



Agenda Item 6: Review of the implementation of Doc. 8126 – AIS/AIM Staff Competency Assessment and AIS/AIM Staff Training.

AIS/AIM Staff Training
(Presented by Secretariat)

SUMMARY	
This note presents the requirement for the preparation of Training and Capacity Building Program for AIS personnel with a competency-based approach.	
References:	
<ul style="list-style-type: none">• Doc. 8126 – AIS Handbook• Doc. 9991 – AIS Personnel Instruction Manual.• Report of SAM/AIM/16	
Strategic objectives ICAO:	<i>A – Operational Safety B – Capacity and efficiency</i>

1. Introduction

- 1.1 SAM/AIM/16 followed up on the preparation of the AIS Staff Training Plans.
- 1.2 During SAM/AIM/16, the release of the First Edition of Doc. 9991 – AIS Staff Instruction Manual was reported.
- 1.3 Doc. 8126 – AIS Manual, in its Part I requires the implementation of an AIS/AIM Personnel Competency Assessment System.

2. Discussion

- 2.1 Doc. 8126 – AIS Manual, in 3.4.1 states that, in accordance with State requirements, an AIS provider must ensure that job descriptions, training programs, training plans, and training records are developed, maintained, and continuously improved based on the ICAO competency framework.
- 2.2 The Secretariat reported, at SAM/AIM/16, ICAO has launched the first edition of Doc. 9991 – AIS Staff Instruction Manual.
- 2.3 The Meeting should note that this manual is intended for individuals and organizations involved in the planning, design, delivery or evaluation of training in aeronautical information services (AIS), or in the conversion of established training programmes to a competency-based approach.

2.4 The Meeting should inform its training entities that this provides guidance to aeronautical information service providers on how to identify the competencies required for their environment and how to design the necessary instruction and assessment for the various phases of AIS training.

2.5 In addition, it should be noted that the manual contains guidance on the design of generic instructional systems, instructional techniques, and guidance on administrative policies and procedures relating to training programs for AIS personnel.

2.6 The Meeting should recall that the new requirements that will be introduced from November 2024 include that Training and Assessment must be competency-based (CBTA).

2.7 The Meeting should further note that, as part of an organization's quality management system (QMS), AIS technical staff must be competent in the tasks they perform. The objective of the CBTA is to provide competent personnel to provide quality aeronautical information products and services.

2.8 The Meeting may wish to consider taking note of the recommendations of the Workshops, as indicated in paragraphs 2.4

2.9 States, at SAM/AIM/16, committed to review the Training Plans for AIS and to align the competency-based Training and Assessment requirements of their AIS Training Programs, Specialized Training and Recurrent Courses, and submit them to the Secretariat in 2024.

2.10 In the Appendix to this working paper, a table is presented for the monitoring of the implementation of the Training Programs, Specialized Training and recurrent courses of the AIS to assess the competence of AIS/AIM personnel, with a competency-based approach. States are urged to provide information on these programmes.

3. **Action Required**

3.1. The Meeting is invited to:

- a) take note of the information contained in the document;
- b) provide your comments on items 2.10; and
- c) consider other actions they deem necessary.

APÉNDICE / APPENDIX

Tabla de seguimiento de Programas de Formación y Capacitación del Personal AIS basada en competencia /

Follow up table for AIS Personnel Training and Capacity Building Programmes based on competence

N°	Estado / State	¿Tiene su Estado un Programa de Formación y Capacitación para el personal AIS? / Do you have a Training and Capacity Building Programme for AIS personnel?	¿El Programa de Formación y Capacitación para el personal AIS está alineado a los requerimientos del Doc. 9991- Manual de Instrucción del Personal AIS? / Is the Training and Training Program for AIS personnel aligned with the requirements of Doc. 9991- AIS Personnel Instruction Manual?
1	Argentina		
2	Brazil		
3	Bolivia		
4	Chile		
5	Colombia		
6	Ecuador		
7	Guyana		
8	Panama		
9	Paraguay		
10	Peru		
11	Suriname		
12	Uruguay		
13	Venezuela		