



ICAO

GLOBAL AVIATION TRAINING  
TRAINAIR PLUS™



# Guide TRAINAIR PLUS Programme Members to host ICAO Training Packages (ITPs) in both classroom and virtual formats

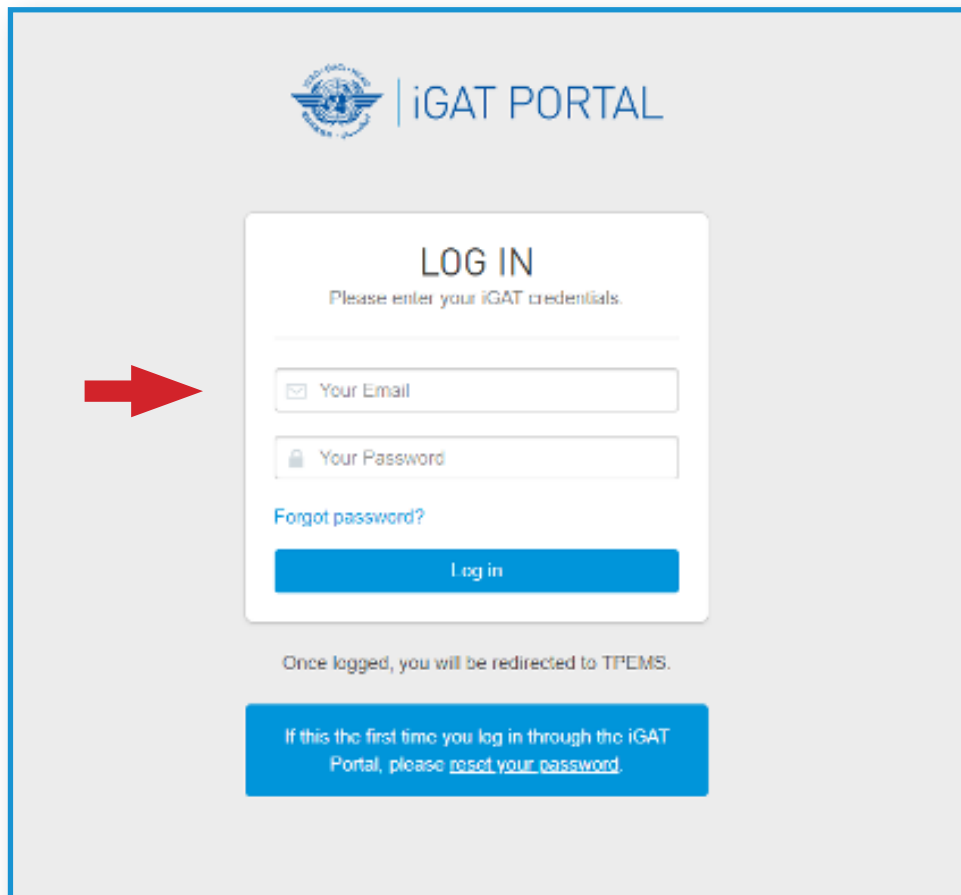
Using the  
TRAINAIR PLUS Electronic  
Management System (TPEMS 2.0)



Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats  
Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

**Step 1: Login**

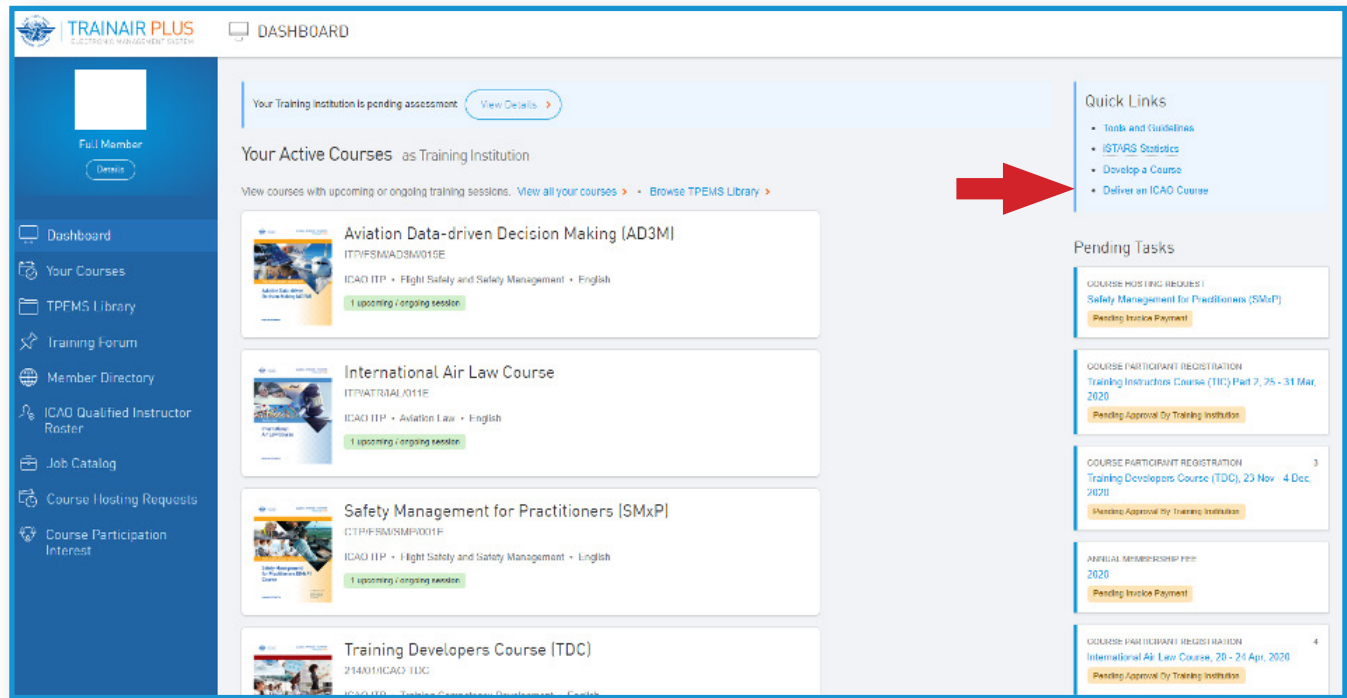
Login with your Username and Password at <https://igat.icao.int/portal/Account/Login>



## Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step 2: Deliver an ICAO Course

On the Home page, click on “Deliver an ICAO Course”, under the Quick Links menu

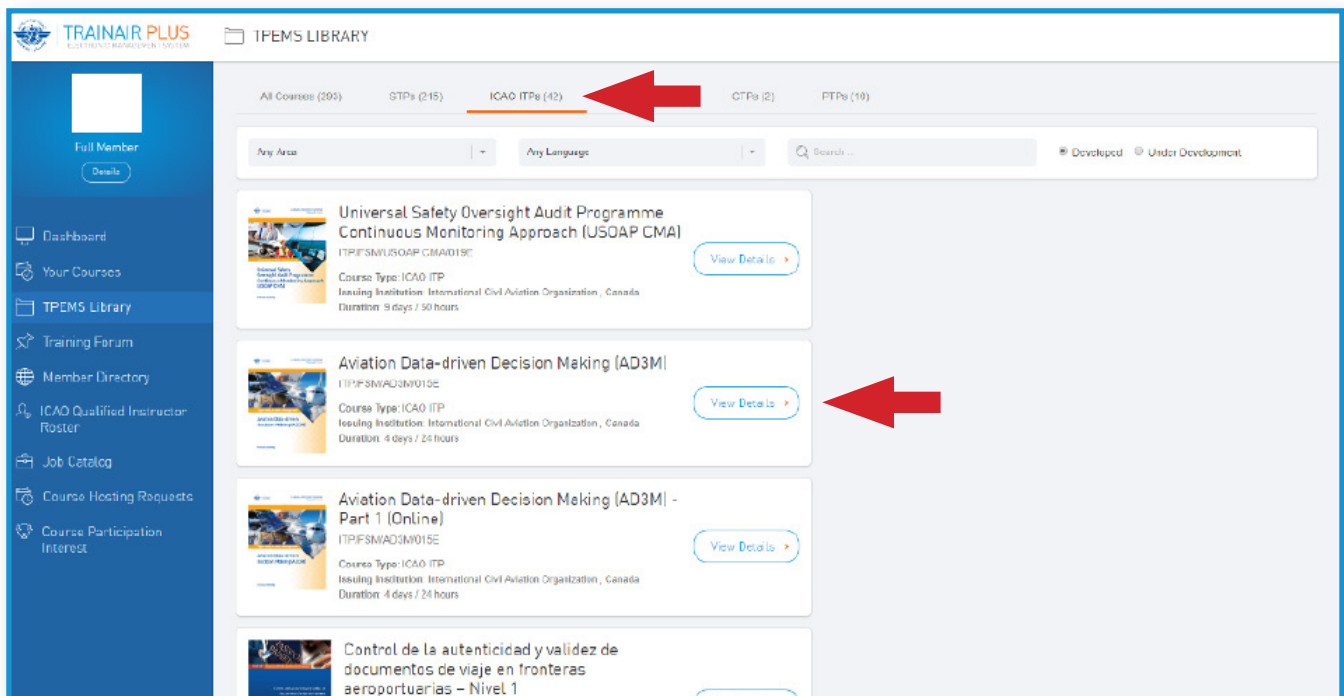


The screenshot displays the TRAINAIR PLUS DASHBOARD interface. On the left is a navigation menu with options like Dashboard, Your Courses, TPEMS Library, Training Forum, Member Directory, ICAO Qualified Instructor Roster, Job Catalog, Course Hosting Requests, and Course Participation Interest. The main content area shows a status message: "Your Training Institution is pending assessment" with a "View Details" link. Below this is a section for "Your Active Courses as Training Institution" with a link to "View all your courses" and a "Browse TPEMS Library" link. A list of active courses is shown, including "Aviation Data-driven Decision Making (AD3M)", "International Air Law Course", "Safety Management for Practitioners (SMxP)", and "Training Developers Course (TDC)". On the right side, there is a "Quick Links" menu with four items: "Tasks and Guidelines", "ISTARS Statistics", "Develop a Course", and "Deliver an ICAO Course". A red arrow points to the "Deliver an ICAO Course" link. Below the Quick Links is a "Pending Tasks" section with four items, each with a "Pending Invoice Payment" button.

## Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step 3: Request to Host

- On the TPEMS Library page, **click on** the tab on top of the page to select the type of training packages desired (ITPs, RTCE ITPs, and CTPs).
- **Scroll to** the Training Package you wish to host.
- **Click on** “View Details” for more information about the course.



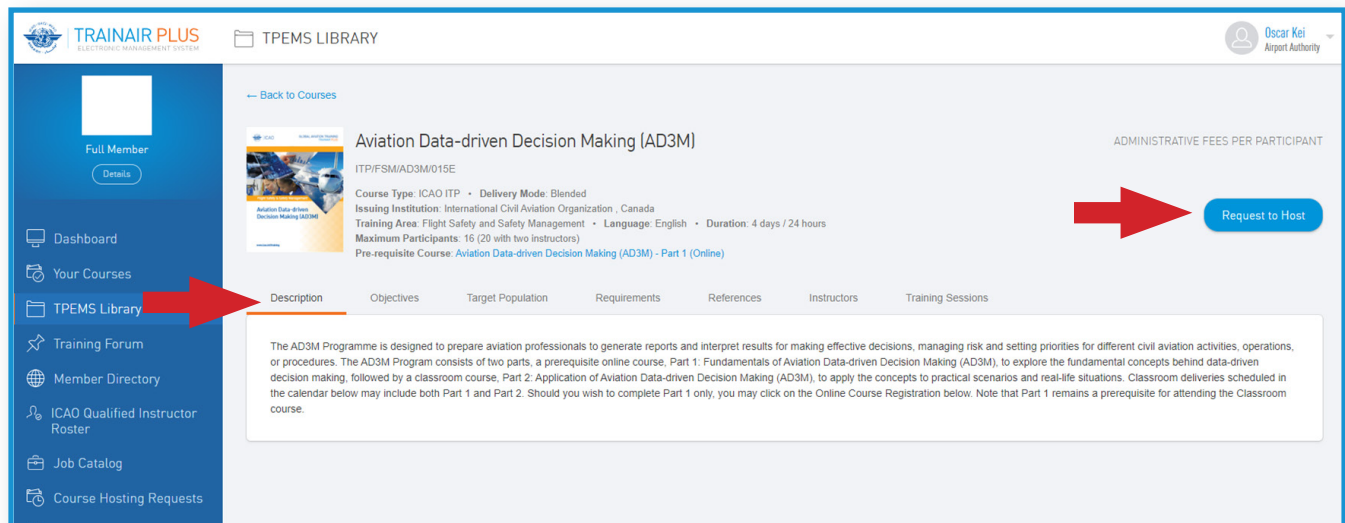
Note: The hosting process explained in this guideline is applicable to all ITPs, RTCE ITPs, and CTPs.

## Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step 4: Course Hosting Request

On the Course page:

- **Navigate** the different taps to learn more about the course (Description, Objectives, Target Population, Requirements, References, Instructors, Training Sessions)
- **Click on** “Request to Host”.



The screenshot shows the TRAINAIR PLUS TPEMS LIBRARY interface. The user is logged in as Oscar Kei, Airport Authority. The main content area displays the course details for "Aviation Data-driven Decision Making (AD3M)". The course type is ICAO ITP, and the delivery mode is Blended. The issuing institution is the International Civil Aviation Organization, Canada. The training area is Flight Safety and Safety Management, and the duration is 4 days / 24 hours. The maximum number of participants is 16 (20 with two instructors). The pre-requisite course is Aviation Data-driven Decision Making (AD3M) - Part 1 (Online). A red arrow points to the "Request to Host" button in the top right corner. Another red arrow points to the "Description" tab in the navigation bar.

Administrative Fees per Participant

Request to Host

Description Objectives Target Population Requirements References Instructors Training Sessions

The AD3M Programme is designed to prepare aviation professionals to generate reports and interpret results for making effective decisions, managing risk and setting priorities for different civil aviation activities, operations, or procedures. The AD3M Program consists of two parts, a prerequisite online course, Part 1: Fundamentals of Aviation Data-driven Decision Making (AD3M), to explore the fundamental concepts behind data-driven decision making, followed by a classroom course, Part 2: Application of Aviation Data-driven Decision Making (AD3M), to apply the concepts to practical scenarios and real-life situations. Classroom deliveries scheduled in the calendar below may include both Part 1 and Part 2. Should you wish to complete Part 1 only, you may click on the Online Course Registration below. Note that Part 1 remains a prerequisite for attending the Classroom course.



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### Step 6: Training session (add settings description)

- Fill in the required information. All required fields (\*) are mandatory.
- Click on “SAVE”.

The screenshot shows the 'Course Hosting Request' form in the TRAINAIR PLUS system. The current step is '2. Training Session'. The form contains the following fields and sections:

- From \***: Date input field (YYYY-MM-DD)
- To \***: Date input field (YYYY-MM-DD) - highlighted with a red arrow
- City \***: Text input field containing 'Montreal'
- Country \***: Dropdown menu showing 'Canada'
- Total Expected Participants \***: Text input field
- Total Administrative Fees**: Text input field with a 'USD' dropdown
- Settings**: Panel with options for 'Participant Registration Deadline', 'Closed session', and 'Disable participant registrations'. A note states: 'You will be able to change these settings at a later time.'
- Participation Interest**: Section indicating '5 people have expressed interest for this course and will be notified.'
- Save**: A blue button at the bottom right, highlighted with a red arrow.

- Click on “Set up instructors” to continue to next step

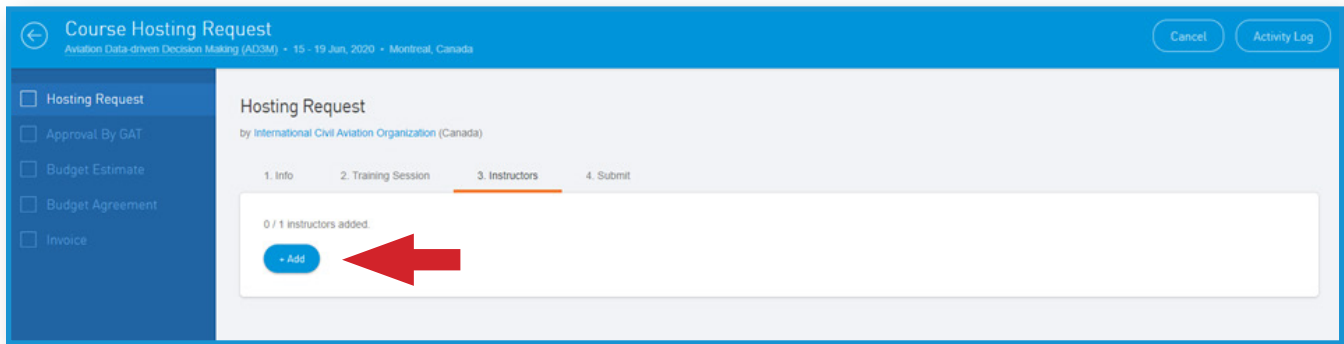
The screenshot shows a 'Success' message box with a green checkmark icon. The text reads: 'Success. Session info was saved successfully. Set up instructors →'. A red arrow points to the 'Set up instructors' link.



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### Step 7: Instructors

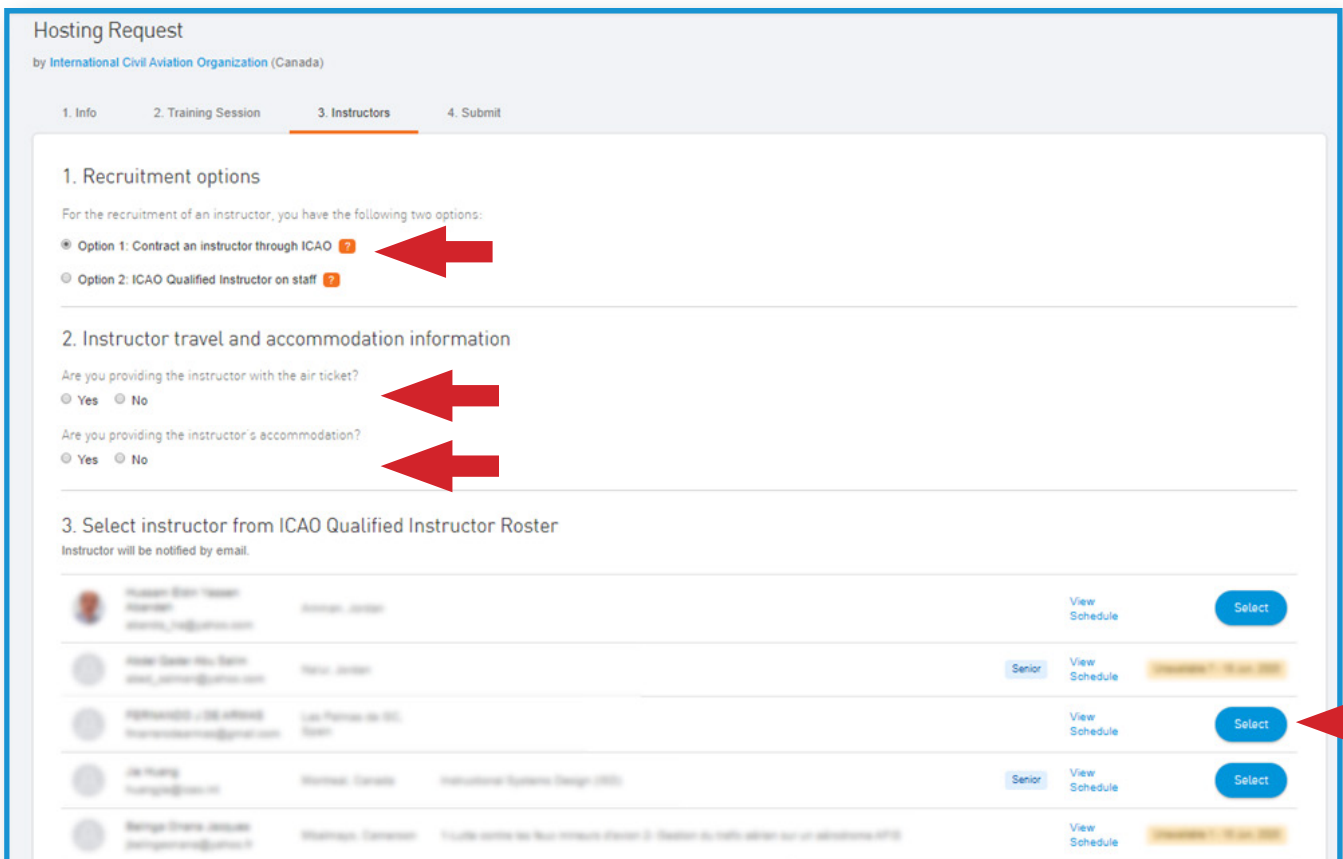
- Click on "+Add"



## Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Recruitment options Option 1

1. Contract an instructor through ICAO - The recruitment of the instructors is performed under the responsibility of ICAO
2. Instructor travel and accommodation information
  - Indicate if your training centre is providing the instructor with the air ticket
  - Indicate if your training centre is providing the instructor's accommodation
3. Select instructor from ICAO Qualified Instructor Roster
  - Click on "View Schedule" to view instructors' availabilities
  - Click on "Select" to generate an automatic request email for the instructor to confirm availability to deliver the course.



The screenshot shows the 'Hosting Request' form in the TPEMS 2.0 system. The form is titled 'Hosting Request' and is by the International Civil Aviation Organization (Canada). It has four tabs: 1. Info, 2. Training Session, 3. Instructors, and 4. Submit. The '3. Instructors' tab is active.

**1. Recruitment options**  
For the recruitment of an instructor, you have the following two options:






- Option 1: Contract an instructor through ICAO
- Option 2: ICAO Qualified Instructor on staff

**2. Instructor travel and accommodation information**

Are you providing the instructor with the air ticket?  
 Yes  No

Are you providing the instructor's accommodation?  
 Yes  No

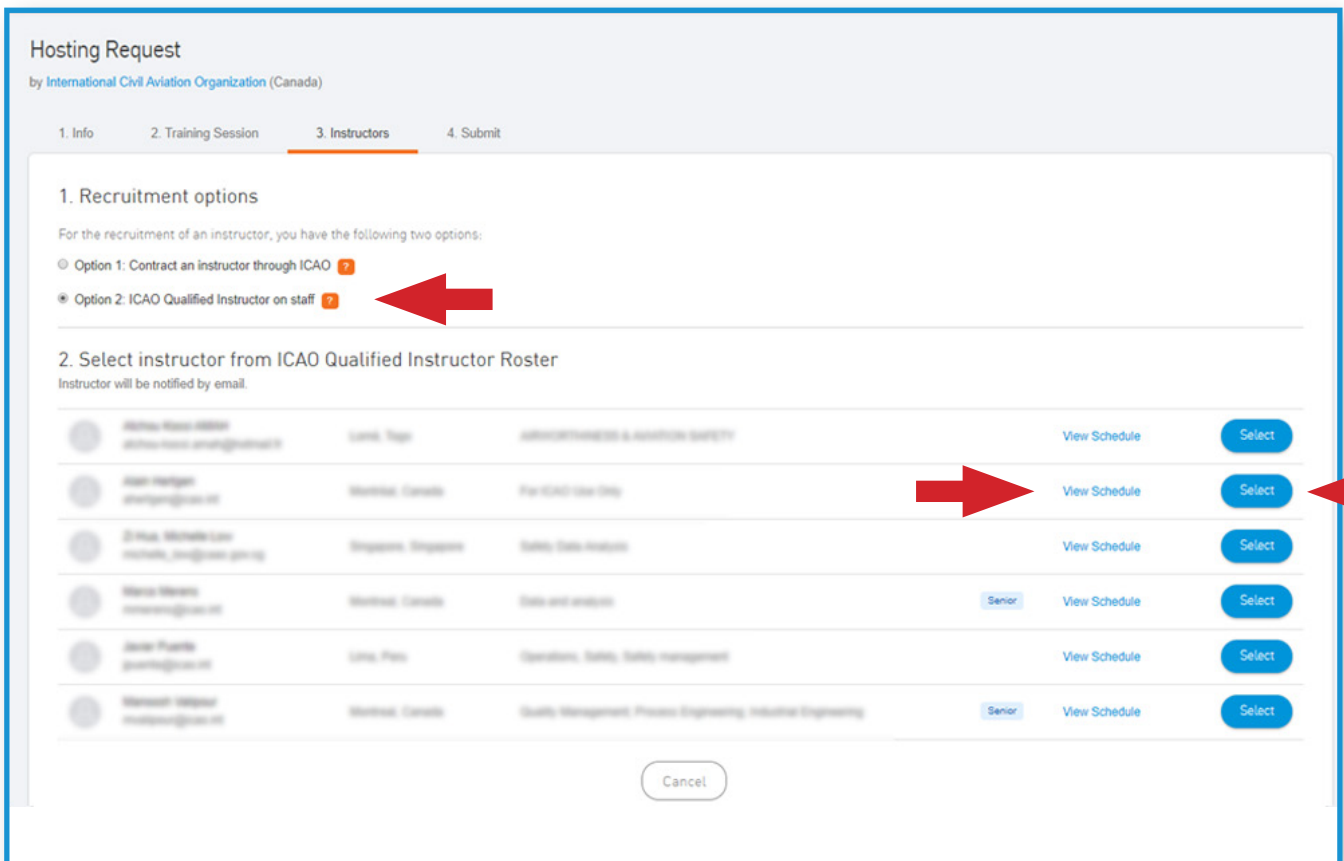
**3. Select instructor from ICAO Qualified Instructor Roster**  
Instructor will be notified by email.

	<b>Hussein Elmi Yassin</b> Instructor h.yassin@icao.int	Jordan		<a href="#">View Schedule</a>	<a href="#">Select</a>
	<b>Abdel Gader Abu Salem</b> Instructor a.abu@icao.int	Jordan	Senior	<a href="#">View Schedule</a>	<a href="#">Unavailable</a>
	<b>Hiba Hammad</b> Instructor h.hammad@icao.int	Libya		<a href="#">View Schedule</a>	<a href="#">Select</a>
	<b>Ali Hsing</b> Instructor a.hsing@icao.int	Canada	Senior	<a href="#">View Schedule</a>	<a href="#">Select</a>
	<b>Sergio Enrique Jimenez</b> Instructor s.jimenez@icao.int	Canada		<a href="#">View Schedule</a>	<a href="#">Unavailable</a>

## Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Recruitment options Option 2

1. ICAO Qualified Instructor on staff - TPP Members training centre has within its staff an ICAO qualified instructor for the ITP it wishes to host. Contract through ICAO is not necessary
2. Select instructor from ICAO Qualified Instructor Roster
  - Click on “ View Schedule” to view instructors’ availabilities
  - Click on “Select” to generate an automatic request email for the instructor to confirm availability to deliver the course.



**Hosting Request**  
by International Civil Aviation Organization (Canada)

1. Info    2. Training Session    **3. Instructors**    4. Submit

#### 1. Recruitment options

For the recruitment of an instructor, you have the following two options:

- Option 1: Contract an instructor through ICAO ?
- Option 2: ICAO Qualified Instructor on staff ?

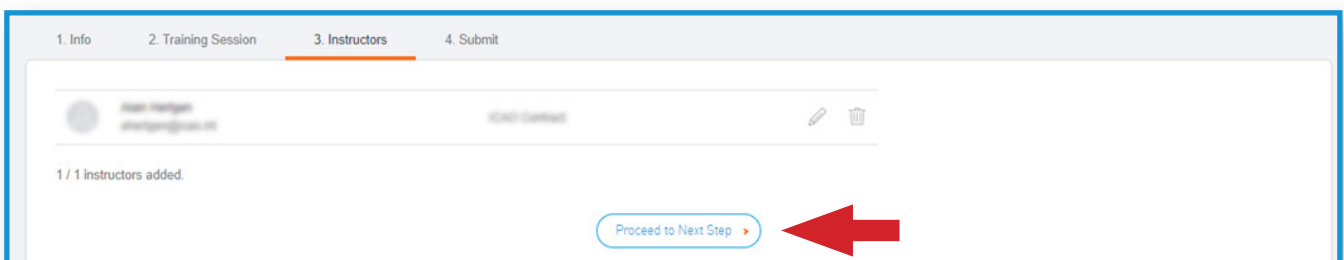
#### 2. Select instructor from ICAO Qualified Instructor Roster

Instructor will be notified by email.

	William Ryan (ICAO) william.ryan@icao.int	Canada, Tech	Administration & Academic Support	View Schedule	Select
	Alan Hedges alan.hedges@icao.int	Montreal, Canada	FAO ICAO User Group	View Schedule	Select
	Erin MacNeil-Lane erin.macneil@icao.int	Singapore, Singapore	Safety, Data Analysis	View Schedule	Select
	Marisa Mariani marisa.mariani@icao.int	Montreal, Canada	Data and Analysis	Senior View Schedule	Select
	David Proulx david.proulx@icao.int	Geneva, France	Operations, Safety, Safety Management	View Schedule	Select
	Wendell Wilson wendell.wilson@icao.int	Montreal, Canada	Quality Management, Process Engineering, Industrial Engineering	Senior View Schedule	Select

Cancel

- Click on “Proceed to next step” to continue the process



1. Info    2. Training Session    **3. Instructors**    4. Submit

Alan Hedges  
alan.hedges@icao.int    ICAO Contact

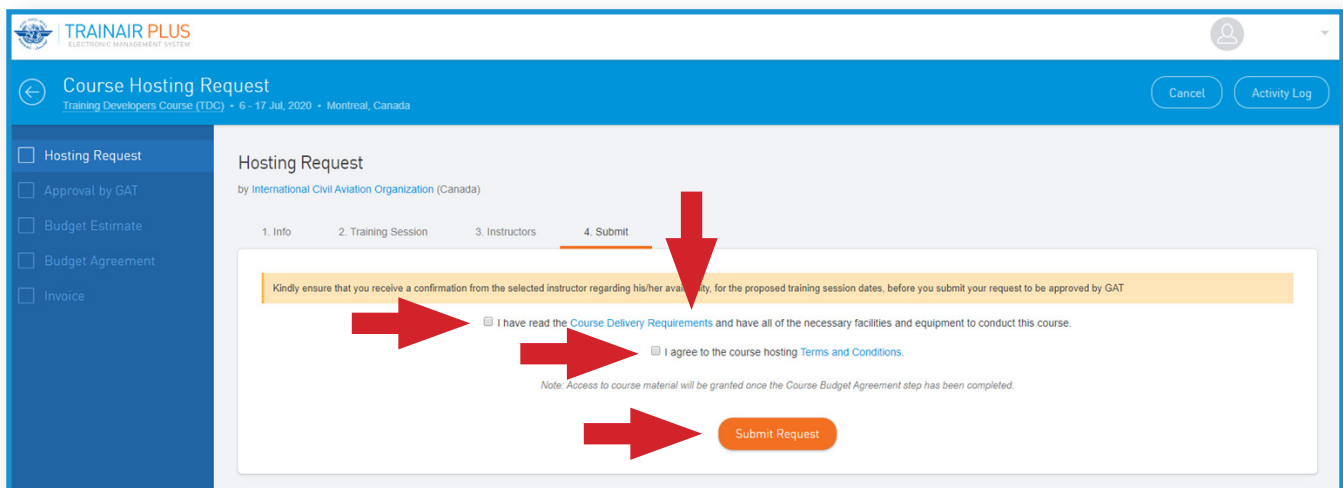
1 / 1 instructors added.

Proceed to Next Step >

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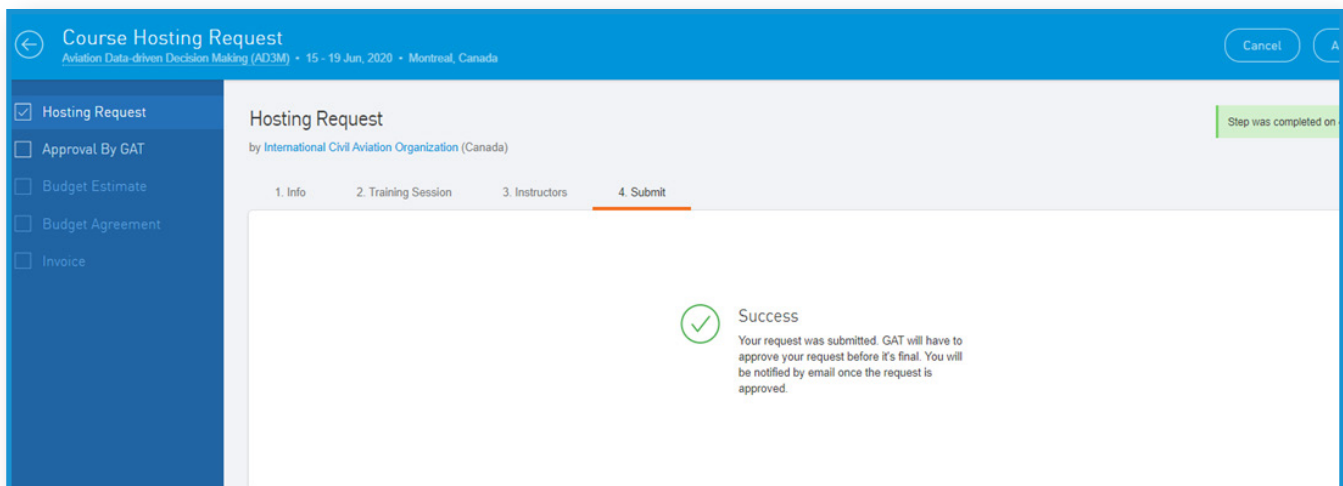
### Step 8: Submit

- Review Course Delivery Requirements and Terms and Conditions
- Check the box “I have read the Course Delivery Requirements and have all of the necessary facilities and equipment to conduct this course”
- Check the box “I agree to the course hosting Terms and Conditions”.
- Click on the “Submit Request” to send your request for approval from the TRAINAIR PLUS administrator.



Note: You may cancel your Course Hosting Request at any time by clicking on the “Cancel” on the top right corner of the page.

### Your request was successfully submitted

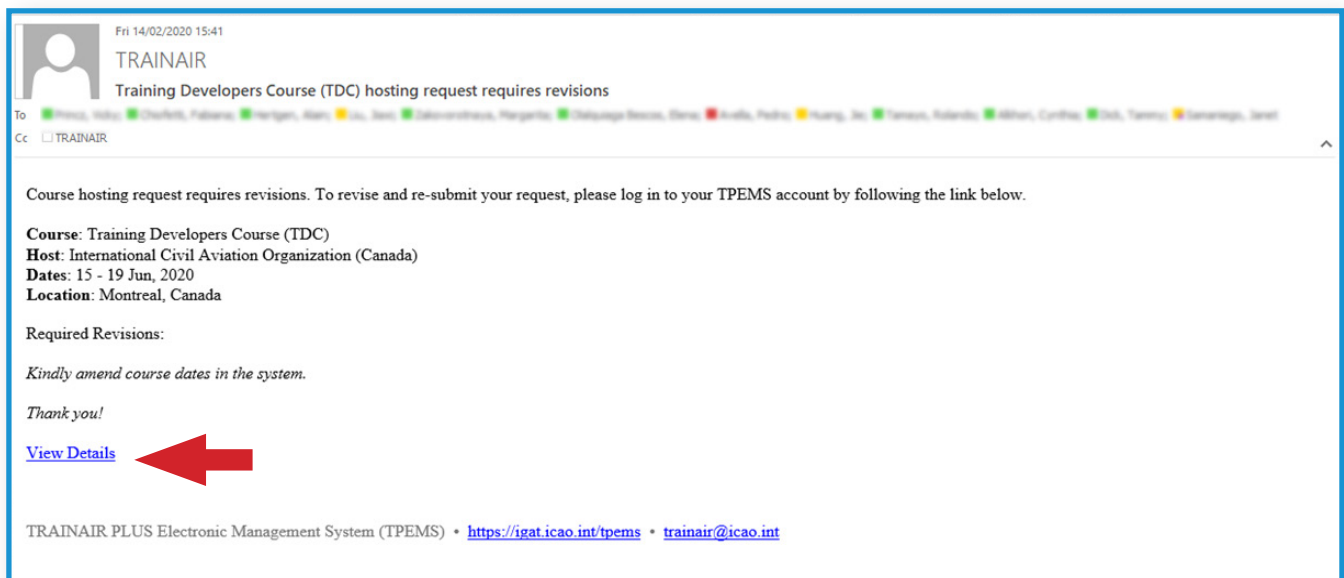


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### Scenario 1: Request for Revision

#### Step 9: Course hosting request require revisions

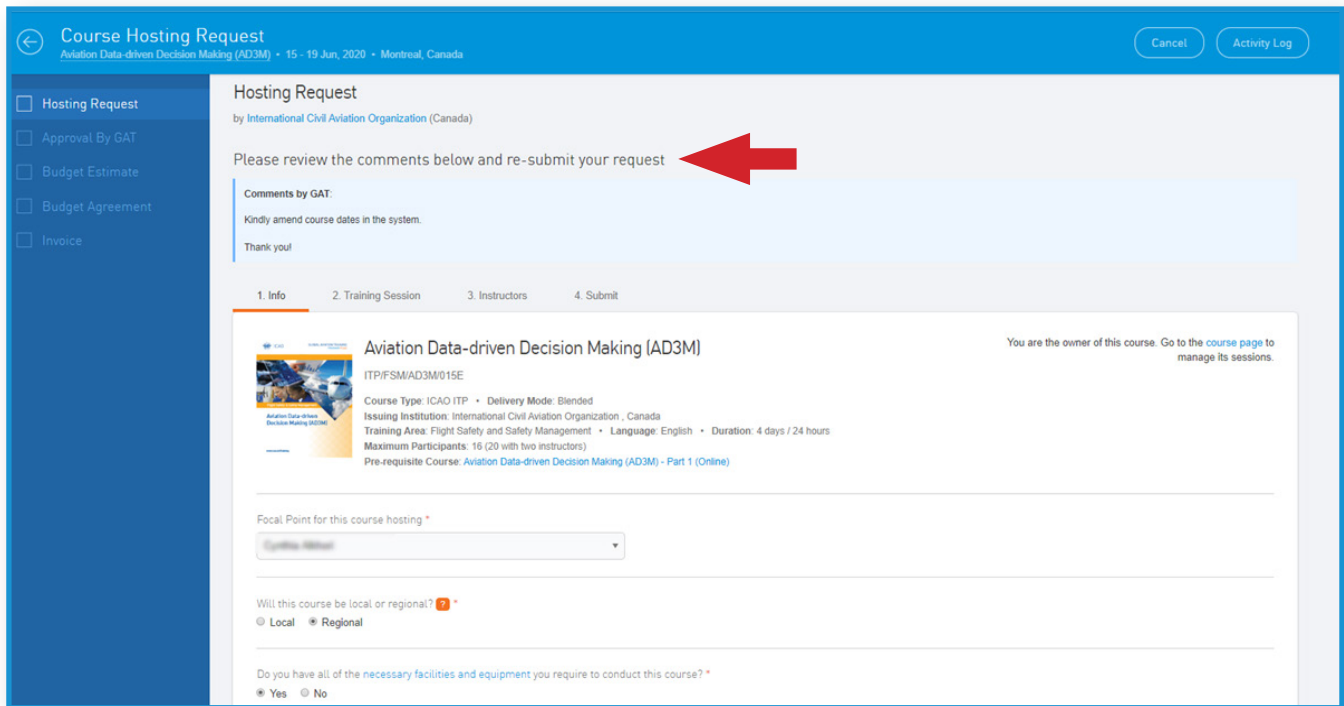
- If you receive a Request for revision email, the reason will be explained in the “Required Revision:” section of the email.
- Click on the hyperlink “View Details” in the email to return to the Training Session page in order to amend and re-submit your request.



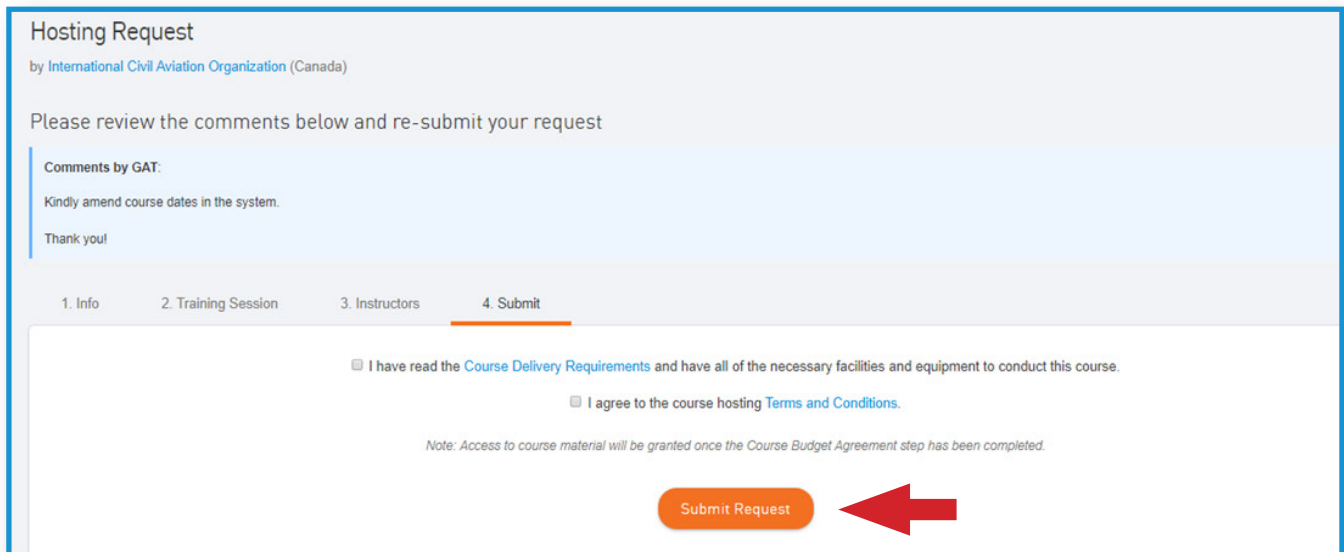
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### Step10: Change and re-submit Training Session request

- On the Hosting Request page, you may edit your hosting request as suggested by GAT in the Request for Change/Clarification email



- Click on “Submit Request” to re-submit your modified request for the approval by GAT

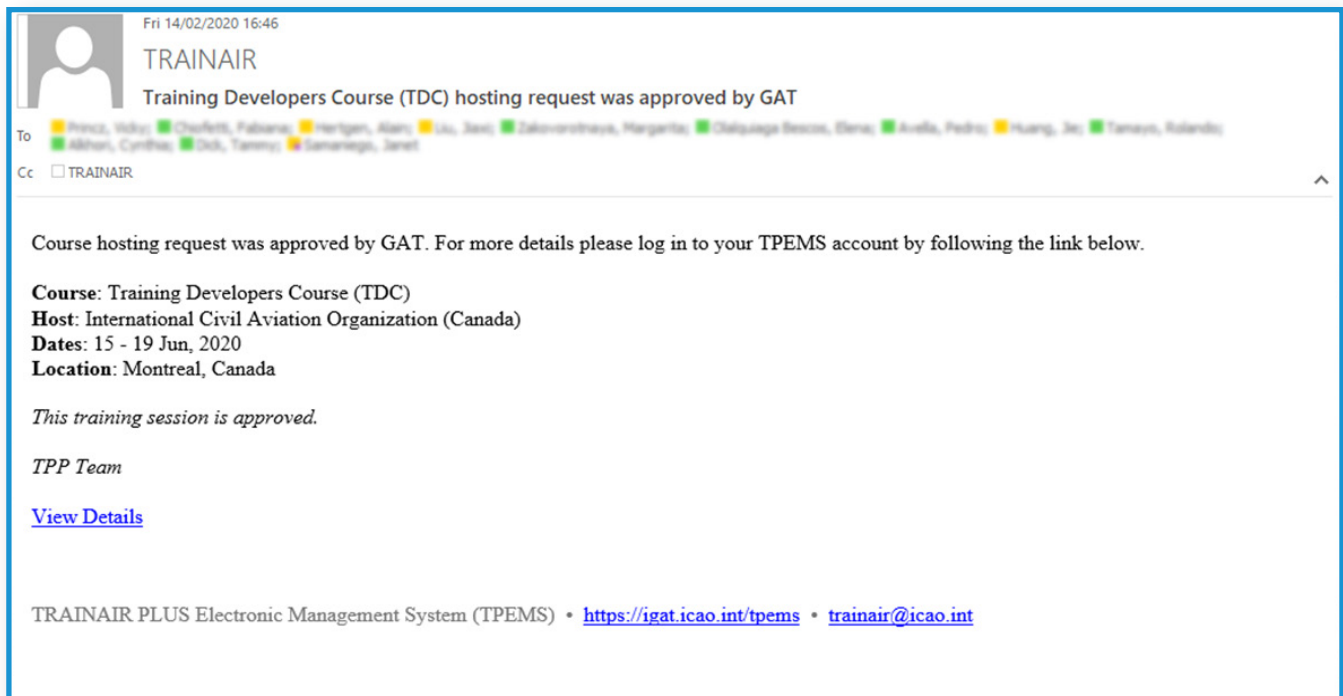


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### Scenario 2: Approval of Course Hosting Request

#### Step 11: Approval email

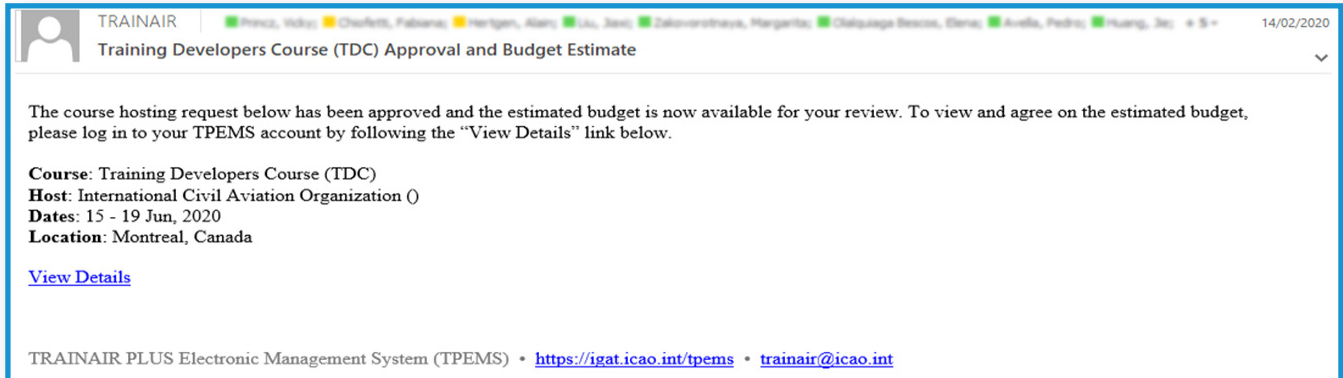
The training organization focal point will receive an email notification of acceptance, upon approval by the TRAINAIR PLUS administrator



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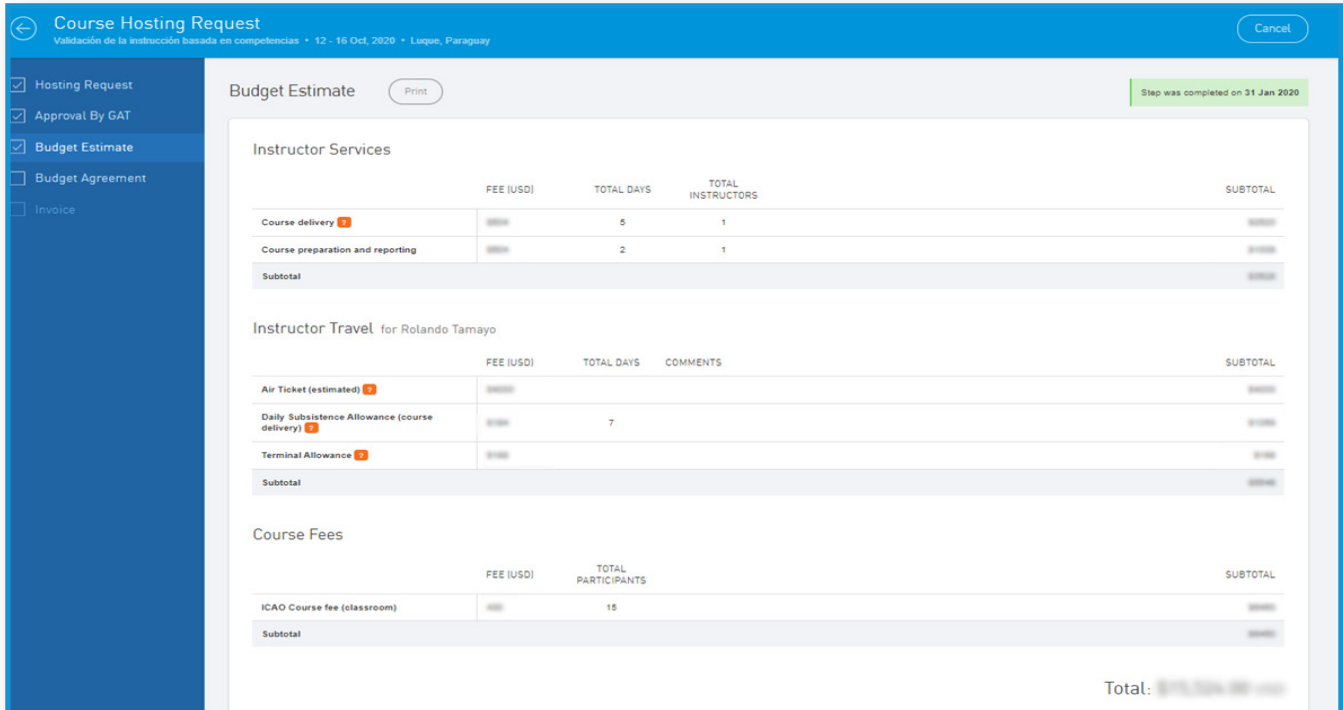
### Step 12: Budget Estimate email

- The training organization focal point will receive an email notification of the availability of the estimated budget for their review



### Step 13: Budget Review

- Review budget estimate provided my GAT administrator.

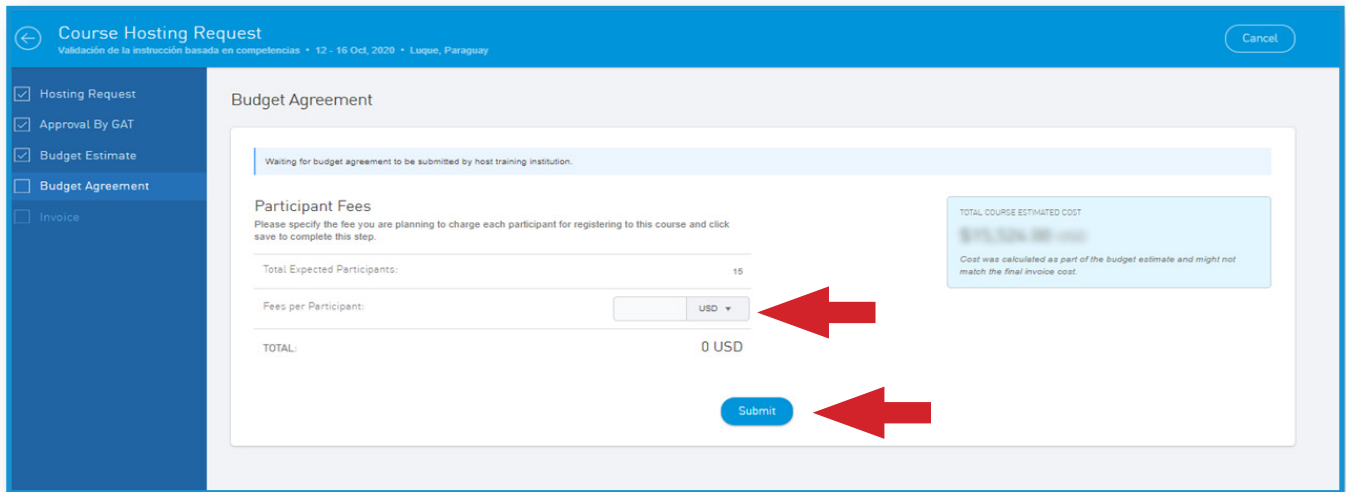


Note: The air ticket price is an estimate and Daily Subsistence Allowance Rates are updated on monthly bases

## Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step 14: Budget Agreement

- Click on “Budget Agreement” to enter the “Fees per Participants” you wish to charge each participant for registering to this course
- Click on “Submit” to complete the process



Course Hosting Request

Validación de la instrucción basada en competencias • 12 - 16 Oct, 2020 • Luque, Paraguay

Cancel

Hosting Request

Approval By GAT

Budget Estimate

Budget Agreement

Invoice

### Budget Agreement

Waiting for budget agreement to be submitted by host training institution.

#### Participant Fees

Please specify the fee you are planning to charge each participant for registering to this course and click save to complete this step.

Total Expected Participants: 15

Fees per Participant:  USD

TOTAL: 0 USD

Submit

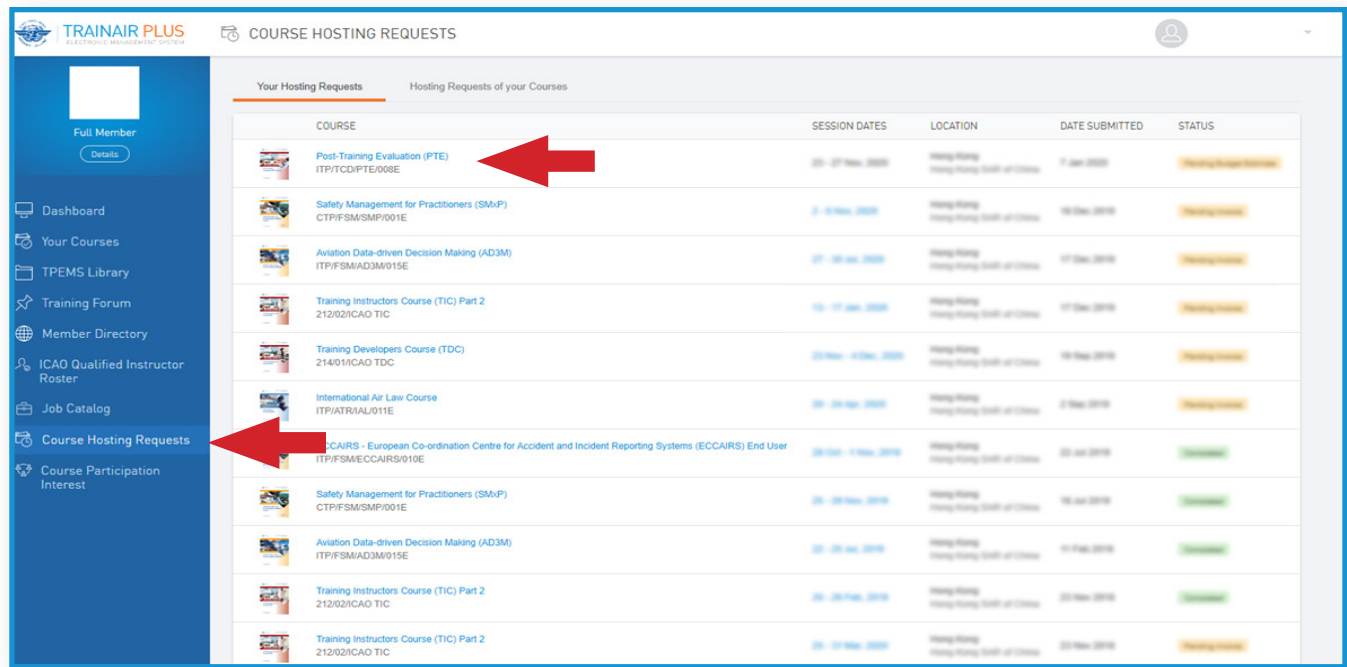
TOTAL COURSE ESTIMATED COST

Cost was calculated as part of the budget estimate and might not match the final invoice cost.

## Guide to host ICAO Training Packages (ITPs) in both classroom and virtual formats Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step15: Course Hosting Requests

- Once the course is approved by GAT, you may access it through the “Course Hosting Requests” page.
- **Click on “Course Hosting Requests”** to navigate Your training centre hosting request and hosting requests of your courses



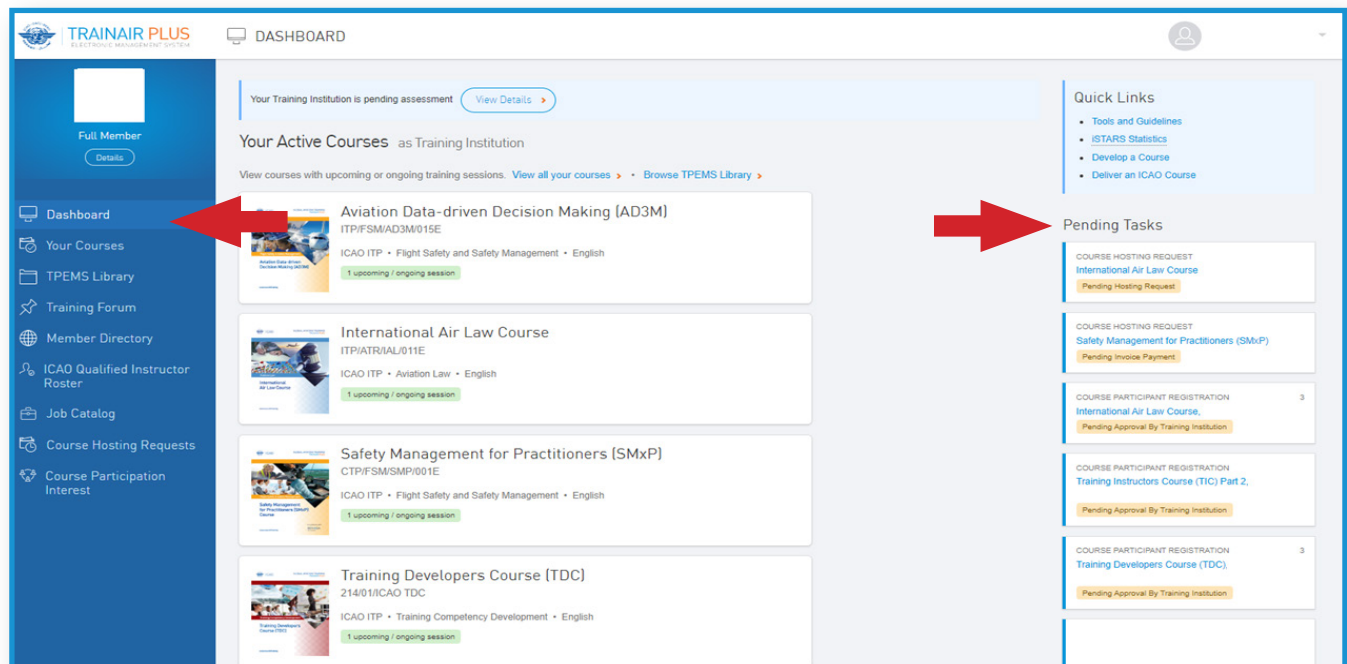
The screenshot shows the TRAINAIR PLUS Electronic Management System (TPEMS 2.0) interface. The top navigation bar includes the TRAINAIR PLUS logo and the title 'COURSE HOSTING REQUESTS'. The left sidebar contains a navigation menu with items such as Dashboard, Your Courses, TPEMS Library, Training Forum, Member Directory, ICAO Qualified Instructor Roster, Job Catalog, Course Hosting Requests, and Course Participation Interest. The main content area displays a table of course hosting requests. The table has the following columns: COURSE, SESSION DATES, LOCATION, DATE SUBMITTED, and STATUS. The first row of the table is highlighted with a red arrow pointing to it from the left. The course name in the first row is 'Post-Training Evaluation (PTE) ITP/ICD/PTE/008E'. The status of this request is 'Pending Request Approval'. The second row of the table is also highlighted with a red arrow pointing to it from the left. The course name in the second row is 'Safety Management for Practitioners (SM&P) CTP/FSM/SMP/001E'. The status of this request is 'Pending Request Approval'.

COURSE	SESSION DATES	LOCATION	DATE SUBMITTED	STATUS
Post-Training Evaluation (PTE) ITP/ICD/PTE/008E	20 - 27 Nov. 2020	Wing Flying Wing Flying South of Class	7 Jun 2020	Pending Request Approval
Safety Management for Practitioners (SM&P) CTP/FSM/SMP/001E	2 - 6 Nov. 2020	Wing Flying Wing Flying South of Class	16 Jun 2020	Pending Request Approval
Aviation Data-driven Decision Making (AD3M) ITP/FSM/AD3M/015E	27 - 28 Jun. 2020	Wing Flying Wing Flying South of Class	17 Jun 2020	Pending Request Approval
Training Instructors Course (TIC) Part 2 212/02/ICAO TIC	15 - 17 Jun. 2020	Wing Flying Wing Flying South of Class	17 Jun 2020	Pending Request Approval
Training Developers Course (TDC) 214/01/ICAO TDC	22 Nov - 1 Dec. 2020	Wing Flying Wing Flying South of Class	16 Jun 2020	Pending Request Approval
International Air Law Course ITP/ATR/IAL/011E	20 - 24 Sep. 2020	Wing Flying Wing Flying South of Class	2 Jun 2020	Pending Request Approval
ECCAIRS - European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS) End User ITP/FSM/ECCAIRS/010E	20 Nov - 1 Dec. 2020	Wing Flying Wing Flying South of Class	22 Jun 2020	Completed
Safety Management for Practitioners (SM&P) CTP/FSM/SMP/001E	20 - 24 Nov. 2020	Wing Flying Wing Flying South of Class	16 Jun 2020	Completed
Aviation Data-driven Decision Making (AD3M) ITP/FSM/AD3M/015E	22 - 24 Jun. 2020	Wing Flying Wing Flying South of Class	16 Jun 2020	Completed
Training Instructors Course (TIC) Part 2 212/02/ICAO TIC	20 - 22 Jun. 2020	Wing Flying Wing Flying South of Class	22 Jun 2020	Completed
Training Instructors Course (TIC) Part 2 212/02/ICAO TIC	20 - 22 Jun. 2020	Wing Flying Wing Flying South of Class	22 Jun 2020	Pending Request Approval

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### Step16: Pending Tasks

- On the Home page, view “Pending Tasks” section to view or access a Pending Request.



The screenshot displays the TRAINAIR PLUS DASHBOARD interface. The top navigation bar includes the TRAINAIR PLUS logo, the word 'DASHBOARD', and a user profile icon. Below the navigation bar, there is a status message: "Your Training Institution is pending assessment" with a "View Details" link. The main content area is titled "Your Active Courses as Training Institution" and lists four courses with their respective ITP codes and status: "Aviation Data-driven Decision Making (AD3M)", "International Air Law Course", "Safety Management for Practitioners (SMxP)", and "Training Developers Course (TDC)". A red arrow points from the "Dashboard" menu item in the left sidebar to the "Your Active Courses" section. Another red arrow points from the "Pending Tasks" section in the right sidebar to the "Pending Tasks" section in the main content area. The "Pending Tasks" section contains several items, including "COURSE HOSTING REQUEST" for "International Air Law Course" and "Safety Management for Practitioners (SMxP)", and "COURSE PARTICIPANT REGISTRATION" for "International Air Law Course", "Training Instructors Course (TIC) Part 2", and "Training Developers Course (TDC)".

If you have any additional questions, please do not hesitate to contact us at [TRAINAIR@icao.int](mailto:TRAINAIR@icao.int)