



## INTERNATIONAL CIVIL AVIATION ORGANIZATION

### Ninth Meeting of the AASPG Infrastructure and Information Management Sub-Group (IIM/SG9)

*Dakar, Senegal, from 3 to 7 August 2026*

#### Agenda Item 3: Achievements in Infrastructure and Information Management

##### 3.4 Progress in the implementation of the AASPG IIM Projects

##### WP3.4H Progress in the Implementation of the AFI AIM Competency-Based Training Standards (AFI AIM-CBTS) Project

*(Presented by Ms. Carolyn Mbiti, PTC AFI AIM CBTS Project)*

| SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>This working paper outlines achievements in the preparation of the AFI Aeronautical Information Management Competency-Based Training Standards (AFI AIM-CBTS) Project. It highlights the activities undertaken by the project team, achievements realized, challenges encountered, and the planned next steps aimed at supporting AFI States in preparing ICAO competency-based training and assessment provisions for AIM personnel.</p> <p>Action by the meeting is contained in <b>paragraph 3</b>.</p>                                                                                                                                                                           |
| <p><b>REFERENCE(S):</b></p> <ul style="list-style-type: none"> <li>▪ Global Air Navigation Plan (GANP)</li> <li>▪ Global Aviation Safety Plan (GASP)</li> <li>▪ AASPG Procedural Handbook</li> <li>▪ AASPG/1 Report</li> <li>▪ ICAO Annex 15 - Aeronautical Information Services</li> <li>▪ ICAO Doc 10066, Procedures for Air Navigation Services, Aeronautical Information Management (PANS-AIM)</li> <li>▪ ICAO Doc 10199, Procedures for Air Navigation Services - Information Management (PANS-IM)</li> <li>▪ ICAO Doc 9991 - Aeronautical Information Services Training Manual</li> <li>▪ ICAO Doc 9868 - Procedures for Air Navigation Services - Training (PANS-TRG)</li> </ul> |
| <p>This working document relates to <b>ICAO Strategic Goal(s): A - Every Flight is Safe and Secure; C - Aviation Delivers Seamless, Accessible and Reliable Mobility for All</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## 1. INTRODUCTION

- 1.1 ICAO Annex 15 requires States and Aeronautical Information Service providers to identify competencies associated with each Aeronautical Information Management (AIM) function and establish initial and recurrent assessments to ensure personnel maintain the required competencies. These provisions are intended to ensure that only competent personnel perform AIM functions critical to the safety, regularity, and efficiency of international air navigation.
- 1.2 Although several States of the AFI region have initiated implementation of Competency-Based Training and Assessment (CBTA) for AIM personnel, the level of implementation across the region remains uneven. Challenges include the absence of regulatory frameworks, inadequate competency implementation frameworks, limited assessor capacity, and lack of harmonized implementation guidance.
- 1.3 In recognition of these challenges, the AFI AIM-CBTS Project was established under the AASPG Infrastructure and Information Management (IIM) Project portfolio to support States in preparation for implementation of AIM competency-based training and assessment systems consistent with ICAO provisions.
- 1.4 The project runs from **15 May 2026** to **30 November 2027** and is coordinated by the ICAO ESAF and WACAF Regional Offices with the support of experts nominated by States and Organizations (**Appendix A**)
- 1.5 The project aims to:
  - Develop adaptable competency models for all AIM functions in the current and future digital environments;
  - Implement ICAO provisions in respect to competencies, knowledge, skills and abilities required for AIM functions, through specific regulatory requirements on education and training of AIM personnel.; and
  - Identify and develop documents and tools needed to assist States in developing AIM adapted competency models and regulatory requirements.

## 2. DISCUSSIONS

### *Activities conducted*

- 2.1 The AFI AIM-CBTS Project Team has held a series of virtual coordination meetings aimed at defining project objectives, establishing implementation priorities, and developing an agreed work programme.
- 2.2 The project team reviewed relevant ICAO provisions and guidance material, including ICAO Annex 15, Doc 9991, and Doc 9868, to establish a common understanding of competency-based training and assessment requirements applicable to AIM personnel
- 2.3 The team initiated the development of a standardized questionnaire intended to assess the status of preparedness of AIM CBTA implementation within States of the AFI region.
- 2.4 The questionnaire seeks to collect information relating to:
  - regulatory and policy frameworks;
  - competency models and training programmes; and
  - assessment systems and certification processes.

- 2.5 To support harmonized implementation of AIM CBTS across the AFI region, the project team has identified the documents required by the key stakeholders involved in AIM competency implementation, namely:
- Civil Aviation Authorities;
  - Aeronautical Information Service Providers; and
  - Aviation Training Organizations.
- 2.6 These documents are aligned with the relevant Critical Elements of the State Safety Oversight System (CE-2, CE-4, CE-5, CE-6 and CE-7). The identified deliverables comprise regulatory, policy, guidance, operational, training and competency management materials, as well as competency-based job descriptions for the various AIM operational functions.
- 2.7 The complete Identification and Plan for Development of the Assistance Materials is contained in **Appendix B**.

#### *Achievements*

- 2.8 The following achievements have been realized:
- a) establishment and operationalization of the AFI AIM-CBTS Project Team;
  - b) agreement on the project implementation strategy and work plan;
  - c) development of a draft questionnaire to assess preparedness for CBTA implementation in States;
  - d) Identification of documents to be developed for AIM CBTS in AFI region.

#### *Challenges*

- 2.9 The project team has encountered the following challenges:
- a) Availability of AIM CBTS experts and competing operational priorities within the States.
  - b) Limited timelines to accomplish the project.

#### *Next Steps*

- 2.10 The project team intends to:
- a) finalize and distribute the CBTS questionnaire;
  - b) analyze responses received from States and identify regional preparedness;
  - c) develop relevant documents for use by States; and
  - d) develop recommendations for consideration by AASPG regarding implementation of AIM CBTS.

### **3. ACTIONS BY THE MEETING**

- 3.1 The meeting is invited to :
- a) note the progress made by the AFI AIM CBTS project team;
  - b) review and endorse the Identification and Plan for Development of the Assistance Materials contained in Appendix B;
  - c) urge States to complete and submit the CBTS preparedness Status Questionnaire to the ICAO Regional Offices by the end of December 2026, to enable a comprehensive regional analysis; and

- d) endorse the project team's proposed way forward and future work programme.

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#### Appendix A: AIM CBTS PROJECT TEAM COMPOSITION

| # | Name                   | State/Organization |
|---|------------------------|--------------------|
| 1 | Berthe Adama           | ASECNA             |
| 2 | Lo Babacar             | ASECNA             |
| 3 | Tano Bosson Ange       | Côte d'Ivoire      |
| 4 | Allou Kouakou Patrice  | Côte d'Ivoire      |
| 5 | William Frimpong       | Ghana              |
| 6 | Fall Cheikh Ahmadou    | Senegal            |
| 7 | Carolyn Kavinya Mbiti  | Kenya              |
| 8 | Edwin Nyabwari Omambia | Kenya              |
| 9 | Fransiscus Eelu        | Namibia            |

**Appendix B: IDENTIFICATION AND PLAN FOR DEVELOPMENT OF THE ASSISTANCE MATERIALS**

| Code (1)                                                                                               | Title (2)                                                           | Type (3)                    | Description (4)                                                                                                                                                                                                                                                                                            | Target date (5) | Actors (6)     |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|
| <b>Documents for CAA</b> <i>(Regulations, Guidance to industry, Procedures, Checklists, Trainings)</i> |                                                                     |                             |                                                                                                                                                                                                                                                                                                            |                 |                |
| AFI_AIM_CBTS_TEMP_REG_001                                                                              | Model Regulatory Text for AIM CBT Implementation                    | Model regulation            | Provides sample regulatory clauses that States may adapt for AIM competency requirements, approvals, and oversight.                                                                                                                                                                                        | 31/08/2026      | Carolyn, Edwin |
| AFI_AIM_CBTS_TEMP_PLY_001                                                                              | AIM Competency Policy                                               | Policy                      | Establishes the policy framework for implementing and maintaining competency-based training and assessment (CBTA) for AIS/AIM personnel, including competency management, assessment, certification, recurrent competency assessments, governance, roles and responsibilities, and continuous improvement. | 31/11/2026      | Carolyn, Edwin |
| AFI_AIM_CBTS_TEMP_TGM_001                                                                              | Procedure for Monitoring and Surveillance of AIM CBT Implementation | Technical Guidance Material | Defines how the CAA shall conduct surveillance, collect evidence, follow up findings, and verify effectiveness of corrective actions.<br>1. Guidance to the industry on how to implement the regulatory requirements<br>2. Guidance to CAA on how to oversight competency                                  | 30/10/2026      | Carolyn, Edwin |
| AFI_AIM_CBTS_TEMP_INS_CHK_001                                                                          | Model text for AIM CBTA Oversight Checklist                         | Checklist                   | Checklist for surveillance and assessment of AIM CBTA implementation.                                                                                                                                                                                                                                      | 31/08/2026      | Carolyn, Edwin |
| AFI_AIM_CBTS_TEMP_TGM_004                                                                              | Assessor Handbook                                                   | Handbook                    | Provide guidance to assessors in respect to Observation techniques, questioning methods, feedback, decision rules                                                                                                                                                                                          | 31/01/2027      |                |
| AFI_AIM_CBTS_TEMP_CER_001                                                                              | Competency Certificate                                              | Certificate                 | 1. Proof of attaining competency<br>2. Authorization to perform duties associated with the competence                                                                                                                                                                                                      | 31/0/1027       |                |

| Code (1)                                                                                                                       | Title (2)                                              | Type (3)             | Description (4)                                                                                                                                                                                                                                                                                                     | Target date (5) | Actors (6)                                         |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|
| <b>Documents for AIS</b> ( <i>Competency models, Job descriptions, Training programme, OJT Manual, forms and Checklists.</i> ) |                                                        |                      |                                                                                                                                                                                                                                                                                                                     |                 |                                                    |
| AFI_AIM_CBTS_TEMP_MAN_006                                                                                                      | AIM CBTA Manual                                        | Manual               | Provides guidance for implementing competency-based training and assessment (CBTA) for AIS/AIM personnel, including competency frameworks, training design, assessment methods, qualification processes, instructor and assessor guidance.                                                                          | 31/04/2027      | William, Fransiscus, Adama, Allo, Ahmadou, Babacar |
| AFI_AIM_CBTS_TEMP_TOL_019                                                                                                      | AIM Competency Assessment Forms                        | Assessment Templates | Provides standardized competency assessment forms for all AIM competency areas, including competency units, competency elements, performance criteria, assessment records and assessor comments.<br><i>Note: These forms are intended for inclusion as appendices to the AIM CBTA Manual.</i>                       | 31/03/2027      | William, Fransiscus, Adama, Allo, Ahmadou, Babacar |
| AFI_AIM_CBTS_TEMP_TRS_007                                                                                                      | AIM Training Standards                                 | Manual               | Establishes standardized training requirements for AIS/AIM personnel, covering entry requirements, initial and specialized training, functional, recurrent and refresher training, and continuous professional development (CPD).                                                                                   | 30/01/2027      | Edwin, Babacar, Berthe, Fransiscus                 |
| AFI_AIM_CBTS_TEMP_JDS_001                                                                                                      | AIM Briefing Office Officer Job Description            | Job Description      | Provides job description for AIM Briefing Office personnel, defining the purpose of the position, duties and responsibilities related to pre-flight and post information services, required competencies, minimum qualification and experience requirements, reporting relationships, and performance expectations. | 31/12/2026      |                                                    |
| AFI_AIM_CBTS_TEMP_JDS_002                                                                                                      | AIM ATS Reporting Office (ARO) Officer Job Description | Job Description      | Provides job description for ATS Reporting Office personnel, defining responsibilities for flight plan acceptance, processing and ATS reporting services, together with the required competencies, minimum qualification and experience requirements, reporting relationships, and performance expectations.        | 31/12/2026      |                                                    |

| Code (1)                  | Title (2)                                                             | Type (3)        | Description (4)                                                                                                                                                                                                                                                                                                                 | Target date (5) | Actors (6)     |
|---------------------------|-----------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|
| AFI_AIM_CBTS_TEMP_JDS_003 | AIM NOTAM Office (NOF) Officer Job Description                        | Job Description | Provides job description for NOTAM Office personnel, defining responsibilities for the origination, processing, quality assurance and dissemination of NOTAM, together with the required competencies, minimum qualification and experience requirements, reporting relationships, and performance expectations.                | 31/01/2027      | Carolyn, Edwin |
| AFI_AIM_CBTS_TEMP_JDS_004 | Aeronautical Charting Officer Job Description                         | Job Description | Provides a job description for Aeronautical Charting personnel, defining responsibilities for the production, maintenance and quality assurance of aeronautical charts, together with the required competencies, minimum qualification and experience requirements, reporting relationships, and performance expectations.      | 31/01/2027      | Carolyn, Edwin |
| AFI_AIM_CBTS_TEMP_JDS_005 | Aeronautical Data Management and Publications Officer Job Description | Job Description | Provides job description for personnel responsible for aeronautical data management and aeronautical information publications, defining duties and responsibilities, required competencies, minimum qualification and experience requirements, reporting relationships, and performance expectations.                           | 31/03/2027      |                |
| AFI_AIM_CBTS_TEMP_JDS_006 | Flight Procedure Design (FPD) Officer Job Description                 | Job Description | Provides job description for Flight Procedure Design personnel, defining responsibilities for the design, validation, maintenance and review of instrument flight procedures, together with the required competencies, minimum qualification and experience requirements, reporting relationships, and performance expectations | 31/03/2027      | Carolyn, Edwin |
| AFI_AIM_CBTS_TEMP_JDS_007 | AIM AFS Officer Job Description                                       | Job Description | Provides job description for AFS personnel, defining responsibilities for the operation, monitoring and management of the AMHS/AFTN, together with the required competencies, minimum qualification and experience requirements, reporting relationships, and performance expectations.                                         | 31/01/2027      |                |

| Code (1)                                       | Title (2)                            | Type (3)            | Description (4)                                                                                                                                                                                                                                                                           | Target date (5) | Actors (6) |
|------------------------------------------------|--------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------|
| AFI_AIM_CBTS_TEMP_OJT_009                      | AIM On-the-Job Training (OJT) Manual | Manual              | Guide for AIM supervisors and OJT instructors covering OJT planning, delivery, progress monitoring, assessment, and sign-off procedures for trainee AIM personnel during operational training phases                                                                                      | 31/05/2027      |            |
| AFI_AIM_CBTS_TEMP_CHK_020                      | AIM OJT Task Checklists              | Checklist Templates | Provides standardized task checklists for on-the-job training across all AIM operational functions to support structured workplace training, progress monitoring and competency sign-off.<br><i>Note: These checklists are intended for inclusion as appendices to the AIM OJT Manual</i> | 31/05/2027      |            |
| <b>Documents for ATO (AIS Curricula, etc.)</b> |                                      |                     |                                                                                                                                                                                                                                                                                           |                 |            |
| AFI_AIM_CBTS_TEMP_CDD_010                      | Course Design Document (CDD)         | Manual              | Learning outcomes, competency mapping, duration, instructional strategy, assessment plan for each course                                                                                                                                                                                  | 30/08/2027      |            |
| AFI_AIM_CBTS_TEMP_INH_011                      | Instructor Handbook                  | Handbook            | Guidance to instructors on Lesson delivery, facilitation, coaching, competency recording                                                                                                                                                                                                  | 31/08/2027      |            |
| AFI_AIM_CBTS_TEMP_TAM_012                      | Training and Assessment Manual (TAM) | Manual              | Training methodology, standardized assessment procedures, marking criteria assessment methods, instructor responsibilities, grading standards, evidence collection                                                                                                                        | 31/08/2027      |            |