



| ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™



Implementation Plan for the New TRAINAIR PLUS Programme (TPP) —— Framework ——

April 2021

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1 Background

1.1 Generalities

1.1.1 The International Civil Aviation Organization (ICAO) launched the TRAINAIR PLUS Programme (TPP) in 2010 with the first TPP Members to join the network in early 2011. The Programme has steadily grown since its inception, reaching over 100 Members and Partners.

1.1.2 Within this timeframe, TPP has successfully positioned itself as a major Programme within the aviation training community. Based on experience gained over the years, the feedback received from TPP Members, coupled with the needs of Member States for better access to ICAO training related to the implementation of Standards and Recommended Practices (SARPs), an update to the TPP Framework is deemed beneficial in order to modernize the Programme and ensure its sustainability for years to come.

1.2 Current TPP issues

1.2.1 TPP and Global Aviation Training (GAT) customer satisfaction survey

1.2.1.1 In 2017, GAT surveyed its customers, comprising Member States and TPP Members, on their overall satisfaction of ICAO training products and services, at the request of the ICAO Council. The independent survey was conducted by IPSOS, an external company specializing in market research. Under one of the recommended improvements to the Programme, the results revealed the need to provide more value to the customers' investments to ensure TPP's sustainability. Additional feedback was provided, in line with the below sub-sections.

1.2.2 Rigid TPP Framework

1.2.2.1 The current TPP Framework is perceived by TPP Members as being too rigid to meet the various levels of recognition, thus making it difficult to manage its various activities. In addition, while there are strict requirements to adhere to in order to be recognized under the various levels (i.e. Full Member, Regional Training Centre of Excellence), the current TPP Framework makes it difficult for TPP Members, and for GAT to demote a TPP Member that fails to meet the requirements of its current recognition level. Flexibility is missing, both for GAT to continue recognizing the level of a TPP Member failing not meeting the requirements, as well as for the TPP Member wishing to take appropriate measures to meet the relevant requirement again.

1.2.3 Course development

1.2.2.1 The current TPP Framework focuses exclusively on course development capabilities of TPP Members in order to identify their level of recognition. None of their other contributions to TPP and GAT are considered in order to identify their level of recognition, even if these activities actively support States in the implementation of ICAO Standards and Recommended Practices (SARPs) In addition, it precludes a large portion of the TPP Members that are not in a position to establish a Course Development Unit (CDU) and to develop any ICAO-recognized course due to constraints related to their local regulations.

1.2.4 Insufficient Return on Investment (RoI)

1.2.3.1 In its actual form, TPP Members can only develop an ICAO-recognized course to attain a higher level, i.e. from Associate to Full Member. This makes it difficult for TPP Members to generate an acceptable Return on Investment (RoI), as they first need to invest in training their course developers, and then invest in validating the course before they can generate revenues from the course. Furthermore, this process can take years to complete as many external factors can interfere in the process, such as the availability of the Subject Matter Expert (SME) and/or validator, thereby providing a low RoI and making it difficult for TPP Members to plan their budget accordingly in the long-term.

1.2.5 Training delivery

1.2.4.1 The current TPP Framework, exclusively focused on course development, does not provide any incentive for TPP Members to deliver ICAO training. With the growing needs of States to train their staff on the implementation of ICAO SARPs, the portfolio of available courses is under-utilized while the few TPP Members that deliver these types of courses are not recognized appropriately.

2 Governing Principles

2.1 New mission of TPP

2.1.1 While the mission of the original TRAINAIR Programme was to support States in the implementation of the competency-based training methodology, the new mission of TRAINAIR PLUS underscores the importance of **actively supporting ICAO Member States in the effective and efficient implementation of ICAO SARPs**. Therefore, all principles of the new TPP Framework should be set to actively support this updated mission, via the established network of TPP Members.

2.1.2 This new mission is aligned with GAT's Vision Statement for the 2021 to 2023 triennium, adopted by the ICAO Council, which is to *"Become the primary provider of innovative training products and services to support Member States and industry to comply with ICAO Standards and Recommended Practices (SARPs), as well as contribute to the evolving skills requirements of aviation professionals"*.

2.1.3 Based on this new mission, and considering the results of the IPSOS survey and all the issues expressed by TPP Members, GAT has identified four pillars upon which to base the new TPP Framework.

2.2 Transform the TPP recognition levels (1)

2.2.1 The various categories of TPP Membership recognition will be based on the level of activities conducted and on the TPP Member's actual achievements within the Programme. The new recognition levels will be performance-based and will recognize all activities TPP Members can undertake, not just course development capabilities.

2.2.2 Since the new TPP Framework will be performance-based, the performance (or activity) needs to first be achieved prior to GAT acknowledging the corresponding recognition. The new TPP Framework will therefore recognize the performance of a Member once it has been performed, as opposed to the current Framework which recognizes a category of membership first, then expects the TPP Member to perform.

2.3 Establish a flexible and unambiguous TPP Framework (2)

2.3.1 The TPP operating rules need to be unambiguous, undisputable, and be applied systematically. There is a need to clearly differentiate the levels of activities expected from all categories of membership. As such, the various requirements need to be applied unambiguously and systematically under the new TPP Framework with the objective of ensuring fairness among TPP Members.

2.3.2 The updated TPP Framework will provide the necessary flexibility to TPP Members to plan and budget their various activities. Recognition should be made based on the level of combined TPP activities conducted.

2.4 Leveraging Automation (3)

2.4.1 The management of the Programme will make full use of automation. Since the various levels of recognition will be based on the actual performance of TPP Members, the updated TPP Framework will use automation to manage the Programme and automatically calculate the performance of each TPP

Member, on a real-time basis. The updated TRAINAIR PLUS Electronic Management System (TPEMS) features will aim to capture all data required for the efficient management of the Programme.

2.4.2 The TPEMS will also become a planning tool for TPP Members to identify where they stand in their achievements and to provide direction to the desired performance and recognition targets.

2.5 Create incentives to engage in more activities (4)

2.5.1 TPP and the various fees should encourage TPP Members to conduct training activities. The new TPP Framework will encourage TPP Members to engage in training activities within their relevant communities, with other Members, and with ICAO. Consequently, the current annual membership fee (AMF) structure will be revised and be proportional to the level of activities performed by the TPP Member on an annual basis. A lower AMF will be applied for the more active Members to encourage them to deliver more training activities.

2.5.2 In line with the request by the Council to avail ICAO training across all regions in all ICAO languages to support States in their implementation of ICAO SARPs, incentives will also focus on the delivery of courses by the entire TPP network.

3 New levels of recognition

3.1 Generalities

3.1.1 The current TPP Framework recognizes three levels of achievements: Associate, Full and Regional Training Centre of Excellence (RTCE). Associate Members are Members that successfully pass the TPP assessments. Full Members are Associate Members that have established and maintained a Course Development Unit (CDU) and are developing an ICAO-recognized training package at least once every three years. RTCEs are Full Members that have qualified one or more of their staff as a TPP Validator and develop an ICAO Training Package (ITP) every two years as well as deliver it at least once a year.

3.1.2 The new performance-based TPP Framework relates in many ways to the multiple loyalty programmes one can find in many industries: airlines, hotels, stores, banks... The more activities a customer undertakes, the higher it is recognized in the hierarchy of the loyalty programme. These various loyalty programmes use the following terminology to identify their various levels of recognition: Bronze, Silver, Gold and Platinum. GAT will implement a similar terminology so that TPP Members and the industry can easily identify the new recognition levels and how they relate in terms of achieved performance.

3.1.3 In order to ensure a soft transition between the former taxonomy (Associate, Full and RTCE) and the new one (Bronze, Silver, Gold and Platinum), GAT will combine the two taxonomies in 2021 and 2022.

3.2 New Level Taxonomy

3.2.1 TPP Associate / Bronze

3.2.1.1 The TPP Associate / Bronze will be the first level of recognition under the new TPP Framework. This category is aimed at Members that conduct little or no activity with ICAO, and focus on the TPP assessment to support their internal organization and operations.

3.2.2 TPP Associate / Silver

3.2.2.1 TPP Associate / Silver is aimed at TPP Members that have a domestic focus, delivering a few activities, mainly in operational training for the benefit of their local aviation community.

3.2.3 TPP Full / Gold

3.2.3.1 TPP Full / Gold is aimed at TPP Members playing a significant role domestically or regionally, delivering a blend of operational and regulatory training, and actively engaged in supporting ICAO and their local aviation authorities via the conduct of annual training activities with an emphasis on ICAO training.

3.2.4 TPP Training Centre of Excellence (TCE) / Platinum

3.2.4.1 TPP TCE / Platinum is aimed at TPP Members playing a leading role in a region or globally, focusing on regulatory training, and actively supporting ICAO in its capacity-building efforts and effectively assisting ICAO Member States in the implementation of the ICAO SARPs via the extensive delivery of ICAO training. You will note that the “R” of the former “RTCE” recognition has been dropped to highlight the global outreach of most of the TPP Members recognized under this category.

4 New TPP Framework Concept

4.1 Mechanism

4.1.1 The new TPP Framework is based on a matrix that maps various activities the TPP Members can undertake, allocating them amounts of points identified as Training Miles when they achieve these activities during a calendar year.

4.1.2 The mechanism is as follows:

- a) a matrix identifies Training Miles for all activities that a TPP Member can conduct;
- b) TPP Members accumulate these Training Miles when activities are completed over the year, based on conditions identified for each activity;
- c) all Training Miles accumulated by a TPP Member over a calendar year (year 1) are consolidated by GAT at the end of the year through the TPEMS. The TPP Member is awarded the corresponding recognition level the following year (year 2) based on its achieved performance from the previous year;
- d) TPP Members must then maintain the same level of activity during the year (year 2) in order to maintain the same recognition level the following year(s); and
- e) the TPP Member will graduate to the next level of recognition immediately upon accumulating the necessary number of Training Miles for that level without waiting until the following year.

4.1.3 GAT recommends TPP Members to identify the level of recognition they intend to achieve, and maintain this level once they achieve it. The framework is not intended for TPP Members to constantly move up and down the various levels of recognition. The new Framework aims to be clear on the list of activities that a TPP Member can undertake in order to accumulate Training Miles and to facilitate the planning of the TPP Member’s activities, such as budgeting, course hosting, qualification of staff, accordingly.

4.1.4 The new Framework is not intended to have TPP Members achieve levels of recognitions they cannot sustain in the long-term. For instance, GAT does not expect to recognize additional TCEs / Platinum than the current number in this category, as only those Members with the capacity to sustain this effort over time should aim for this level.

4.2 Mandatory Training Miles

4.2.1 In line with its new mission to disseminate ICAO training through the TPP network, GAT has identified the delivery of ICAO training as a mandatory activity to be achieved at various stages in order to allow TPP Members to graduate to the next levels of recognition.

4.2.2 TPP Members willing to access the higher levels of recognition are therefore invited to accumulate Training Miles through the combination of two categories of activities: the mandatory activities and any other activities listed in the Activity Matrix (refer to section 5.2).

4.3 TPP Recognition levels

4.3.1 The various levels of recognition are identified in the table below:

TPP Membership Category	Minimum annual accumulated Training Miles	Minimum annual accumulated Training Miles from Mandatory Activities
Associate / Bronze	0	0
Associate / Silver	50	25
Full / Gold	100	50
TCE / Platinum	200	100

5 TPP Activity Matrix

5.1 Generalities

5.1.1 All activities recognized by GAT leading to the accumulation of Training Miles by TPP Members to upgrade their recognition levels are presented in the following section.

5.1.2 The TPP Activity Matrix will evolve over time to incorporate additional activities, as their respective undertakings or deliveries become fully implemented in the TPEMS.

5.2 Mandatory Course Delivery Activities

5.2.1 Current Matrix

5.2.1.1 To qualify for a specific status, a total of 50% or more of Training Miles per year must derive from course deliveries identified in the matrix below:

Mandatory Activity: Course Deliveries	Training Miles	Timing when Training Mile is credited
Delivering an ICAO ITP (3+ Days) face-to-face classroom	1	Per certificate issued, credited at time of issuance or when payment is received by ICAO, whichever comes last
Delivering an ICAO ITP (4+ Days) virtual classroom	1	
Delivering a M-ITP (refer to 5.2.2), face-to-face & virtual classroom	1	
Delivering an ICAO ITP (less than 3 Days), face-to-face classroom	0.5	
Delivering an ICAO ITP (less than 4 Days), virtual classroom	0.5	

5.2.2 ICAO Training Packages (ITPs) developed by TPP Members

5.2.2.1 With the new TPP Framework, any TPP Member is eligible to develop an ITP, not just RTCEs as with the current TPP Framework. This new category of ITPs developed by TPP Members is referred to as Member-ITP (M-ITP). The development of M-ITPs lead to the accumulation of the same amount of Training Miles as ITPs developed by ICAO.

5.2.2.2 In the new TPP Framework, TPP Members are encouraged to identify training needs for ICAO SARPs relevant to their region, develop the corresponding M-ITP, and deliver it on a regular basis. The TPP Member will consequently accumulate Training Miles once the course is developed (see section 5.4) and mandatory Training Miles every time a certificate for this course is issued, per section 5.2.1).

5.2.3 Matrix evolution

5.2.3.1 The next step in the evolution of the Mandatory Activities Matrix is to progressively include the following types of courses upon review and harmonization of the existing working arrangements and agreement by all parties, and once the process of recording the activity from the matrix has been automated in the TPEMS:

- a) ITPs developed by TPP Members – online format
- b) Online ITPs developed by ICAO and disseminated by TPP Members
- c) Partnership Training Packages (PTPs) hosted by TPP Members (face-to-face and virtual delivery formats)
- d) Online PTPs disseminated by TPP Members

5.2.4 Compliant Training Package (CTP) discontinuity

5.2.4.1 The CTP category of courses was setup to allow non-RTCEs to develop a course with regulatory content referring to ICAO SARPs. Since the new TPP Framework allows all TPP Members to develop an ITP, CTPs will be discontinued. The few existing CTPs will be re-categorized as M-ITPs or Standardized Training Packages (STPs), based on the CTP owners' preference.

5.3 Other Course Delivery Activities

5.3.1 TPP Members can deliver other categories of courses, per the matrix below; however, they are not accumulated under the Mandatory Activity category.

Mandatory Activity: Course Deliveries	Training Miles	Timing when Training Mile is credited
Delivering other member's STP via the TPEMS	10	Per STP delivery, when the certificates are issued
Owning an STP or M-ITP used by other members	10	Per STP or M-ITP delivery, when the certificates are issued
Delivering its own STP via the TPEMS	5	Per STP delivery, when the certificates are issued

5.4 Course Development Activities

Activity: Course Development	Training Miles	Timing when Training Mile is credited
Developing a M-ITP	80	When the ITP is accepted, and development is completed in the TPEMS
Translating an ITP (in all languages)	40	
Implementing Post Training Evaluation (PTE) for STPs	30	Per course, when the annual report is received
Converting an existing face-to-face delivery M-ITP into virtual delivery	20	When the M-ITP is accepted, and development is completed in the TPEMS
Converting an existing virtual delivery M-ITP into face-to-face delivery		
Developing an STP	20	When the STP is accepted and development is completed in the TPEMS

5.5 Qualification of Professionals Activities

Activity: Qualification of Professionals	Training Miles	Timing when Training Mile is credited
Qualifying an ISD Validator	80	Once the certificate is issued
Qualifying a Senior Course Developer	40	Once the VCT certificate is issued
Qualifying an ITP instructor	20	Once the certificate is issued
Qualifying a Course Developer (IQCD)	10	Once the certificate is issued

5.6 Payment of GAT Invoices Activities

Activity: Payment of Invoices	Training Miles	Timing when Training Mile is credited
Payment of Annual Membership Fees (AMF) within 1 month	25	Within 1 month from the date the invoice is uploaded in the TPEMS
Payment of assessment fee within 1 month	20	
Payment of assessment travel costs within 1 month	20	
Payment of other invoices within 1 month	10	
Payment of any invoice after 1 month and before 3 months	5	Within 3 months from the date the invoice is uploaded in the TPEMS

5.7 Special Contributions Activities

Activity: Special Contributions	Training Miles	Timing when Training Mile is credited
Developing or providing a course to ICAO, meeting ICAO's needs and requirements, for inclusion in the TPEMS library	80	When course is officially accepted by ICAO in the TPEMS
Provision of scholarships (covering tuition fees AND travel & living expenses) to international students of regulatory bodies for the delivery of ICAO recognized courses	5	Per scholarship, credited at time of issuance of course certificate

5.8 Outreach Activities

Activity: Outreach	Training Miles	Timing when Training Mile is credited
Hosting a GAT Symposium*	100	Credited the 1st day of the event
Sending its staff to a GAT event	5	Per participant, credited the last day of the event
Referring other Training Organizations to TPP	10	Per applicant, credited when the referred applicant becomes a TPP Member and payment of all relevant invoices has been received (Assessment Fee, travel cost and 1st AMF)

*Training Miles are provided to a TPP Member when they host a GAT event so as not lose their membership level due to their staff focusing on the organization of the event, and not being able to conduct any other activity for a long period of time during the year.

5.9 Assessment Activities

Activity: Assessments	Training Miles	Timing when Training Mile is credited
No Corrective Action Plan (CAP) or completing a CAP within 1 month following a GAT assessment	20	Within 1 month from the date of issue of the preliminary assessment report, and paid assessment and travel cost invoices
Implementing a CAP within 6 months following a GAT assessment	20	Within 6 months from the date of issue of the preliminary assessment report, provided that all assessment costs are paid

6 Updated TPP Fee Structure

6.1 New AMF Structure

6.1.1 In line with one of the four pillars to provide incentives to TPP Members that deliver an increasing number of training activities in collaboration with GAT, the AMF is reduced for the majority of TPP Members that frequently engage in activities.

6.1.2 The updated AMF structure is presented below:

TPP Membership Categories	Annual Membership Fees (USD)	Discount on the AMF
Associate / Bronze	\$20,000	-
Associate / Silver	\$15,000	25%
Full / Gold	\$10,000	50%
TCE / Platinum	\$5,000	75%

6.1.3 The new AMF distribution recognizes the additional revenues that GAT obtains from TPP Members when they deliver an ITP through the administrative fees and, consequently, GAT is able to reduce the AMF in a similar proportion, thus explaining the relation between the amounts of Training Miles accumulated via the Mandatory Activity and the associated discount in the AMF.

6.1.4 This mechanism is also in line with the performance-based recognition system to provide incentives for the delivery of ICAO activities and aims to encourage the conduct of training activities in collaboration with GAT.

6.1.5 In the current TPP Framework, a price discrimination in AMF is applied for TPP Members from civil aviation authorities versus the private sector. This discrimination will be removed in the new TPP Framework in order to encourage all TPP Members to conduct ICAO training activities, with an emphasis on the dissemination of ITPs for all types of TPP Members.

6.2 Readjustment of the AMF invoice

6.2.1 Since AMFs are invoiced in January of each year, versus the Training Miles which will be accumulated over the previous year, a readjustment of the AMF will need to be calculated and invoiced to the TPP Member at the end of each year in case it does not amass enough training miles to maintain its recognition level.

6.3 RTCE Application Fee

6.3.1 The former RTCE application fee is waived under the new TPP Framework since the new Platinum recognition process, which replaces the RTCE recognition, becomes automatic, performance-based and does not require a dedicated assessment.

7 Scenarios

7.1 Generalities

7.1.1 This section reviews three different scenarios of TPP Members accumulating Training Miles through the achievement of some activities, designed to provide guidance to TPP Members.

7.2 Scenario 1: Silver

7.2.1 This section considers the case of a TPP Member undertaking limited activities, as follows:

Activity	Annual accumulated Training Miles from Mandatory Activities	Annual accumulated Training Miles from other Activities
Delivering the ICAO Safety Management (SMxP) course, maximum capacity of 30 trainees, during the year	1 TM x 30 PAX = 30	
Payment of AMF within 1 month of receipt		25
TOTAL for each category:	30	25
GRAND TOTAL TRAINING MILES	55	

Total yearly Training Miles accumulated	55, meeting the Silver criteria (above 50 and below 100)
Total yearly Training Miles accumulated from Mandatory Activities	30, meeting the Silver criteria (above 25 and below 50)

7.2.2 Scenario 1 illustrates that the delivery of only one ITP as a mandatory activity, combined with a single non-mandatory activity with no financial implication, is sufficient to recognize a TPP Member at the Silver level, resulting in a discount of 25% on the AMF.

7.3 Scenario 2: Platinum

7.3.1 This section highlights the scenario of a TPP Member performing a high level of activity, as follows:

Activity	Annual accumulated Training Miles from Mandatory Activities	Annual accumulated Training Miles from other Activities
Delivering the Safety Management (SMxP) course twice in a year, max capacity of 30 trainees	1 TM x 30 PAX x 2 times = 60	
Delivering the Training Instructors course (TIC), max capacity of 16 trainees	1 TM x 16 PAX = 16	
Delivering the International Air Law (IAL) course, max capacity of 24 trainees	1 TM x 24 PAX = 24	
Payment of AMF within 1 month of receipt		25
Payment of all course related invoices within a month		10 TM x 4 = 40
Delivering its own STP via the TPEMS, twice during the year		5 TM x 2 = 10
Developing a new STP		20
Sending 3 of its staff to the GAT symposium		5 TM x 3 = 15
TOTAL for each category:	100	110
GRAND TOTAL TRAINING MILES	210	

Total yearly Training Miles accumulated	210, meeting the Platinum criteria (above 200)
Total yearly Training Miles accumulated from Mandatory Activities	100, meeting the Platinum criteria (minimum of 100)

7.3.2 Scenario 2 illustrates the level of activity necessary to meet the requirements under the highest level of TPP recognition, the TCE / Platinum level. It also illustrates that the delivery of four ITPs at the maximum capacity of each course, combined with a wide range of additional activities, are sufficient to recognize a TPP Member at a Platinum level, resulting in a discount of 75% on the AMF. This is considerably lower than the current AMF of an RTCE (\$18,050 for government or \$20,000 for private).

7.4 Scenario 3: Gold

7.4.1 This section highlights the scenario of a TPP Member achieving a very high level of activity; although there are not enough activities achieved under the Mandatory Activities category to qualify for the Platinum level, as follows:

Activity	Annual accumulated Training Miles from Mandatory Activities	Annual accumulated Training Miles from other Activities
Delivering the Safety Management (SMxP) course twice in the year, max capacity of 30 trainees	1 TM x 30 PAX x 2 times = 60	
Payment of AMF within 1 month of receipt		25
Qualifying a Senior Course Developer		40
Translating an ITP		40
Payment of all course related invoices within a month		10 TM x 2 = 20
Delivering its own STP via the TPEMS, twice during the year		5 TM x 2 = 10
Developing a new STP		20
Sending 3 of its staff to the GAT symposium		5 TM x 3 = 15
TOTAL for each category:	60	170
GRAND TOTAL TRAINING MILES	230	

Total yearly Training Miles accumulated	230, meeting the Platinum criteria (above 200)
Total yearly Training Miles accumulated from ITP deliveries	60, meeting the Gold criteria (above 50) but not the Platinum criteria (below 100)

7.3.2 Scenario 3 illustrates the importance of the activities to be conducted under the Mandatory Activities category. In this case, the TPP Member achieved a very high level of activities, in various domains but not enough in the delivery of ICAO training to be recognized at the Platinum level. Consequently, this TPP Member will be recognized at the Gold level. In this example, better planning in ICAO course deliveries to train an additional 40 trainees would have resulted in meeting the TCE / Platinum requirements.

8 Benefits for TPP Members

8.1 Below is a summary of the benefits to the TPP Members under the new TPP Framework:

- a) flexible budgeting and easier planning of financial and human resources;
- b) a more objective and simplified recognition process;
- c) unambiguous recognition process, which cannot be disputed. The rules and credits are published and known by all TPP Members, including potential applicants. TPP Members are invited to add Training Miles from the Activity Matrix to plan their yearly activities;
- d) performance-based membership: the TPP Member's recognition is directly based on the level of achieved activities with a high priority on ICAO course deliveries to actively support ICAO Member States in the effective and efficient implementation of the ICAO SARPs;
- e) lower fixed AMFs encouraging the delivery of ICAO training to support States, while providing TPP Members the opportunity to generate more revenues through the trainee fees when they deliver a course, while covering their costs at the same time;
- f) creates incentives and benefits to engage TPP Members in more activities for their benefit and to that of the network;

9 Assessments

9.1 Per the current ICAO *Civil Aviation Training Policy*, TPP Members will continue to be recognized by ICAO after successfully completing an assessment process under the new TPP Framework. Each Member will be assessed/reassessed every 3 years, and reassessments will occur during the last calendar year of their Membership certificate validity, in order to extend the validity of their membership for 3 more years. This will also result in more flexibility to set the assessment date, for both TPP Members and GAT as the reassessment cycle will now be based on calendar years for each Member, and not on the date of the previous assessment.

9.2 TPP assessments are based on ICAO's *Approval of Training Organizations* (Doc 9841), *Training Development Guide* (Doc 9941) and Annex 1 — *Personnel Licensing*, particularly Appendix 2. These documents will continue to form the basis of assessments.

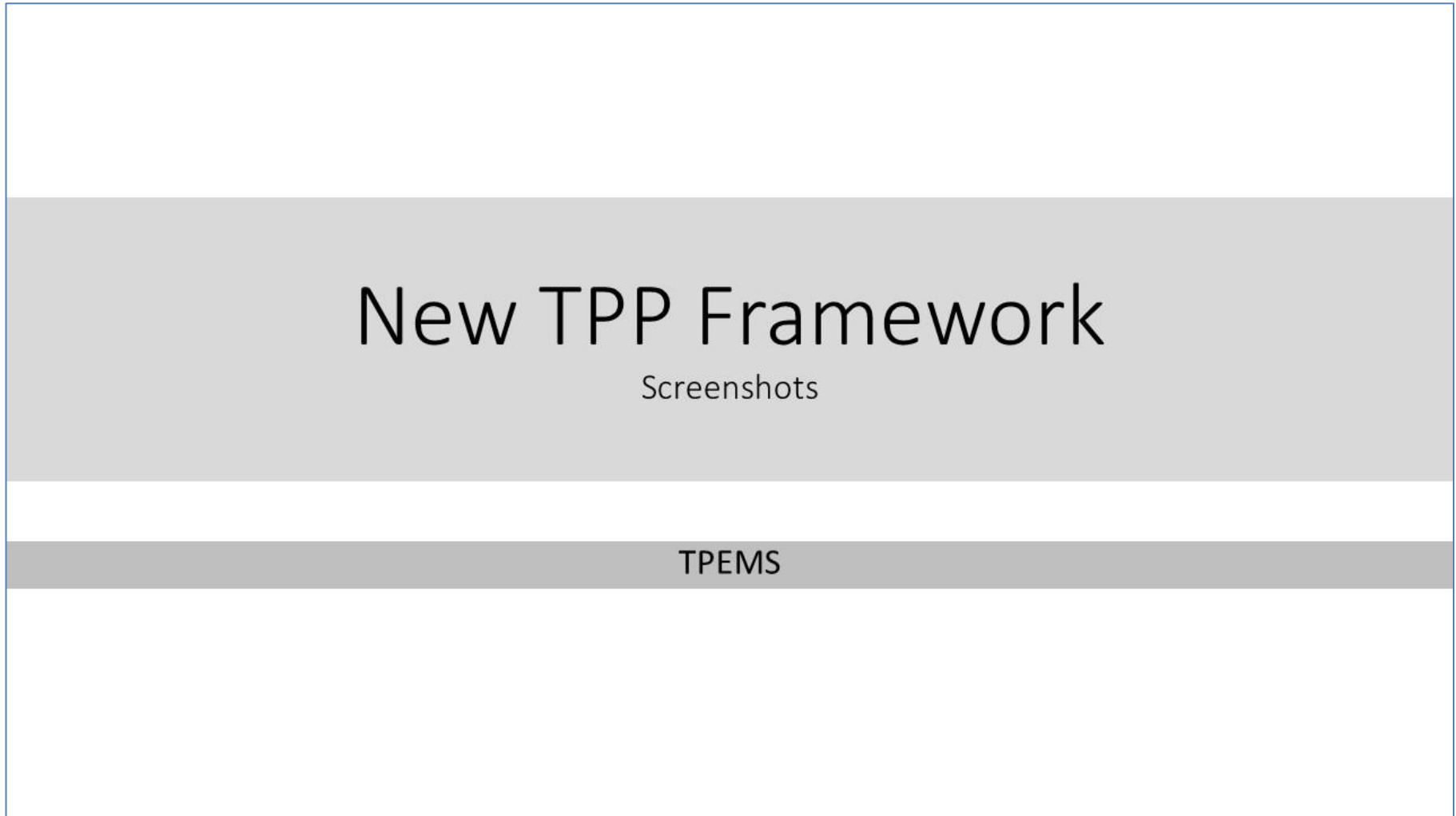
9.3 The Protocol Questions pertaining to course development which were used to identify non-conformities of the relevant levels will be re-categorized to fit the new TPP Framework. For instance, the Protocol Question (PQ) reviewing whether the TPP Member has established a CDU was identified as "Non-Applicable" for Associates and as a "Non-conformity" for Full Members and RTCEs. In the new Framework, this PQ will remain and apply by highlighting the importance for any training organization to establish/maintain a dedicated CDU (especially when this TPP Member develops/delivers many ITPs), and will be categorized as "for information".

10 Effectivity

10.1 The new TPP Framework, including the new TPP Fees will come into effect on 1 January 2022. However, since 1 January 2021, TPP Members can conduct activities and accumulate the corresponding Training Miles to set their entry level into the new TPP Framework in 2022.

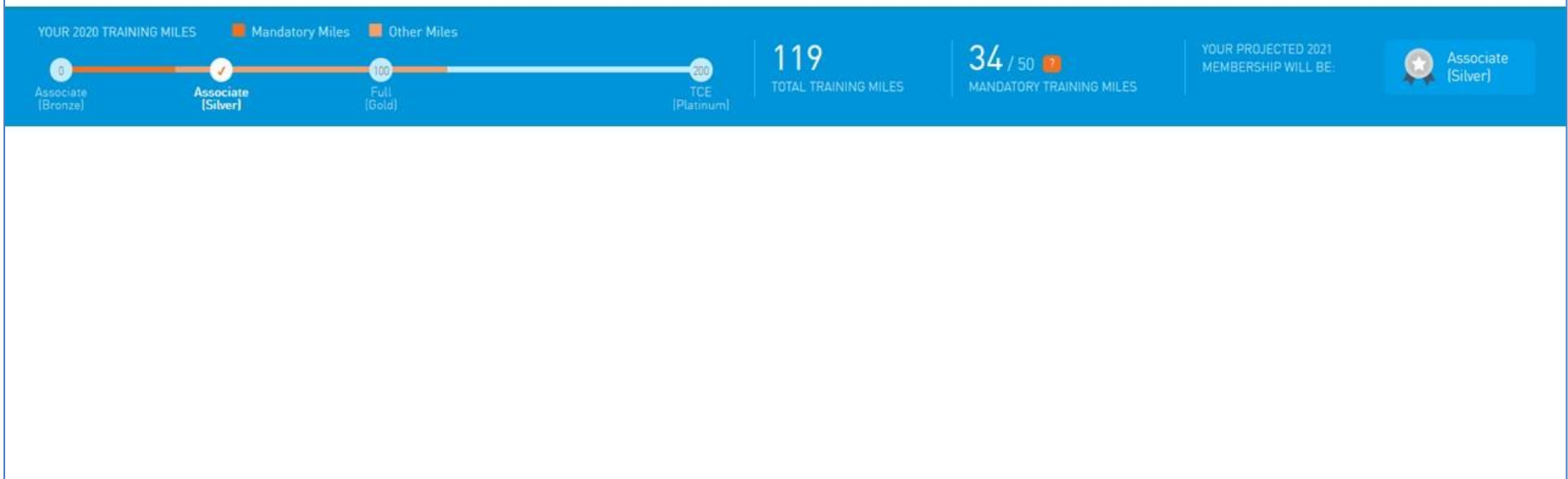
10.2 A new dashboard has been implemented in the TPEMS, allowing TPP Members to follow their progression in the accumulation of Training Miles. Screenshots of this new dashboard are presented in the Appendix.

11 Appendix: Screenshots of TPEMS dashboard.



The dashboard banner, located at the top of the screen, indicates the progress of the TPP Member towards the level of recognition expected to be achieved at the end of the year. The progress bar accumulates information on both Mandatory Activities and the total of Training Miles accumulated by the TPP Member. In the example below, the TPP Member has accumulated a combination of both categories in order to be confirmed in the Silver category.

Dashboard Banner



The screenshot below presents the banner, when TPP Members logs into the TPEMS. It is located at the top of any page, and TPP Members can immediately see the effect on the progress bar when they schedule an activity in the TPEMS.

The screenshot displays the TPEMS dashboard for a user named Jane Dana, an Associate (Bronze) Instructor. The dashboard features a blue header with the TRAINAIR PLUS logo and a 'DASHBOARD' label. A progress bar shows the user's 2021 training miles, categorized into Mandatory Activities and Other Activities, with milestones for Associate (Bronze), Associate (Silver), Full (Gold), and TCE (Platinum). The user's current status is Associate (Bronze) with 0 total training miles and 0 from mandatory activities. A 'YOUR PROJECTED 2022 MEMBERSHIP IS' section shows the user is an Associate (Bronze).

The main content area is titled 'Your Active Courses as Training Institution' and lists courses with upcoming or ongoing training sessions. A course titled 'Training Instructors Course Part 1 (ITP)' (TIC/000) is shown, which is an ICAO ITP course in English and is an online course.

On the right side, there are sections for 'Quick Links' (Tools and Guidelines, ISTARs Statistics, Develop a Course, Deliver an ICAO Course) and 'Pending Tasks' (COURSE REVIEW REPORT, Aerodrome Inspection, Pending Pending Upload).

The left sidebar contains navigation links: Dashboard, Your Courses, TPEMS Library, Training Forum, Member Directory, ICAO Qualified Instructor Roster, and Job Catalog.

The screenshot below presents the detailed view of the various activities (Your 2020 Training Activity) for the current year, conducted as well as upcoming. At a glance, TPP Members can evaluate the accumulated Training Miles they will get, based on the activities scheduled for the year in the TPEMS.

Your 2020 Training Activity
Training Miles Framework Details
✕

Current Membership	Total Training Miles	Mandatory Training Miles	Projected 2021 Membership
Associate (Silver)	189	4	Associate (Bronze)

ACTIVITY	TRAINING MILES	DETAILS
COURSE DELIVERY		
Delivering an ITP, face-to-face classroom (3+ Days) Mandatory Type of Activity	2	CAA Senior and Middle Managers Training Course: Managing Compliance with ICAO SARPs - 1 - 4 Dec, 2020 (2 participants)
Delivering an ITP, virtual classroom (4+ Days) Mandatory Type of Activity	2	Aviation Safety Risk Management related to COVID-19 for CAAs: Virtual Classroom Course - 7 - 18 Sep, 2020 (2 participants)
Delivering other member's STP via the TPEMS	10	Personnel Licensing Course (GSI-PEL- 18710) - 31 - 31 Oct, 2020
Owned STP delivered by other members	10	___ - 11 - 12 Nov, 2020
Delivering its own STP/CTP via the TPEMS	20	<ul style="list-style-type: none"> STP Title - 3 - 20 Oct, 2020 STP Title - 31 Jul - 17 Aug, 2020 STP Title - 30 Jul - 14 Aug, 2020

total miles
breakdown by
activity

The screenshot below refers to the Training Miles matrix presented in this document, in section 5

Your 2020 Training Activity
Training Miles Framework Details ✕

The Training Miles Framework allows you to collect "miles" by conducting different types of activities (listed below) through TPEMS. At the beginning of each year your membership level will be determined based on the Training Miles collected throughout the previous year. A minimum number of Training Miles coming from **mandatory type of activities** is required for each membership level to be obtained, as listed below. The membership level you obtain will give you a discount on your annual membership fees. In order to maintain the discount, you will have to maintain the same (or higher) membership level by the end of the year.

Membership Levels

LEVEL	MIN TOTAL MILES	MIN MILES FROM MANDATORY TYPE OF ACTIVITIES	DISCOUNT IN ANNUAL FEES
Associate (Bronze)	0	0	0%
Associate (Silver)	50	25	25%
Full (Gold)	100	50	50%
TCE (Platinum)	200	100	75%

List of Activities and Training Miles

COURSE DELIVERY

Delivering an ITP, face-to-face classroom (less than 3 Days)

Mandatory Type of Activity

0.5
Training Miles

Delivering an ITP, face-to-face classroom (3+ Days)

Mandatory Type of Activity

1
Training Miles