



Agenda Item 3: Follow-up to the implementation of the quality management system in AIM units (AIM/QMS)

APPROVAL OF THE GUIDE FOR THE TRAINING OF AIS/AIM PERSONNEL

(Presented by the Secretariat)

SUMMARY	
This working paper presents the Guide for the training of SAM AIS/AIM personnel for its approval by CAR/SAM States.	
References:	
<ul style="list-style-type: none">• SAM/AIM/13 (Lima, 11-15 May 2020) and SAM/AIM/14 (Virtual, 6-10 September 2021) meeting reports;• Report of the Teleconference to follow-up on SAM/AIM/14 conclusions and recommendations;• Minutes of the Fourth virtual meeting of the GREPECAS Programmes and Projects Committee (ePPRC/4) (online, 21–22 April 2022); and• Draft report of the Twentieth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/20) (Salvador, Brazil, 16–18 November 2022).	
ICAO strategic objectives:	<i>A – Safety</i> <i>B – Capacity and efficiency</i>

1. Introduction

1.1 The SAM/AIM/13 and 14 meetings requested the drafting of a document - Guide for the planning of courses/workshops/seminars for the training and updating of AIS/AIM personnel.

1.2 The Fourteenth meeting for the transition from AIS to AIM (SAM/AIM/14) followed up on the training for the AIS area and presented the guidelines that the document should have.

1.3 In April 2022, the Secretariat held a follow-up teleconference on SAM/AIM/14 recommendations and conclusions.

1.4 The Secretariat presented to the ePPRC/4 the Guide prepared for the SAM Region for its review and approval.

1.5 GREPECAS/20 followed up on the ePPRC/4 recommendation on the Guide for the training of AIS/AIM personnel for the SAM Region.

2. Discussion

2.1 The SAM/AIM/13 and 14 meetings expressed concern regarding the opportunities of improvement observed with respect to the planning of AIS/AIM personnel training, considering that the existing courses delivered by the States were designed based on outdated documents and were not aligned with the development of competencies for information management performance in an electronic, data-driven environment.

2.2 The ePPRC/4 meeting, through draft conclusion ePPRC/4/02, approved the SAM training manual, as shown in Appendix E to WP/04¹ of the ePPRC/4.

2.3 In that draft conclusion, the ePPRC/4 meeting invited the NACC and SAM Regional Offices to create a single training manual for the CAR/SAM Regions.

2.4 The Secretariat, following up on the recommendation contained in item b) of draft conclusion ePPRC/4/02, reviewed three training manuals, namely:

- a) The guide approved by ePPRC/4 for the SAM Region;
- b) The training guidelines for AIS personnel of the CAR Region;
- c) The AIS training guide (CANSO); and
- d) The analysis of these documents was carried out by the Secretariat with the support of AIS staff of the States.

2.5 The analysis was mainly based on a comparison of the three documents, seeking opportunities for improvement and complementarity among them, in order to integrate them into a single document. The results show that the document prepared by the SAM Region, with the support of Project RLA/06/901, includes all the guidelines set forth by CANSO and the CAR Region, in addition to the competency-based approach.

2.6 The Secretariat submitted to GREPECAS/20 the terms of the analysis of the different documents cited above, and recommended that the guide approved by ePPRC/4 through draft conclusion ePPRC/4/02, item a), be considered as the guide for the training of AIS personnel in the CAR/SAM Regions.

2.7 GREPECAS/20 approved the aforementioned guide for the CAR/SAM Regions and recommended to the States from both Regions to use it for planning the training of AIS/AIM personnel.

2.8 The CATC/20 meeting invited the directors of civil aviation training centres (CATCs) of the SAM Region to use the guide for training AIS/AIM personnel for the purpose of scheduling and planning training courses for AIS staff in their States.

3. Suggested action

3.1. The Meeting is invited to:

- a) take note of the information contained in this working paper;
- b) invite SAM States to use the Guide for the training of AIS/AIM personnel; and
- c) consider other actions it may deem appropriate.

- END -

¹ <https://www.icao.int/NACC/Documents/Meetings/2022/PPRC04/eCRPP04-WP04.pdf>