

## ICAO LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION

### RECOMMENDED ACTION PLAN

*Note: State – national legal and/or regulatory authority responsible for adoption and implementation of ICAO Standards (Annex 1).  
ANSP (Air Navigation Service Provider) – organization or entity responsible for the provision of air traffic services (Annex 11).  
AO (Airline Operator) – airline or the company responsible for the flight operations (Annex 6).*

N	ACTIVITY	RESPONSIBLE BODY /DATE	REMARKS
	<b><i>Phase 1: Actions to reach Level 4 proficiency</i></b>		
1.	Ensure all stakeholders (pilots, controllers, language teachers, regulators etc.) are familiar with the ICAO language proficiency requirements.	States, ANSPs, AOs. <i>As soon as possible in case States have failed to do it until now</i>	Conduct workshops, seminars, meetings at national and regional level.
2.	Adopt/incorporate the ICAO language proficiency requirements (Amendment 164 to Annex 1) into national legislation.	States <i>As soon as possible in case States have failed to adopt them until now</i>	
3.	Nominate contact person(s) within States, airlines and ANSPs to be responsible for coordination of matters at the national level dealing with the implementation of the ICAO language proficiency requirements.	States, ANSPs, AOs. <i>As soon as possible in case States have failed to do it until now</i>	
4.	Establish a plan to coordinate administrative and training matters (entry testing, number of personnel to be trained, training centres, duration of training, etc.).	States, ANSPs, AOs. <i>As soon as possible in case States have failed to do it until now</i>	
5	Develop/select test(s) to meet ICAO language proficiency requirements.	States, ANSPs, AOs. <i>As soon as possible</i>	Ensure test meets requirements of the ICAO Doc 9835. <i>See Note1 below the table</i>
6.	For the selected test(s): select and train personnel to administer, conduct and rate the test(s) <ul style="list-style-type: none"> <li>determine the minimum level of proficiency for testing personnel;</li> <li>provide training in the specialist functions required of testing; and</li> <li>establish a programme of accreditation for selected testing personnel.</li> </ul>	States, ANSPs, AOs <i>As soon as possible once a test(s) has(have) been selected, but not later than 05 March 2008</i>	<i>See Note 2 below the table for desired profiles and requirements</i>
7.	Obtain certification and/or accreditation of selected test(s) as “an acceptable means of compliance” from national supervisory authority (regulator/civil aviation authority).	States, ANSPs, AOs <i>As soon as possible once a test(s) has(have) been selected, but not later than 05 March 2008</i>	
8.	Assess current language proficiency level of controllers and pilots, according to the ICAO rating scale.	States, ANSPs, AOs. <i>As soon as possible in case States have failed to do it until now</i>	Determine magnitude of problem, address individual training needs.

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9.	Develop language training packages designed to close the gap between current language proficiency level and ICAO Level 4.	States, ANSPs, AOs, providers of language training.  <i>As soon as possible in case States have failed to do it until now</i>	Training package includes: plan, syllabus, materials, methods. Language training should be considered in context of job. Note: performance below level 3 will require more general language teaching. Aviation specific language training should be introduced once the ICAO level 3 has been attained.
10.	Assess the financial implications needed to meet ICAO language proficiency requirements. Determine if assistance is required and how it might be obtained.	States, ANSPs, AOs. <i>As soon as possible in case States have failed to do it until now</i>	Refer to ICAO Doc 9835 chapter 1.3 for guidance on assistance with training programmes. <i>See Note 1 below the table</i>
11.	Identify social issues resulting from implementation of the ICAO language proficiency requirements, and prepare measures to resolve these issues.	States, ANSPs, AOs and social partners. <i>As soon as possible</i>	
12.	Familiarise pilots and controllers with the format of the test(s) and procedures for administration of the test.	ANSPs, AOs. <i>Before testing.</i>	Organise briefings and make sample tests available for pilots and controllers.
13.	Develop language training package to maintain language proficiency and a schedule of language refresher training.	ANSPs, AOs. <i>In place before 05 March 2008</i>	Ensure that current Level 4 is not eroded (could be included in refresher training programmes)
14.	Review recruitment and selection procedures and consider a minimum of at least ICAO level 3 in language proficiency before entry to professional training programmes.	Training establishments, ANSPs, AOs. <i>Not later than 2007.</i>	
15.	Implement language awareness programmes to ensure that native and expert speakers of English communicate in a manner that is easily understandable to non-native speakers of English (proficient at ICAO Level 4).	States, AOs, ANSPs <i>Not later than 05 March 2008</i>	Applies equally where other languages are used in aeronautical communication
16.	Present preliminary reports to ICAO on progress achieved in preparing for implementation of ICAO language proficiency requirements.	States <i>2006, 2007.</i>	
	<b><i>Phase 2: Actions to maintain Level 4 (or higher) proficiency</i></b>		
17.	Implement testing of pilots and controllers.	States, ANSPs, AOs. <i>Before 05 March 2008</i>	
18.	Implement language proficiency maintenance programmes ( <i>see item 13 above</i> ).	States, ANSPs, AOs. <i>Before 05 March 2008</i>	

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19.	Extend language testing and training programmes to all pilots and controllers unable to meet the 05 March 2008 deadline.	States, ANSPs, AOs. 2009	
20.	Present a final report to ICAO on implementation of ICAO language proficiency requirements	States Before 05 March 2008	

*Note 1: ICAO Doc 9835 - Manual on the Implementation of ICAO Language Proficiency Requirement provides guideline material and valuable information on preparing training and testing programmes*

*Note 2: Suggested profiles for personnel to administer, conduct and rate tests:*

***Rater*** - a person with the English language level proficiency and experience in aviation adequate to evaluate all levers and elements of the ICAO Language Proficiency Rating Scale.

***Tester/Interlocutor*** - a person with the English language level proficiency and experience in aviation adequate to conduct the selected test (tests).

***Administrator*** – a person familiar with the preparation and conduct of tests/examinations e.g .logistics, security, candidate briefing (could be any of above persons).