M9. Establishing an Inspector Training Program (Part 2) Giuseppe Sabatino & Salvador Alepuz, EASA Experts



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25/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration, connecting time
12:00 – 12:45	M10. Designing Training using Competencies Giuseppe Sabatino & Salvador Alepuz, EASA Experts
12:45 – 13:00	BREAK
13:00 – 13:45	M11. Training Delivery Methods – Competency Based Training Giuseppe Sabatino & Salvador Alepuz, EASA Experts
13:45 – 14:15	BREAK
14:15 – 15:00	M12. Training Cost Benefit Analysis Giuseppe Sabatino & Salvador Alepuz, EASA Experts
15:00 – 15:15	BREAK
15:15 – 16:00	M13. Evaluation of Training Output Participants Feedback Instructor Summary, Giuseppe Sabatino & Salvador Alepuz, EASA Experts Raquel Sanz Pascasio, EU South East Asia APP Project Manager Michiel Vreedenburgh, ICAO COSCAP SEA Programme Coordinator



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INTEGRATED TRAINING ROADMAP FOR INSPECTORS VIRTUAL WORKSHOP (22 - 25 June 2020)	
Scope of training	This workshop provides participants with the core knowledge required to understand the process of resource planning, the key competencies required for successful performance in role and establishing training programmes for NAA Inspectors which provide the foundations on which career paths can be developed.
Objectives of the workshop	<p>By the end of the workshop, through a combination of structured lectures, presentations and discussions the participants will have an understanding of:</p> <p><u>Establishing a Resource Plan and Key Influencing Factors:</u></p> <ul style="list-style-type: none"> • Average annual man hours per inspectors • Number of Organisations in a given sector • Number of Aircraft on Register • Audit Plan • Audit Durations • Audit Team compositions • Roles and Scope of each Inspector (e.g. Flight Ops, Airworthiness) <p><u>Establishing an Inspector Training Programme and Key Influencing Factors:</u></p> <ul style="list-style-type: none"> • Competency Modelling • Conducting a Training Needs Analysis – Competency Assessment • Evaluation of current competencies • Expected key inspector competencies - Elements of a Competency Model (Foundation Competencies, Behavioural Competencies, Academic Competencies, Workplace Competencies, Industry technical Competencies, Management competencies and Job Specific Requirements) • Training Policy -Initial and recurrent training • Training Delivery Methods & Competency Based Training
Recommended participant profile	This workshop is aimed at departmental area Managers involved in resource planning, training and managing NAA Inspectors.
Key topics	<ul style="list-style-type: none"> • Establishing Number of Inspectors • Assess the Roles and Scope of Inspector Type • Resource Planning • Training Needs Analysis • Identifying Key Competencies • Evaluating current competencies • Prioritising Training Needs • Training Policy - Initial and Recurrent Training • Establishing an Inspector Training Program • Designing Training using Competencies • Training Delivery Methods – Competency Based Training • Training Cost Benefit Analysis • Evaluation of Training Output
Method of delivery	Virtual classroom training includes PowerPoint presentations, workshops, and group discussions.



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**Integrated Training Roadmap for Inspectors Workshop
(Virtual Classroom, 22 – 25 June 2020, 5:00 – 9:00 UTC daily)**

PARTICIPANT REGISTRATION FORM				
State				
Name	Title	Surname (capitals)	First name	Middle name
Position / Title				
Organization				
Department / Division				
Telephone (office)				
Telephone (mobile)				
E-mail (office)				
E-mail (alternate)				

Please send completed form(s) by 11 June 2020 to:
 ICAO COSCAP-SEA Programme Secretary
 E-mail: sjuntarapratin@icao.int