



WORKING PAPER

**SPECIAL AFRICA-INDIAN OCEAN (AFI)
REGIONAL AIR NAVIGATION (RAN) MEETING**

Durban, South Africa, 24 to 29 November 2008

**Agenda Item 5: Development of a set of comprehensive work programmes in the safety field
(Safety Committee)**

THE ICAO TRAINAIR PROGRAMME

(Presented by the Secretariat)

SUMMARY

This paper provides an overview of the ICAO TRAINAIR Programme, its goals and principles and the benefits of TRAINAIR membership and the sharing of training materials. Its purpose is to inform about current and prospective TRAINAIR members in the AFI Region and focuses on the potential for harmonizing all aspects of training in the region.

Action by the meeting is in paragraph 5.

1. INTRODUCTION

1.1 The ICAO TRAINAIR Programme, which was established in the 1990s, is an international course sharing system that is based on a standardized process for the preparation of course materials. This programme is an integral part of the ICAO Aviation Training Programme (IATP) and complements the other activities of IATP by catering specifically to the needs of training institutions by providing them with tools, training materials and peer contacts around the world.

1.2 In today's environment, where national markets have been replaced by regional markets or even by the global market, and where changes in technology occur at an increasingly faster pace, many training institutions have to coordinate and combine their resources for the preparation of high quality training materials in order to keep their aviation professionals up to par with the high standards.

2. THE ICAO TRAINAIR PROGRAMME

2.1 Goal of the TRAINAIR Programme

2.1.1 The goal of the TRAINAIR Programme is to improve the safety and efficiency of air transport through the establishment and maintenance of high standards of training and competency for aviation personnel on a world-wide basis and in a cost-effective manner. To achieve this goal, ICAO

promotes the use of a standardized methodology to develop courses in civil aviation disciplines as well as a system by which participating Civil Aviation Training Institutions can share standardized course materials.

2.1.2 ICAO, through the TRAINAIR Central Unit, is responsible for the coordination of the TRAINAIR Programme, in accordance with the standing policies of the Organization as contained in Assembly Resolutions and other policies established by the executive bodies of ICAO.

2.2 Principles of Membership

2.2.1 The TRAINAIR Programme is a cooperative system open to all Civil Aviation Training Institutions in ICAO Contracting States, provided that they have the capability to prepare or adapt course materials to TRAINAIR standards.

2.2.2 Institutions wishing to join the Programme must be prepared to share Standardized Training Packages (STPs). In turn, they will have access to copies of the STPs prepared by other Institutions. Institutions, which are both producers and users of STPs, qualify as Full Members of the TRAINAIR Programme and are entitled to participate in the setting of policies for its operation. Training Institutions wishing to become a full member of the TRAINAIR-Programme are regarded as prospective members, as soon as they agree in writing to abide by the rules of that Programme. They can only benefit from the access to the sharing-pool, however, if the temporary TRAINAIR-Membership status is formally granted by the TRAINAIR Central Unit. Subject to case-by-case verification by the TRAINAIR Central Unit, States with limited civil aviation training resources may have the opportunity to become Associates Members and will be able to adapt and use STPs only, but not to produce new or upgraded STPs.

2.2.3 It is also recognized that some training institutions may not wish or may not be able to become full or associate TRAINAIR members, but could contribute to the Programme by sharing non-STP course materials and participating in TRAINAIR events and cooperative activities. The category of Contributing Participant was therefore established and is intended to provide additional benefits to TRAINAIR members and, at the same time, benefit Contributing Participants.

2.3 Benefits of Membership

2.3.1 Through the TRAINAIR Programme, Members will have established an active Course Development Unit (CDU), with Course Developers trained to TRAINAIR standards. The CDU will prepare STPs with support and guidance from the Central Unit. The Central Unit's guidance includes keeping members advised of available STPs, monitoring the standards of STP materials under preparation and assisting Course Development Units in maintaining the required standards. Course Developers are also trained in the techniques of adapting STPs (prepared at other locations) to meet local conditions. Members also have access to non-STP materials that are made available to the Programme by Contributing Participants.

2.3.2 All Members of the TRAINAIR Programme will have access to any of the other STPs being prepared (to the same standards) by other participating Institutions. Members of the TRAINAIR Programme will, therefore, be able to progressively upgrade their training programmes by conducting material-dependent civil aviation courses based on the continually expanding pool of high-quality course material, in the form of STPs as well as non-STP course materials, available through the Programme. The TRAINAIR Programme will also provide a forum for further cooperation between States on training issues.

2.4 Responsibilities of Membership

2.4.1 Members must:

- a) undertake to maintain an active Course Development Unit with trained Course Developers capable of preparing Standardized Training Packages to TRAINAIR standards;
- b) comply with the TRAINAIR Programme Rules; and
- c) undertake to participate in TRAINAIR activities including an active role in the setting of policies, through regular participation in TRAINAIR Coordination Conferences.

2.5 Sharing System

2.5.1 Only courses approved by the Central Unit as STPs that conform to the standards set out in the TRAINAIR Training Development Guideline or adhere to the non-TRAINAIR Course Acceptance Criteria shall be made available to the Programme through the STP sharing system.

2.5.2 The Central Unit shall review non-STP courses prior to their acceptance into the non-STP sharing system. Acceptance of non-STP courses is based on two criteria. First, a contribution shall not completely duplicate any of the existing courses in the STP sharing and the non-TRAINAIR course sharing systems. Secondly, the TRAINAIR Central Unit shall determine that the course is sufficiently material dependent so that a recipient training institution can teach the course with limited advice from the originating institution.

2.5.3 STPs from the Programme shall be available only to members. However, members may offer for sale computer based training portions of an STP to non-members.

2.5.4 TRAINAIR Members retain their access to the STP sharing pool, if they have paid all membership fees, for the periods of time indicated, upon completing any of the following activities:

- a) three years, upon completion of a new or upgraded STP; or
- b) two years, upon completing the adaptation of an STP from the sharing system or upon completion of the updating of an STP; or
- c) one year upon the delivery of a course developers workshop on an international basis.

2.5.5 Training institutions and Contributing Participants that no longer qualify for access to the STP sharing system will be considered inactive members. Access to the STP sharing system will be suspended until such time as a plan to meet the requirements of 2.5.4 above can be agreed to between the training institution and the Central Unit.

2.5.6 When requested by Members, STPs and non-STP courses shall be supplied by the originator. If the supplier wishes, a charge for actual reproduction costs and postage may be made. To facilitate sharing, this charge should be kept to a minimum.

2.5.7 If requested, originators of an STP or non-STP course should provide as much assistance as possible to a recipient of a shared course so that the course may be effectively

implemented. However, any costs involved in the implementation process shall be borne by the party that requested the assistance.

2.5.8 Each STP or non-STP course prepared shall remain the property of the organization that prepares it and that organization shall retain the master copy.

2.6 Preparation of New Standardized Training Packages

2.6.1 Members may develop STPs on any topic to suit their training requirements. The TRAINAIR Central Unit shall be contacted in order to list a proposed STP in the STP Register and to avoid duplication of effort.

2.6.2 The assignment of an STP number will be made only when a Phase 1 report has been submitted to the Central Unit. The report should show that the resources required to develop the STP were identified and are likely to be provided. This step initiates the Central Unit methodological backstopping procedures.

2.6.3 An STP shall not be considered reserved by a Member until an STP number has been assigned. If another Member is interested in developing a listed course that has not yet been assigned an STP number, the Central Unit will discuss this issue with the two institutions involved to determine the best course of action.

2.6.4 Upon request by a Member, the Central Unit will coordinate technical backstopping, with the appropriate ICAO section, for an STP under development.

3. TRAINAIR MEMBERS IN AFRICA

3.1 Eight training institutions in seven African States are currently full members of the TRAINAIR Programme. The total number of members in the Programme is 49 members in 44 States. African training institutions are well represented in the TRAINAIR Programme: about one sixth of the members are from Africa. The table below lists the TRAINAIR Members in Africa.

State	TRAINAIR Member	Since
ASECNA	École Africaine de la Météorologie et de l'Aviation Civile (EAMAC)	2006
Ethiopia	Civil Aviation Training Centre (CATC)	1990
Ethiopia	Ethiopian Aviation Academy (EAA)	1990
Kenya	East African School of Aviation (EASA)	1990
Nigeria	Nigerian College of Aviation Technology (NCAT)	2005
Morocco	Académie de l'aviation civile - Office National des Aéroports (ONDA)	1997
South Africa	Air Traffic and Navigation Services (ATNS), Aviation Training Academy	2001
Tanzania	Civil Aviation Training Centre (CATC)	2005

3.2 A TRAINAIR participation assessment mission, the first step in the process of becoming a member, will be conducted in Zambia during the first quarter of 2009. General interest in

the TRAINAIR Programme and other activities of IATP has been expressed by authorities and institutions in Angola, Eritrea, Sierra Leone and Sudan.

3.3 The primary indicator of activity in the TRAINAIR Programme is the number of STPs that are available, under preparation and planned. The members in Africa have completed eleven STPs and 13 STPs are under development. In the TRAINAIR sharing pool there is currently a total of 88 completed STPs available, an additional 14 STPs will be available shortly, and 61 STPs are in various stages of development. Sixteen new STPs are planned for the new future. Given that the share of members in Africa is about one sixth, and the share of completed STPs is one eighth, the activity of the members in Africa is slightly below average. The reasons for this are limited resources, i.e. availability of qualified TRAINAIR Course Developers, subject matter experts, office tools and supplies.

3.4 States in Africa that share languages and have many similarities in their aviation sectors, could join the TRAINAIR Programme simultaneously. It would reduce the costs for the initial installation of their Course Development Units. This would also provide a stimulus to the activities of each of the new Course Development Unit and cause a synergy effect.

4. CONCLUSION

4.1 The TRAINAIR Programme stands for standardization of training materials, coordination and cooperation among members and compliance and implementation of ICAO SARPS. Instead of isolated approaches by training institutions with limited resources producing their own training courses in order to comply with amended or new ICAO SARPS, TRAINAIR members are equipped with the right tools, share the burden in developing high quality training courses, and receive technical backstopping from ICAO when necessary. Given the need for harmonized training policies and standards in the AFI Region, as described in SP AFI/08-WP/28, the ICAO TRAINAIR Programme has the right tools to further standardization, coordination and cooperation among participating training institutions. On the basis of the above-mentioned benefits of membership in TRAINAIR, it is recommended that:

Recommendation 5/x — Support of the ICAO TRAINAIR Programmes

- a) the CAAs and other authorities responsible for training in the AFI Region consider the various levels of membership in TRAINAIR;
- b) the CAAs pass on this working paper to private and other public aviation training institutions in their State for their consideration; and
- c) the CAAs support the TRAINAIR Programme, as required, by providing information, releasing their subject matter experts and facilitating TRAINAIR events in their State.

5. ACTION BY THE MEETING

5.1 The meeting is invited to:

- a) take note of the information provided in this paper; and
- b) adopt the draft Recommendation at paragraph 4 above.

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