



ICAO

# GLOBAL AVIATION TRAINING TRAINAIR PLUS™



## TRAINAIR PLUS Operations Manual (TPOM)

*This document is an advanced and unedited version of the TRAINAIR PLUS Operations Manual and is not yet in its final form. Its content may still be supplemented, removed, or otherwise modified.*

V0 – Effective 1 January 2022



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## 1. INTRODUCTION

### 1.1 Record of amendments and revision

Version	Date	Section amended	Purpose of amendment
V0	1 January 2022 – Advanced and unedited copy	N/A - Original	To reflect the operations of the new TPP Framework

### 1.2 Purpose of the TPOM

1.2.1 Competent personnel are essential to establish, manage and operate safe air transportation systems, and the International Civil Aviation Organization (ICAO) is committed to supporting Member States in implementing high-quality standards in civil aviation training. As outlined in the ICAO Civil Aviation Training Policy, the TRAINAIR PLUS Programme (TPP) is a key element in ICAO's strategy to achieve this goal. TPP provides its Members with support for new and existing civil aviation training centres (CATCs) through the provision of technical expertise and quality oversight. The result is a cooperative network of ICAO TRAINAIR PLUS centres that develop and share high-quality, standardized aviation training material for the benefit of all TPP Members and ICAO's Member States.

1.2.2 The TRAINAIR PLUS Operations Manual (TPOM) is published to provide Member States, CATCs and TPP Members with information on the operations of the Programme. This manual sets forth the objectives and principles of TPP and details the rules and requirements related to TPP Membership, the assessment process, and the development, validation, and sharing of ICAO-recognized Training Packages.

1.2.3 The rules and operations of TPP, as set forth in this manual, supersede any rules and principles that may have been previously applicable to the TRAINAIR PLUS Programme.

### 1.3 Related ICAO Manuals

1.3.1 The Training Development Guide, Competency-based Training Methodology (Doc 9941) provides a methodology for competency-based training. It serves as a guide to the development of training material in a consistent and systematic manner and also sets forth training development standards, making it practical for course material to be shared between participating TRAINAIR PLUS Members.

1.3.2 The Manual on the Approval of Training Organizations (Doc 9841) provides information and guidance to licensing authorities and CATCs on the implementation of Annex 1 — Personnel Licensing to the Convention on International Civil Aviation (hereafter referred to as the Chicago Convention) and other Annex standards related to the approval of CATCs. It describes the process through which approval is granted to a CATC, the contents of an application proposal to become an approved CATC, and the quality assurance system needed to maintain approval.



1.3.3 The Procedures for Air Navigation Services — Training (Doc 9868) contains material that provides for the uniform implementation of the training required for pilot licenses and ratings found in Annex 1 to the Chicago Convention. This document is complementary to the Standards and Recommended Practices (SARPs) contained in Annex 1 and specifies, in greater detail, the actual procedures to be applied by CATCs in providing training for aeronautical personnel.

#### 1.4 Acronyms

ANB	Air Navigation Bureau
ATED	Aviation Training Education Directory
ATO	Approved Training Organization
CAA	Civil Aviation Authority
CAP	Corrective Action Plan
CATC	Civil Aviation Training Centre
CDU	Course Development Unit
DSA	Daily Subsistence Allowance
GAT	Global Aviation Training
ICAO	International Civil Aviation Organization
IQCD	ICAO Qualified Course Developer
ISD	Instructional Systems Design
ITP	ICAO Training Package
M-ITP	ITP developed by a TPP Member
MoU	Memorandum of Understanding
OJT	On-the-job Training
PANS	Procedures for Air Navigation Services
PQs	Protocol Questions
PTE	Post Training Evaluation
PTP	Partnership Training Package
SARPs	Standards and Recommended Practices
SME	Subject Matter Expert
STP	Standardized Training Package
TCB	Technical Cooperation Bureau
TDC	Training Developers Course
TO	Training Organization
TPEMS	TRAINAIR PLUS Electronic Management System
TPM	Training and Procedures Manual
TPOM	TRAINAIR PLUS Operations Manual
TPP	TRAINAIR PLUS Programme
TPSC	TRAINAIR PLUS Steering Committee
TSA	Training Services Agreement



## 1.5 Definitions and significant Terms

Training	The acquisition of knowledge and skills provided by ICAO and/or CATCs associated with ICAO issuing a certificate of completion or a certificate of achievement with the ICAO emblem or an ICAO programme emblem
Recognition	A public statement of support, an acknowledgement of compliance. An ICAO recognition is a statement of support for the methods or practices of an aviation activity or organization, or its delivery of a certain type or quality of service or product that complies with specific ICAO provisions contained in the Annexes to the Chicago Convention and related guidelines
Targeted training activity	A mechanism for providing awareness or education using a specific / customized training activity coordinated through ICAO
Instructional systems design (ISD)	A formal process for designing training that includes analysis, design, development, implementation and evaluation.
ICAO Training Package (ITP)	A competency-based training course developed by ICAO, or a TRAINAIR PLUS Programme (TPP) Member in collaboration with ICAO, in compliance with ICAO Doc. 9941, Training Development Guide, supporting the implementation of ICAO Standards and Recommended Practices (SARPs) and guidance material.
Standardized Training Package (STP)	A competency-based training course developed by a TPP Member, in compliance with ICAO Doc 9941, Training Development Guide, focusing on operational practices, using national regulations and procedures, and/or industry requirements.



## 2. ICAO TRAINING

### 2.1 Training Policy

#### 2.1.1 Principles

2.1.1.1 ICAO's objective in aviation training is to support the human resources development strategies established by Member States and the aviation community to ensure they have access to a sufficient number of qualified and competent personnel to operate, manage and maintain the current and future air transport system, based on international standards for safety, air navigation capacity and efficiency, aviation security and facilitation, economic development of air transport, and environmental protection. Aviation training is considered a support function of ICAO.

2.1.1.2 While ICAO encourages and advises governments and operators of training facilities, it is not in competition with them, nor infringes upon Member States' sovereignty.

2.1.1.3 The scope of ICAO training encompasses all aviation-related areas, but mainly focuses on the development of courses in areas in which ICAO has intellectual property, such as Global Plans, SARPs, guidance material, global safety and air navigation issues, etc., in order to assist States, the aviation industry and aviation professionals with implementation of these provisions.

2.1.1.4 Aviation training is only undertaken by ICAO when it is determined that it is necessary to support Member States in the implementation of ICAO SARPs, Procedures for Air Navigation Services (PANS), air transport policies and guidance, and the rectification of identified deficiencies or other ICAO activity.

2.1.1.5 Every effort shall be made to ensure the intellectual property of ICAO is protected and no harm to ICAO's reputation shall result from aviation training activities provided by a third party using the ICAO name or emblem.

2.1.1.6 The use of ICAO's name and emblem shall be in full conformity with established policies and procedures.

#### 2.1.2 Recognition by ICAO of aviation training activities

2.1.2.1 ICAO recognizes training activities (i.e. activity or product, such as targeted or ad hoc training) based on and the following principles:

- a) the activity represents a direct benefit and added value for international civil aviation, promotes the ICAO Strategic Objectives and is consistent with global plans;
- b) there is a demonstration of compliance of the training activity with existing ICAO SARPs and guidance material;
- c) the activity has been structured using an ISD methodology, such as TRAINAIR PLUS or an equivalent methodology;
- d) there is a risk analysis and mitigation strategy for any significant risks identified for relevant ICAO programmes;



- e) every effort has been made to ensure ICAO incurs no additional liability as a result;
- f) the demonstration of compliance is confirmed through a documented quality assessment process; and
- g) the funding has been ensured.

2.1.2.2 ICAO has the right to withdraw recognition from a training activity at any time should the training activity fail to respect established requirements.

## 2.2 ICAO Global Aviation Training (GAT)

2.2.1 In 2013, the 38th Session of the ICAO Assembly adopted Assembly Resolution A38-12, Appendix D, to address the scope of ICAO training activities. The Assembly mandated ICAO to assist Member States in achieving and maintaining competency of aviation personnel through ICAO training programmes. In line with this Assembly Resolution, the ICAO Civil Aviation Training Policy was subsequently endorsed by the Council during the fourth meeting of its 202nd Session (202/4) with the objective of supporting human resources development of Member States to ensure they have access to a sufficient number of qualified and competent personnel.

2.2.2 ICAO Global Aviation Training (GAT) was established in January 2014, with the responsibility to plan, manage and coordinate all ICAO aviation training activities ensuring the efficient, effective and harmonized implementation of the ICAO Training Policy.

2.2.3 GAT manages training in an orderly sequence starting with assessments of training organizations to evaluate their level of accomplishments with international standards, followed by the standardization of design and development of their course material in three stages: analysis, design, and production to identify training needs and the permanent cycle of evaluation. In addition, GAT generates partnership agreements to implement ICAO-recognized courses throughout its global network of training centres that share access to the GAT catalogue. GAT also defines training standards and encourages States to harmonize their training programmes.

## 2.3 TRAINAIR PLUS Programme (TPP)

### 2.3.1 Background

2.3.1.1 TPP is a cooperative network of training organizations and industry partners working together to develop and deliver ICAO-recognized training packages. TPP's mission is to improve safety and efficiency of air transport, while establishing, maintaining, and monitoring the high standards of training and competency of aviation personnel on a worldwide basis and in a cost-effective manner. TPP promotes training collaboration for the purpose of providing safe, secure, and sustainable development of global air transport, and:

- a) benefits from more than 25 years of experience and expertise from its predecessor programme, the TRAINAIR Programme, in the areas of training development and sharing, capacity-building, as well as instructional delivery;
- b) provides valuable ICAO support to its Member States and the aviation industry through the implementation of high-quality standards in civil aviation training and capacity-building; and



- c) assists in implementing sustainable human resources development strategies, consistent with ICAO A38-12, Appendix D, Qualified and Competent Aviation Personnel.

2.3.1.2 The list of potential candidates includes, but is not limited to training arms of civil aviation authorities (CAAs), airlines, airports, maintenance organizations, private training organizations recognized by their State; and training centres involved in any specialized aviation-related safety training.

2.3.1.3 ICAO launched TPP in 2010 with the first TPP Members to join the network in early 2011. 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 was implemented on 1 January 2022 in order to modernize the Programme and ensure its sustainability for years to come.

## 2.3.2 Mission of TPP

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

2.3.2.2 This mission is aligned with GAT's Vision Statement 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"*.

2.3.2.3 Based on this new mission, GAT has identified four pillars upon which the TPP Framework is based.

## 2.3.3 The four pillars

### 2.3.3.1 New recognition levels

2.3.3.1.1 The various categories of TPP Membership recognition are based on the level of activities conducted and on the TPP Member's actual achievements within the Programme. The recognition levels are performance-based and recognize all activities TPP Members can undertake.

2.3.3.1.2 Since the TPP Framework is performance-based, the performance (or activity) needs to first be achieved prior to GAT acknowledging the corresponding recognition. The TPP Framework therefore recognizes the performance of a Member once it has been performed.



### **2.3.3.2 Flexible and unambiguous Framework**

2.3.3.2.1 The TPP operating rules are unambiguous, undisputable, and applied systematically. The levels of activities expected from all categories of membership are clearly identified, and the various requirements are applied unambiguously and systematically under the TPP Framework with the objective of ensuring fairness among TPP Members.

2.3.3.2.2 The Framework also provides the necessary flexibility to TPP Members to plan and budget their various activities, as Recognitions are based on the level of combined TPP activities conducted.

### **2.3.3.3 Leveraging automation**

2.3.3.3.1 The management of the Programme makes full use of automation. Since the various levels of recognition are based on the actual performance of TPP Members, the TPP Framework uses automation to manage the Programme and automatically calculate the performance of each TPP Member, on a real-time basis. The TRAINAIR PLUS Electronic Management System (TPEMS) features aim to capture all data required for the efficient management of the Programme.

2.3.3.3.2 The TPEMS also constitutes 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.

### **2.3.3.4 Incentives to engage in the various activities**

2.3.3.4.1 TPP and the various fees encourage TPP Members to conduct training activities. The TPP Framework encourages TPP Members to engage in training activities within their relevant communities, with other Members, and with ICAO. Consequently, the Annual Membership Fee (AMF) structure is proportional to the level of activities performed by the TPP Member on an annual basis. A lower AMF is applied for the more active Members to encourage them to deliver more training activities.

2.3.3.4.2 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 also focus on the delivery of courses by the entire TPP network.

## **2.3.4 Course Development Methodology**

2.3.4.1 TPP supports its Members in developing ICAO-recognized courses using Competency-based training methodology contained in ICAO Doc 9941. All ICAO-recognized courses leading to the issuance of a certificate with the ICAO emblem or an ICAO programme emblem, including e-learning, must comply with ICAO Doc 9941.

## **2.3.5 ICAO-Recognized Courses**

### **2.3.5.1 Background**

2.3.5.1.1 The ICAO portfolio of training packages is either developed by ICAO, TPP Members or partners. A training package comprises training material produced in accordance with a competency-based methodology, based on ICAO Doc 9941. Each training package contains necessary instructional material for trainees and instructors. Listed below are training packages that qualify for ICAO recognition.



### **2.3.5.2 ICAO Training Package developed by ICAO (ITP):**

2.3.5.2.1 An ITP is a competency-based training course developed by ICAO focusing on the implementation of ICAO SARPs and guidance material, available to be delivered by any TPP Member.

### **2.3.5.3 ICAO Training Package developed by a TPP Member (M-ITP):**

2.3.5.3.1 An M-ITP is a competency-based training course developed by a TPP Member focusing on the implementation of ICAO SARPs and guidance material. M-ITPs are developed by the Course Development Unit (CDU) of a TPP Member under the supervision of both an ICAO approved Instructional System Design (ISD) validator and ICAO approved Subject Matter Experts (SMEs). M-ITPs are available to be delivered by the network of TPP Members.

### **2.3.5.4 Standardized Training Package (STP):**

2.3.5.4.1 An STP is a competency-based training course developed by a TPP Member focusing on operational practices, using national regulations and procedures, and/or industry requirements. STPs are developed by the CDU of a TPP Member under the supervision of an ICAO approved ISD validator.

### **2.3.5.5 Partnership Training Package (PTP):**

2.3.5.5.1 A PTP is a training or educational programme in aviation developed within the framework of a partnership agreement with a Corporate Partner or an industry partner. This package will be established or pursued when it is determined that the training activity fulfils the following criteria:

- a) complies with ICAO SARPs and policies;
- b) helps achieve the objectives of ICAO's aviation training programme;
- c) complements existing ICAO aviation training activities; and
- d) represents a significant contribution to the aviation community.

### **2.3.6 International Sharing System**

2.3.6.1 TPP Membership provides access to all ICAO recognized courses. Through the TRAINAIR PLUS Electronic management System (TEMS), TPP Members have access to the portfolio of ICAO recognized courses and can host training sessions of courses of their choice. GAT provides the required support for the course delivery.



### 3. TRAINAIR PLUS PROGRAMME FRAMEWORK

#### 3.1 Recognition of Training Organizations

3.1.1 ICAO's Appendix 2 of Annex 1 and Doc 9841 establish ICAO guidance and requirements for training organizations that provide training services for the issuance of an aviation personnel license or rating. With the objective of harmonizing the training approach of all its Members, TRAINAIR PLUS has implemented these requirements as a minimum standard to be met by all training organizations willing to join its network, regardless of the type of training provided (i.e. whether issuing a license or rating after completion of training or not).

3.1.2 TPP provides TPP Members that it has successfully recognized with a membership to an ICAO Programme. A TPP Member shall not make use of any other terminology, such as an accreditation, endorsement or approval by ICAO, in any document, to avoid jeopardizing the core values and objectives of the Programme and undermining the authority of ICAO Member States.

#### 3.2 Eligibility

3.2.1 Only training organizations conducting aviation training are eligible to join TPP.

3.2.2 TPP is open to the aviation industry, government and private training institutions, CAA, CATCs and operators, provided they are recognized or approved by their respective governments. The list of potential candidates includes but is not limited to:

- training arms of civil aviation authorities, airlines, airports, and maintenance organizations;
- training organizations recognized by the State where they are located; and
- training centres involved in any specialized aviation-related safety training.

3.2.3 Private training organizations wishing to join the TRAINAIR PLUS Programme shall fulfil all of the following requirements:

- be in operation for 10 years or more;
- be the affiliate training organization of either an aviation manufacturer, an airline, a maintenance organization, an air navigation service provider, an airport, a ground handler; and
- count more than 20 permanent staff.

#### 3.3 General Benefits of Membership

3.3.1 Members of the TPP enjoy the benefits of being part of an established international cooperative network of CATCs. Through the international sharing network, Members have access to all ICAO recognized courses prepared by ICAO and by other TPP Members.

3.3.2 Through TPP, Members can progressively upgrade, standardize and harmonize the curriculum of their conventional courses by applying the TRAINAIR PLUS course development methodology.



3.3.3 TPP provides a forum that supports cooperation among Member States and a programme for Members to exchange training best practices. Members are expected to participate in all TRAINAIR PLUS events, as well as other relevant ICAO activities.

### 3.4 Language of Communication

3.4.1 Communication between ICAO and TPP Applicants or Members should preferably be in the English language or in one of ICAO's other official languages (Arabic, Chinese, French, Russian or Spanish). It should be noted that the use of a language other than English may necessitate some delays due to translation. This requirement applies to any official document requested by ICAO during the assessment process. It is the responsibility of the CATC to translate any required documents that are not available in one of ICAO's six official languages.

### 3.5 Application to TRAINAIR PLUS

3.5.1 Potential Members wishing to join TPP should follow the online application process by visiting the Global Aviation Training website at [www.icao.int/training](http://www.icao.int/training) and clicking on "Applying to the TPP" button under the TRAINAIR PLUS tab in the menu bar.

3.5.2 A CATC is considered a TPP Member only once the assessment process is completed, payment is made, and the conditions for the membership are met. An organization seeking TPP Membership cannot extend it to any activity made with other non-TRAINAIR PLUS organizations.

### 3.6 Mechanism

3.6.1 The 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.

3.6.2 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.



3.6.3 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. It 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.

3.6.4 The 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.

### **3.7 Mandatory Training Miles**

3.7.1 In line with its 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.

3.7.2 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 activity listed in the Activity Matrix.

### **3.8 Levels of Recognition**

#### **3.8.1 Generalities**

3.8.1.1 The previous TPP Framework recognized three levels of achievements: Associate, Full and Regional Training Centre of Excellence (RTCE). Associate Members were Members that successfully passed the TPP assessments. Full Members were Associate Members that had established and maintained a Course Development Unit (CDU) and had developed an ICAO-recognized training package at least once every three years. RTCEs were Full Members that had qualified at least one of their staff as a TPP Validator and had developed an ICAO Training Package (ITP) every two years and delivered it at least once a year.

3.8.1.2 The current 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 has therefore adopted a similar terminology so that TPP Members and the industry can easily identify the various recognition levels and assess how they relate in terms of achieved performance.

#### **3.8.2 TPP recognition levels taxonomy**

##### **3.8.2.1 TPP Bronze / Associate**

3.8.2.1.1 The TPP Bronze / Associate is the first level of recognition under the 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.



3.8.2.1.2 TPP Bronze / Associate is also the level of recognition assigned to any new TPP Member joining TPP. Once the new TPP Member enters the network and starts to conduct training activities, it will then have the possibility to accumulate Training Miles and grow its recognition level.

### **3.8.2.2 TPP Silver / Associate**

3.8.2.2.1 TPP Silver / Associate 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.

### **3.8.2.3 TPP Gold / Full**

3.8.2.3.1 TPP Gold / Full 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.

### **3.8.2.4 TPP Platinum / Training Centre of Excellence (TCE)**

3.8.2.4.1 TPP Platinum / TCE 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.

### **3.8.2.5 TPP Corporate Partners**

3.8.2.5.1 The Corporate Partnership is geared for tertiary education providers, such as Universities, regional and international aviation oriented organizations, public institutions and aviation agencies as well as industry companies that wish to participate in the various TPP activities. As a Corporate Partner, an organization will develop and deliver a Partnership Training Package (PTP).

3.8.2.5.2 In order to qualify as a Corporate Partner, an organization, such as a university or an international or regional organization, shall accept and sign a Memorandum of Understanding specifying TRAINAIR PLUS activities whereby the parties will endeavour to:

- a) identify training needs and the appropriate level of training to be provided;
- b) determine how to effectively use existing training resources;
- c) develop new course material, compliant with ICAO Standards and Recommended Practices (SARPs) and guidance material, where such material exists;
- d) integrate new technologies and courseware for multimedia course design and delivery;
- e) promote training courses to the appropriate audiences;
- f) deliver classroom and web-based training;
- g) assess or recognize trainees as necessary with respect to course completion;
- h) evaluate the effectiveness of training using post-training evaluation methodologies; and
- i) other training activities as specified in an Appendix.



### 3.9 TPP Recognition Table

3.9.1 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

### 3.10 TPP Activity Matrix

#### 3.10.1 Generalities

3.10.1.1 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 sections.

#### 3.10.2 Mandatory Course Delivery Activities

3.10.2.1 To qualify for a specific status, a total of 50% or more of Training Miles per year must be accumulated 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 0), 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	

3.10.2.2 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 and mandatory Training Miles every time a certificate for this course is issued and corresponding course fee paid.



### 3.10.3 Other Course Delivery Activities

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

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

### 3.10.4 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

### 3.10.5 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



### 3.10.6 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 TPEMS

### 3.10.7 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

### 3.10.8 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.



### 3.10.9 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

### 3.11 GAT and TPP Events

3.11.1 An important element of TPP is the opportunity for all Members to meet and share their knowledge and ideas during the Global Aviation Training and TRAINAIR PLUS Symposia. Since TPP is a cooperative network of training organizations, communication between Members is very important and therefore the participation of TPP Members at such events is highly encouraged. Award ceremonies are held at these symposia to welcome new Members who are joining TPP and to recognize the achievements of TPP Members.

3.11.2 Understanding that it may be costly and difficult for all TPP Members to attend an annual symposium, GAT also organizes regional events on a regular basis, which allows TPP Members from certain regions to network. The GAT/TPP global and regional events are of great interest to executives and senior staff involved in training operations and are open to all TPP Members and participants with an interest in aviation training. The objectives of these events are to inform participants about the latest trends, techniques and tools currently available in aviation training worldwide, provide international fora to exchange best practices and experiences in aviation training, increase awareness of ICAO training programmes, and establish effective communication links at an international level in the field of human resources development and training between ICAO and States, training organizations, regional organizations, operators and the industry.

3.11.3 Since the beginning of the Programme, GAT and TPP events have been graciously hosted by TPP Members with the support of their governments. GAT is typically responsible for the format and content of the symposium programme while the host organization ensures the smooth logistics of the event. Any TPP Member and State is welcome to host a GAT event by contacting GAT to obtain guidelines.



### 3.12 Suspension and Revocation

3.12.1 Non-compliance by the TPP Member with TPP requirements described in this document, including failure to submit payment of fees in a timely manner, will result in the suspension of its membership. ICAO will also advise the TPP Member in writing of the non-compliance noted with the TPP requirements. If no action is taken within the prescribed time, ICAO will revoke the TPP Membership and publish the information to those concerned, including all Members.

3.12.2 Suspension from TPP means that the TPP Member is not allowed to conduct any TPP related activity, while still being considered as a TPP Member. Access to the TPEMS is therefore disabled for suspended TPP Members.

3.12.3 The non-exhaustive list below presents the main infractions that will lead to suspension and subsequent revocation of TPP membership:

- a) non-payment of fees within reasonable deadlines;
- b) failure to adhere to the rules of the Programme;
- c) inappropriate use of the Programme logo; and
- d) inappropriate use of certificates issued by ICAO for ICAO-recognized courses. These courses shall only be taught by authorized instructors.



## 4. TRAINAIR PLUS STEERING COMMITTEE

### 4.1 Background

4.1.1 The rules, regulations, and operating mode of TPP are established by ICAO and are mandatory for all Members to comply. Since the beginning of the programme, it was felt that TPP required a mechanism for participation and contribution by TPP Members to advise in its strategic planning. To this effect, ICAO decided to set up a TRAINAIR PLUS Steering Committee (TPSC) in 2012.

### 4.2 Roles and Responsibilities

4.2.1 The TPSC has an advisory role to ICAO, offering guidance and advice on the development and improvement of TPP. The TPSC therefore prepares and submits suggestions to improve the implementation and strategic planning of the programme in order to make it more attractive, effective, efficient and user-friendly. It is the responsibility of the TPSC to implement a communication mechanism between all categories of TPP Members to ensure their views are considered. Consequently, the TPSC may comment and provide advice in the following areas:

- a) ensuring the programme reflects and meets Members' needs;
- b) evolution of TPP over time (long-term vision and improvements);
- c) membership process;
- d) course development and exchange process;
- e) implementing a communication mechanism to ensure the participation of all Members in strategic planning; and
- f) development and implementation of new activities.

4.2.2 The TPSC may organize sub-committees under its direction involving the voluntary participation of other TPP Members to tackle specific tasks, as needed.

4.2.3 ICAO's responsibilities include, but are not limited to:

- a) managing and operating TPP;
- b) interacting with the TPSC and assisting its Members;
- c) managing and maintaining the programme, tools and websites;
- d) providing periodic reports to TPP Members;
- e) organizing TPSC meetings and produce corresponding meeting minutes, and
- f) organizing TPSC elections.

### 4.3 Composition

4.3.1 The TPSC is composed of seventeen (17) Members elected among all categories of TPP. Training organizations are TPSC Members, not individuals working for them. TPSC Members shall nominate a representative who will represent the training organization during the term of its mandate as a TPSC Member. TPSC Members are invited to nominate alternate representatives to ensure adequate succession planning. Therefore, alternates are also encouraged to attend TPSC meetings.



4.3.2 Should a representative of a TPSC Member cease its activity, the training organization shall nominate another representative and inform ICAO of this change in the shortest delay and in all cases within a maximum period of one month.

4.3.3 The Chair and two Vice-Chairs of the TPSC are elected among the seventeen TPSC Members during the first meeting of a new TPSC term. The Chair and two Vice-Chairs are elected for the entire duration of the TPSC term and should preferably be from different regions.

4.3.4 In order to ensure continuity of the TPSC activities, six months extension could be granted to allow flexibility if needed, as TPSC elections are likely to be conducted through an on-line system in the time before of a GAT training event.

4.3.5 All categories of TPP Members are eligible to become TPSC Members. The Chief of GAT (C/GAT) assumes the responsibility of the TPSC Secretariat with technical assistance from other ICAO staff. C/GAT can delegate any other ICAO representative to act on his behalf.

#### **4.4 TPSC Meetings**

4.4.1 GAT is responsible for organizing TPSC meetings, recording and confirming meeting minutes, distributing information and completing other tasks as needed to support the TPSC.

4.4.2 The TPSC must meet face-to-face at least annually. These annual meetings could be convened during a GAT event, or alternatively at ICAO Headquarters, or at the invitation of a TPP Member.

4.4.3 It is mandatory that TPSC Members attend TPSC meetings. Failure to attend two TPSC meetings consecutively will automatically result in the exclusion of the TPSC Member from the following election.

4.4.4 In the event that a TPSC Member relinquishes its TPSC position, its replacement will be proposed by GAT for approval by the TPSC.

4.4.5 Any TPP Member can attend TPSC meetings as observer. In this case, the TPP Member should inform GAT at least three weeks before the date of the TPSC meeting for logistical purposes.

4.4.6 The minimum quorum to conduct a TPSC meeting is 9 Members. If the quorum is not obtained, the TPSC meeting is postponed to a later date and within a maximum timeframe of six months. Should there be no GAT event scheduled within the upcoming six months of the postponement, and should there be no other opportunity to organize a face-to-face meeting, then a TPSC meeting could be organized through a teleconference, on an exceptional basis. The teleconference also requires the minimum quorum of 9 Members to be conducted.

4.4.7 Should the TPSC Chair be absent from a TPSC meeting, the first Vice-Chair will automatically take the role of Chair. Should both the Chair and first Vice-Chair be absent from a TPSC Meeting, the second Vice-Chair will take the role of Chair. Should all three be absent, the TPSC meeting will be postponed.



4.4.8 All TPSC meetings are conducted in English. All documents and minutes are available in English only.

#### 4.5 Elections of the TPSC

4.5.1 GAT organizes elections to reconstitute the TPSC representation once every three (3) years, from the date of the election of the previous TPSC. A six months extension could be granted to allow flexibility, as the new TPSC first meeting is likely to be conducted in conjunction with a GAT event to facilitate travel plans of all members.

4.5.2 GAT manages and supervises the election process through a web based voting system within the TPEMS in order to facilitate the participation and follow up of all members.

4.5.3 Eligible candidates to become TPSC Members are TPP Members of all categories who have no outstanding invoice payment with GAT at the time of their application. Interested candidates should officially apply following the guidance provided by the system.

4.5.4 Current TPSC Members may apply for re-election. They may apply again, like all other candidates, after they have ceased to perform their 3 years term as TPSC Member.

4.5.5 All categories of TPP memberships are eligible to vote. All TPP Members voting in the TPSC election should not have any outstanding payment of its Annual Membership Fee. GAT will manage and record the TPP Member votes. TPP Members cannot delegate their voting right to another TPP Member.

4.5.6 Each TPP Member uses one vote through the system and can also vote for itself. The 17 candidates who will have received the most votes will be elected and will form the TPSC for the new term of three years.

4.5.7 The three candidates receiving the highest amount of votes will be identified respectively as Chair, first Vice-Chair and second Vice-Chair.

4.5.8 The newly elected TPSC will conduct its first TPSC meeting immediately after it has been elected in conjunction with a GAT event. The newly elected Chair will chair the first TPSC meeting of its term.



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## 5. TRAINAIR PLUS Electronic Management System

The TRAINAIR PLUS Electronic Management System (TPEMS) is a comprehensive system that manages all aspects of TPP. It includes the following processes:

- a) membership application;
- b) assessment processes;
- c) development of ICAO-recognized courses (ITPs, M-ITPs, STPs);
- d) ordering of courses through the TRAINAIR PLUS library;
- e) hosting of TRAINAIR PLUS courses;
- f) production of certificates;
- g) training evaluation (level 1 and level 2);
- h) post-training evaluation (level 3);
- i) instructor qualification process;
- j) ISD validator qualification process;
- k) SME qualification process;
- l) scholarships;
- m) communication with each other through Member News;



## 6. TRAINAIR PLUS CERTIFICATES AND LOGOS

### 6.1 Applicability

6.1.1 TRAINAIR PLUS issues certificates through TPEMS to all participants in courses held by Members using ICAO-recognized Training Packages. Each certificate displays the ICAO TRAINAIR PLUS logo, name of the participant, name of the CATC and a unique identifier. These certificates are sent electronically to the TPP Member and are signed by its Director.

6.1.2 The TRAINAIR PLUS logo can be used only on certificates attesting to the completion of an ICAO-recognized Training Package. The logo cannot be used on a certificate that is not an ICAO-recognized Training Package.

6.1.3 TPP Members may use the TPP logo, which includes the ICAO logo, on their publications and letterheads.



### 6.2 TPP Logo Usage Guidelines

6.2.1 When referring to a membership status within TPP, Members should identify themselves as one of the following:

- a) TRAINAIR PLUS Bronze Associate Member;
- b) TRAINAIR PLUS Silver Associate Member;
- c) TRAINAIR PLUS Gold Full Member; or
- d) TRAINAIR PLUS Platinum Training Centre of Excellence.

6.2.2 The following logos identify the various memberships and should be used at all times by TRAINAIR PLUS Members when displaying their membership status.

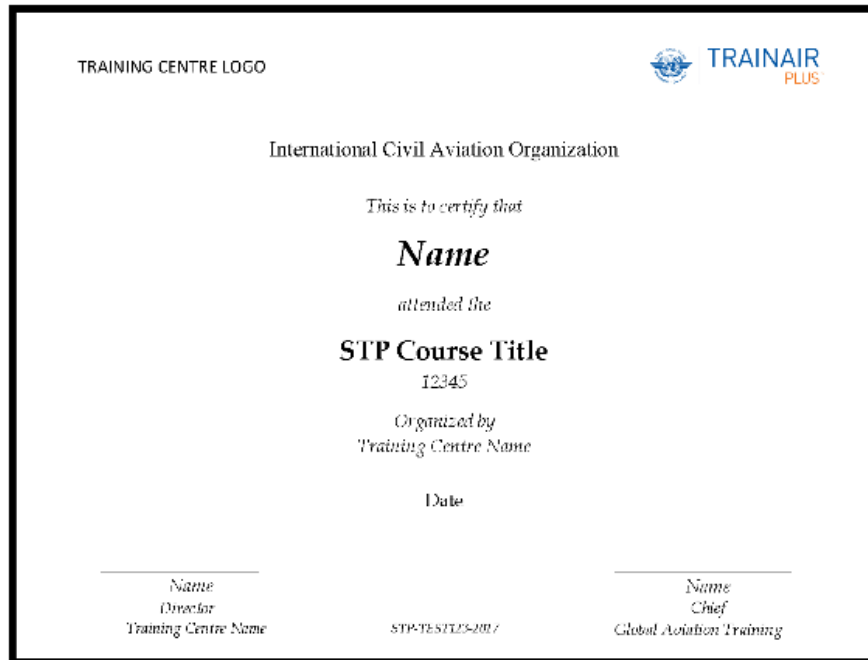




6.2.3 TPP Members are encouraged to use their TPP Membership identification in their promotional and marketing material:

- a) websites;
- b) brochures;
- c) flyers;
- d) email signatures;
- e) electronic signatures;
- f) packaging;
- g) door plaques; and
- h) other marketing/promotional items.

6.2.4 All certificates generated through the TPEMS display the generic TRAINAIR PLUS logo as follows:



6.2.5 A well-respected TRAINAIR PLUS brand image enables TPP Members, as well as the rest of the TRAINAIR PLUS community, to ensure immediate recognition of the training organization as a Member of ICAO’s cooperative network of CATCs, delivers the Member’s messages clearly and consistently, and confirms the Programme’s credibility.

6.2.6 The TPP logo, which consists of the TRAINAIR PLUS name, the ICAO emblem, and the level of recognition achieved by the TPP Member, is an important element of the Programme’s visual identity. TPP shall therefore use it as provided by ICAO, and shall not alter its visual identity in any way. Doing so would be a cause of suspension and subsequent revocation of the TPP Member. The correct usage of the TPP logo is paramount.



6.2.7 The TPP logo should be displayed prominently and clearly to maximize its impact. A minimum clear space zone should appear around each of the four sides to allow the logo to breathe. There should be a clear space zone between the logo and other graphic elements, such as type, images, other logos and the edge of the pages to ensure the logo retains a strong presence wherever it appears. Where possible, there should be sufficient space around the logo.

6.2.8 The logo must always be displayed at a size large enough to read. This will vary based on the resolution of the media it is being used in; however, as a general rule, the logo circle should be no smaller than 1 em [3/8"] or 36 pixels in height. The logo may be positioned on a pale colour or photographic back-ground.



## 7. ICAO AVIATION TRAINING AND EDUCATION DIRECTORY

7.1 The ICAO Aviation Training and Education Directory (ATED) is a search engine and networking platform for aviation professionals. This platform is an essential component of TPP, which has undergone a significant overhaul by offering a comprehensive user-friendly search mechanism, in order to increase visibility of TPP Members. It allows CATCs within the TPP network to enhance their online visibility by creating a public training centre profile page on the ATED, complete with information on their organization and course portfolio. By profiling TPP Members on the ATED, they can benefit from expanding their network and growing a client base of trainees and aviation stakeholders across ICAO Member States. The ATED is accessible at <https://igat.icao.int/ated/TrainingCatalogue>



## 8. ASSESSMENTS OF TPP MEMBERS

### 8.1 General

8.1.1 Per the ICAO Civil Aviation Training Policy, TPP recognizes Training Organizations (TOs) through an assessment process. Upon application to TPP, TOs shall be assessed by ICAO, according to the specific requirements of TPP. Only TOs compliant with such requirements shall be recognized as TPP Members.

8.1.2 A key element of TPP lies in its networking and exchange mechanism (i.e. exchange of training packages and instructional staff). This exchange mechanism is only achievable if all Members use the same approach in course development methodology, and if they all meet and share minimum quality criteria as set by ICAO. This is verified through the assessment.

8.1.3 TPP assessments are conducted in English. However, in some cases and depending on the availability of qualified assessors, they might also be conducted in another ICAO official language (Arabic, Chinese, French, Russian and Spanish).

8.1.4 During the assessment process, it is essential that the applicant either identifies a focal point able to communicate effectively in the language used for the assessment, or provides interpretation services.

8.1.5 The TPP membership and assessment are linked to a specific location. If an organization seeking TPP membership operates in more than one location, the assessment site will be selected by GAT, in cooperation with the TO, and the TPP Membership certificate will only cover that location.

8.1.6 Upon the successful completion of the assessment and payment of the applicable fees, the applicant will be granted the TPP Bronze Associate membership status. A plaque will be issued, valid for a three-year period.

8.1.7 Reassessments of TPP Members are conducted every three years to renew the membership for another period of three years. Reassessments could be conducted more frequently if deemed necessary by GAT, in order to ensure that a training organization complies with the terms of the TPP membership. Reassessments allow ICAO to maintain an oversight on the quality and on TPP activities of the TPP Member, thus ensuring all Members continue to meet the established requirements.

### 8.2 Objectives

8.2.1 The main objective of an assessment of a TO is to analyze and determine its capability to become a TPP Member and use ICAO-recognized courses. It provides a clear and independent view of a training organization's operations and highlights critical areas requiring improvements.

8.2.2 The assessment process has been implemented in the Programme with the objective of supporting its Members vis-à-vis their CAAs or other levels of government. The official ICAO report resulting from an assessment usually helps TOs justify additional funding to cover non-compliant critical areas, such as the improvement of facilities, staff increase, improvement of staff competencies, and the purchase of new equipment required to improve the quality of training.

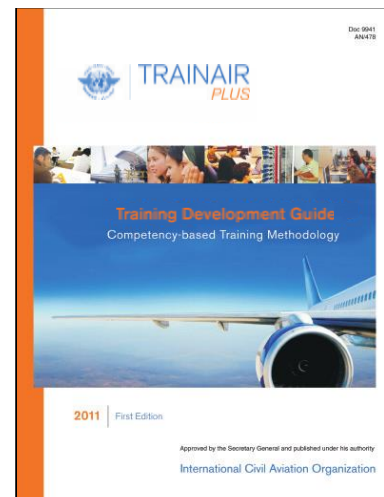
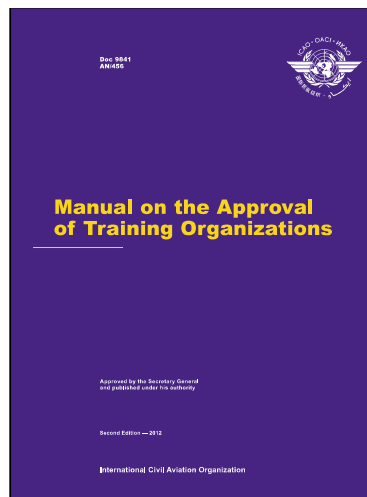
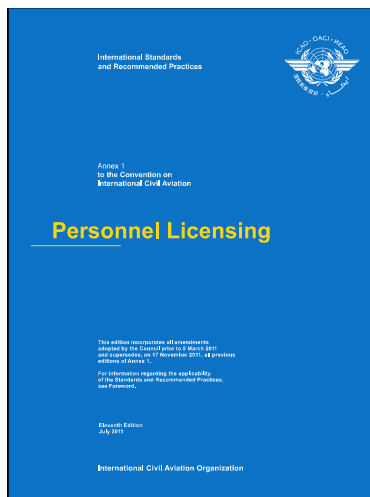
8.2.3 The main objective of the reassessment is to maintain oversight of the TPP member and the quality of its training. GAT also ensures that corrective actions resulting from a previous assessment have been correctly implemented, and that potential changes in the operations of a CATC since their previous assessments do not have an impact on the quality of training delivered.

### 8.3 Scope and Criteria

8.3.1 TPP strives to achieve standardization and uniformity in the scope, depth and quality of assessments conducted. In order to ensure that all CATCs are assessed in a consistent and objective manner, standardized assessment criteria and protocols have been developed to guide the assessor and the CATC through the assessment process.

8.3.2 The TRAINAIR PLUS assessment criteria are based on three ICAO reference documents:

- a) Appendix 2 of Annex 1 — Personnel Licensing to the Chicago Convention
- b) Manual on the Approval of Training Organizations (Doc 9841)
- c) Training Development Guide, Competency-based Training Methodology (Doc 9941)



8.3.3 The initial assessment covers the following eight areas of operations of a CATC:



## 8.4 Assessment Process

### 8.4.1 Scope

The assessment process covers four distinct phases:

- a) pre-assessment;
- b) self-assessment;
- c) on-site assessment; and
- d) post-assessment.

### 8.4.2 Pre-assessment

8.4.2.1 Once the application is received through the TPEMS, GAT reviews all information provided and decides if the organization can be considered a potential candidate for TPP. If so, GAT approves the application and contacts the candidate training organization to schedule an onsite assessment. At this stage, an estimate of a mission (i.e. travel expenses and daily subsistence allowance in accordance with UN staff rules) for the ICAO Official conducting the on-site assessment is provided. The invoice covering the assessment or reassessment fee is issued and forwarded to the training organization for payment within 30 days from the date of issue.

### 8.4.3 Self-assessment

8.4.3.1 Once GAT approves the application of the candidate training organization, the applicant receives a link to fill a self-assessment questionnaire in the TPEMS. The form includes numerous questions reviewing the scope of the assessment. The system directs the training organization to answer the questions and attach the evidence for reference. It is mandatory that the training organization completes this phase before proceeding to the onsite assessment. This is a key element of the assessment process, as it directly impacts the time spent onsite.



#### 8.4.4 On-site assessment

8.4.4.1 GAT will proceed with the onsite assessment (or reassessments) only once payment of the assessment (or reassessment) fee invoice has been received.

8.4.4.2 Once GAT is notified about the completed self-assessment phase, the assessor reviews the material and evidence submitted by the training organization in preparation for the onsite assessment, which consists of a four-days visit to the training centre. During this phase, the assessor visits the facilities to ensure they match the description received, and observes that the current operations of the training organization are conducted along the same lines as described in the various documents provided during the self-assessment phase.

8.4.4.3 The on-site assessment phase is conducted through the TPEMS; therefore, it is essential that the assessor has internet access during the mission. When reviewing and discussing each question with the training organization, the assessor can select one of the following options:

- a) if the question does not apply to the training organization, then the assessor will indicate “non-applicable”;
- b) if the response provided by the training organization is satisfactory and the evidence supports the response, then the assessor will indicate “satisfactory”;
- c) if the response provided by the training organization is not to the satisfaction of the assessor, then the assessor will indicate “non-satisfactory,” which will further result in one of two possibilities:
  - i. Observation: the process or service does not meet the requirements, but is not critical to safety-related matters and does not affect the quality of training. An "Observation" does not require a CAP and the training organization has a period of three years to resolve this matter until its reassessment. Only comments to the observation are required; or
  - ii. Recommendation: the process or service does not meet the requirements, is critical to safety-related matters or does affect the quality of training. Consequently, the training organization must prepare a CAP and evidence of its implementation becomes a prerequisite to the granting of TPP membership.

8.4.4.4 At the end of this phase, GAT generates an invoice covering all assessment travel costs (i.e. airfare, accommodation of the assessor, per diem, terminal allowances...) reflecting the actual costs incurred. Immediate payment by the training organization is required in order to be granted TPP membership.

8.4.4.5 The standard time required to conduct the on-site assessment by an ICAO assessor is between 3 to 4 days, and depends on the size of the facilities and scope of activities of the training organization.



#### 8.4.5 Post-assessment

8.4.6.1 The post-assessment phase encompasses all activities following the on-site assessment, leading to the attainment of TPP membership. These cover mainly the follow-up of the CAP, if any, and its implementation. The CAP and evidence of its implementation must be validated by the assessor, who will work in close cooperation with the training organization to conclude this phase.

8.4.6.2 If a “recommendation” has been identified by the assessor, the CAP provided by the training organization must specify actions taken and planned, together with a date of implementation. Upon execution of the CAP, the training organization must submit clear evidence of its full implementation to GAT in the form of an implementation report through the TPEMS.

8.4.6.3 Once the assessor has validated the CAP and its satisfactory implementation, the TPP assessment report will be generated by the TPEMS. This report becomes the official ICAO report validating the assessment process and completing the last phase of this process.

8.4.6.4 The assessment report will be issued only once GAT receives full payment of both invoices covering the assessment fee and the assessment travel costs

8.4.6.5 After the assessment report has been released confirming the successful completion of the application, an invoice covering the annual membership fee is issued by GAT, and payment of this invoice is required before the training organization can be granted the TPP Bronze Associate membership status and before the issuance of the certificate and plaque to the training organization.

#### 8.5 Reassessments and Renewal

8.5.1 Reassessments of TPP Members are conducted every three years and before the end of the validity period of the TPP certificate.

8.5.2 Specific questionnaires, different than the one used for the initial assessment, are used for reassessments. These questionnaires cover additional items such as a training needs assessment (TNA) and training management system, in addition to validating the compliance of the TPP Member with TPP requirements. Reassessments of TPP members are based on the same processes used for the initial assessment of the training organization. If the TPP Member remains in compliance with the established requirements, and after receipt of payment of all reassessment fees, the TPP membership will be renewed for 3 additional years.

8.5.3 On-site reassessments are conducted over 2 to 5 days, depending on the size of the facilities and scope of the training activities conducted by the TPP Member.

#### 8.6 Travel conditions for the assessor

8.6.1 In order to maintain the independence of assessors, travel conditions for the assessor are based on the standard ICAO travel codes and policies.



8.6.2 Airline ticket will be purchased by the ICAO Travel section on the basis of the lowest airfare available, and applicable Daily Subsistence Allowances will be provided to the assessor to cover himself/herself all its travel charges. The training organization to be assessed will not be permitted to cover or provide directly any form of accommodation or transportation from the location where the assessor is based to the location of the onsite assessment.

8.6.3 This principle is applicable to all TPP applicant being initially assessed, as well as to all current TPP Members to be reassessed.

8.6.4 In the case of TPP Members (applicants or current) being the training arm of an airline, this principle will also be applied, however the ICAO Travel Section will be notified to exert its best efforts to book the travel on the airline being the TPP Member (applicant or current), provided that it operates a flight on the route to be flown.

## **8.7 Refusal or postponement of a due reassessment**

8.7.1 Reassessments are mandatory every 3 years to renew the TPP Membership of any TPP Member. GAT standard yearly schedule of assessments and reassessments currently covers approximately 40 training organizations, and grows year by year as more training organizations are joining the network.

8.7.2 In order to maximize its resources and provide this assessment service to TPP Members at the lowest possible cost, the assessment schedule combines the assessment of multiple TPP Members of the same region during one single trip. This allows a single resource to conduct multiple assessments in the shortest possible period of time, and allows to split the airfare between all TPP Members.

8.7.3 This requires coordination and support from all TPP Members to exert their best efforts to accept the reassessment to be conducted during the timeframe proposed by GAT. From the TPP member side, the requirement to support the conduct a TPP reassessment is only to have the TPP Member Focal point available, as well as relevant technical staff who could answer the questions that the Focal point would not able to cover.

8.7.4 The request to postpone a TPP reassessment for reasons such as the unavailability of the most senior official, the change of the name of the training centre, etc.... will not be accepted.



## 9. DEVELOPMENT OF ICAO-RECOGNIZED COURSES

### 9.1 Definition

9.1.1 An ICAO Training Package (ITP) is a competency-based training course developed by ICAO, or a TRAINAIR PLUS Programme (TPP) Member in collaboration with ICAO, in compliance with ICAO Doc. 9941, *Training Development Guide*, supporting the implementation of ICAO Standards and Recommended Practices (SARPs) and guidance material.

9.1.2 A Standardized Training Package (STP) is a competency-based training course developed by a TPP Member, in compliance with ICAO Doc 9941, *Training Development Guide*, focusing on operational practices, using national regulations and procedures, and/or industry requirements.

### 9.2 Objectives

9.2.1 Pursuant to the Assembly Resolution A40-25: Implementing Aviation Training and Capacity-building Strategies, “the highest priority should be placed on learning activities that support the implementation of SARPs and ICAO programmes using a competency-based training and Instructional Systems Design (ISD) approach”, in addition to the development of STPs, TPP Members are encouraged to develop ITPs in collaboration with ICAO.

9.2.2 To standardize the development of ICAO-recognized courses, this document details the course development process through the TRAINAIR PLUS Electronic Management System (TPEMS) and its requirements. It also specifies the responsibilities of the ICAO Global Aviation Training (GAT) Section, Bureaus, TPP Members, course developers, Subject Matter Experts (SMEs), ICAO ISD validators, and content validators.

### 9.3 Methodology

9.3.1 ICAO Doc 9941, *Training Development Guide, Competency-based Training Methodology* describes in detail the methodology for the development of competency-based training courses. It serves as a guide for the development of training material in a systematic manner and sets forth training standards, making it practical for course material to be shared between TPP Members and implemented worldwide.

9.3.2 The competency-based training methodology consists of three principal stages: (1)Analysis, (2)Design and Development, and (3)Evaluation. At the end of each stage, a stage report is required to be completed by course developers in consultation with SMEs, reviewed by an ICAO ISD validator who ensures that the course meets the requirements stipulated in ICAO Doc 9941.

9.3.3 The main difference between the development of an ITP and an STP lies in course validation. As an ITP references ICAO SARPs and guidance material while an STP references national regulations and/or industry requirements, ITP validation encompasses reviews of both the course development methodology and the content, while STP validation covers the review of the course development methodology only.



9.3.4 A standardized course development process is integrated in the TPEMS. This process applies to the development of ICAO-recognized courses, such as ITPs and STPs.

## **9.4 Information Exchange**

9.4.1 A TPP Member should nominate an official focal point responsible for information exchange between GAT and the TPP Member regarding course development.

9.4.2 Communication between GAT and TPP Members should preferably be in English. Notwithstanding, use of ICAO's other official languages (Arabic, Chinese, French, Russian and Spanish) would be acceptable if coordinated with GAT when submitting a course proposal, and would be subject to the availability of ICAO experts with a command of the selected language, which may cause some delays.

9.4.3 In regard to specific course development, the ICAO ISD validator should work with course developers directly in order to provide sufficient guidance and supervise their OJT, when required.

## **9.5 Course Development Process**

### **9.5.1 Course Proposal**

#### **9.5.1.1 Generic principle**

9.5.1.1.1 Course proposals should be submitted to ICAO GAT through the TPEMS. A course proposal consists of general info, course descriptions, reference material, and development team. Fields with an asterisk are mandatorily required for completion.

#### **9.5.1.2 Scope of courses**

9.5.1.2.1 Duplication of course subjects is not allowed in the TPEMS library. When similarity is identified between courses, the ICAO ISD validator should assist the TPP Member in making revisions as needed in order to differentiate one course from another.

9.5.1.2.2 With the TPP approval, courses addressing the same scope may be developed in other languages to meet specific regional needs, on the condition that less than 30 per cent duplication of subtasks from other courses in the TPEMS library.

9.5.1.2.3 To facilitate the selection of course subjects and differentiate the scope of courses, a list of courses developed and those under development can be accessed by all TPP Members and ICAO ISD validators via the TPEMS as well as on the ICAO GAT website.

#### **9.5.1.3 Language**

9.5.1.3.1 An ICAO-recognized course should be developed in one of the ICAO's official languages (Arabic, Chinese, English, French, Russian and Spanish).



9.5.1.3.2 Developing courses in a language other than English may require more coordination time, depending on the availability of an ICAO ISD validator and a content validator (when required), with a command of the selected language.

9.5.1.3.3 Translating an existing course in the TPEMS library into another ICAO official language will result in a new course being added to the TPEMS.

9.5.1.3.4 A new course that is a translated version of an existing course is not required to follow the course development process in TPEMS. TPP Members should coordinate with GAT to translate existing courses in the TPEMS library. GAT will set up a new profile for the translated course in the TPEMS, in coordination with Bureaus (when required).

#### **9.5.1.4 Delivery mode**

9.5.1.4.1 An ICAO-recognized course can be developed for delivery in a classroom, a virtual classroom, or in an online course format.

9.5.1.4.2 Transitioning a classroom course existing in the TPEMS library to a virtual classroom format, and vice versa, will result in two courses, each tailored to a specific delivery mode.

9.5.1.4.3 A new course that is a transitioned version of an existing classroom or virtual classroom course is not required to follow the course development process in TPEMS. TPP Members should coordinate with GAT to transition existing courses in the TPEMS library by revising training activities, assessments and the course schedule pertaining to the delivery mode. GAT will set up a new profile for the transitioned course (virtual classroom or classroom) in the TPEMS, in coordination with Bureaus (when required).

#### **9.5.1.5 Course duration**

9.5.1.5.1 Course duration depends on the training needs, including scope of the course, complexity of the topics, etc. Course development should always be considered as an opportunity for the On-the-Job Training (OJT) of course developers and capacity building of TPP Members.

9.5.1.5.2 For classroom and virtual classroom courses, course duration for course developers' OJT should be a minimum of 3 days (or 18 training hours). In the case where a classroom or virtual classroom course is less than 3 days (or 18 training hours), a course developer will not be issued an ICAO Qualified Course Developer (IQCD) certificate due to insufficient OJT.

9.5.1.5.3 For online courses, course duration for course developers' OJT should be a minimum of 8 training hours. In the case where an online course is less than 8 training hours, a course developer will not be issued an IQCD certificate due to insufficient OJT.

#### **9.5.1.6 Reference material**

9.5.1.6.1 ITPs support the implementation of ICAO SARPs and guidance material. As such, ICAO references are mandatory for ITPs.



9.5.1.6.2 STPs focus on operational practices. As such, references include national regulations and procedures, and/or industry requirements.

9.5.1.6.3 Only the reference material used and/or cited in the course should be reflected in the course proposal, in particular, in the section “Descriptions” and “Reference material”.

9.5.1.6.4 Prior to the submission of a course proposal, TPP Members should ensure that reference materials are valid by indicating the document title, most current edition/amendment, issuance date, and document type (i.e. ICAO or other).

#### **9.5.1.7 Development team**

9.5.1.7.1 To ensure the full participation of course developers in the entire process of a course development, the number of course developers for each course development should be a minimum of two and a maximum of four.

9.5.1.7.2 To ensure provision of sufficient course content and effective communication, the number of SMEs participating in one course development should be a minimum of one and a maximum of three.

9.5.1.7.3 To ensure the accuracy and validity of course content, SMEs must provide a current Curriculum Vitae (CV) demonstrating at least three years of recent experience on the course subject.

#### **9.5.1.8 Qualification of course developers**

9.5.1.8.1 Course developers are required to successfully complete the ICAO Training Developers Course (TDC) before participating in the development of an ICAO-recognized course through the TPEMS.

9.5.1.8.2 To best apply the competency-based training methodology, course developers should participate in their first course development through the TPEMS within 12 months following completion of the TDC.

9.5.1.8.3 A minimum 2-day, 12-hour refresher training is required for course developers who start a course development 12 to 18 months after they have completed the TDC. An ICAO ISD validator will provide the refresher training on-site prior to the start of the course development.

9.5.1.8.4 A minimum 5-day, 30-hour refresher training is required for course developers who start a course development more than 18 months after they have completed the TDC. An ICAO ISD validator will provide the refresher training on-site prior to the start of the course development.

9.5.1.8.5 For the first course development, each course developer is required to undergo OJT conducted by an ICAO ISD validator for the entire course development process, with an on-site supervision of the DACUM (Developing A Curriculum) session at step 2, Job Analysis and step 4, Design of Curriculum.



9.5.1.8.6 For subsequent course development, additional OJT may be required, depending on the ICAO ISD validator's evaluation of the course developer's performance.

9.5.1.8.7 For the purpose of training course developers to ensure sufficient competency achievement, a maximum of two course developers are eligible to undergo OJT through one course development in order to be qualified as IQCDs.

9.5.1.8.8 When a course development process is completed, as per ICAO ISD validator's recommendation, IQCD certificates in an electronic format will be automatically generated via the TPEMS and sent to those course developers through a system auto message.

9.5.1.8.9 An IQCD certificate is valid for a period of three years. To maintain its validity, an IQCD must develop another ICAO-recognized course through the TPEMS within this three-year period.

9.5.1.8.10 Failure to meet the requirements for the renewal of an IQCD certificate when it expires, the course developer is required to complete another OJT under the supervision of an ICAO ISD validator in order to be re-qualified as an IQCD.

## 9.5.2 Development Schedule

9.5.2.1 When a TPP Member submits a course proposal via the TPEMS, the planned schedule should be entered in the system. The planned schedule should be realistic and as close as possible to the actual one.

9.5.2.2 After completion of each stage, the actual schedule should be entered and reflect the real situation of the course development.

9.5.2.3 A course proposal can only be approved by TPP after it is submitted through the TPEMS by a TPP Member.

9.5.2.4 A stage one report should be submitted within one year following the approval of a course proposal through the TPEMS. Beyond this time limit, a notice will be sent to the TPP Member and the course proposal will be removed from the TPEMS thereafter.

9.5.2.5 A course development project should be completed within two years following the approval of a course proposal through the TPEMS. Beyond this time limit, a notice will be sent to the TPP Member and the uncompleted course will be removed from the TPEMS thereafter.

## 9.5.3 Validator Selection

9.5.3.1 For ITP validation, an ICAO ISD validator is selected by the TPP Member from the TPEMS validator roster, while a content validator is assigned by GAT in coordination with the Bureau responsible for the course subject.



9.5.3.2 For STP validation, an ICAO ISD validator is selected by the TPP Member from the TPEMS validator roster. Assigning a content validator is not required for STPs, as the TPP Member developing an STP is responsible for its course content.

9.5.3.3 When an ICAO ISD validator selected is not affiliated with a TPP Member, it is the TPP Member's decision to contract the ICAO ISD validator either through ICAO or by themselves.

9.5.3.4 In the case that the TPP Member selects to contract an ICAO ISD validator through ICAO, GAT will prepare an estimated budget and send it to the TPP Member for their approval before moving forward to the approval of the course proposal by TPP.

9.5.3.5 Content validators are contracted by ICAO GAT only.

9.5.3.6 Due to workload and quality considerations, a validator should not work on more than five courses simultaneously, with the exception of unforeseen circumstances approved by TPP, for example, when a course development project is suspended.

#### **9.5.4 Proposal Validation**

9.5.4.1 After reviewing an ITP proposal, both an ICAO ISD validator and a content validator are required to confirm in TPEMS their support to the course proposal and provide their overall comments, from a methodological and a technical point of view, respectively.

9.5.4.2 An STP proposal is only reviewed by an ICAO ISD validator from a methodological perspective.

9.5.4.3 Should either the ICAO ISD validator or the content validator select the option "no" in TPEMS, the course development team is required to revise the course proposal based on the comments provided and then re-submit the revised course proposal for another review.

#### **9.5.5 Approval by TPP**

9.5.5.1 After conducting the quality assurance check, GAT shares each course proposal, including ITPs and STPs, with the relevant Bureau for their technical comments and then processes whether to approve the course proposal, require revisions, or do not approve in the system.

9.5.5.2 If the decision is to approve the course proposal, a course code will be assigned accordingly.

9.5.5.3 If the decision is to require revisions, the course development team is required to revise the course proposal based on comments provided and then re-submit the course proposal for another review.



9.5.5.4 In the case that the ICAO ISD validator, the content validator (when required), or ICAO Bureau does not support the course proposal due to major issues, GAT will process “do not approve” in the system to terminate the course development process.

9.5.5.5 To avoid duplication, a course proposed by a TPP Member shall not be developed prior to the approval by TPP.

### 9.5.6 Course Validation Invoice

9.5.6.1 The methodology validation fee is a flat rate of US\$7,000 for the entire course development process, which will be paid to the ICAO ISD validator by the TPP Member. An additional 5% for administrative services will be charged for the recruitment of the ICAO ISD validator through ICAO.

9.5.6.2 Should OJT for course developers and/or TDC refresher training be required, additional fees will apply and be added to the course validation invoice.

9.5.6.3 Upon approval of the course proposal by TPP, the course validation invoice will be generated via TPEMS, covering the methodology validation fee (USD 7,000) and additional fees associated with the optional activities (e.g. DACUM OJT and/or TDC refresher training). The next step “Stage 1 Report” will be open after the payment is received by ICAO.

9.5.6.4 The content validation fee is borne by GAT as ICAO’s contribution to the development of ITPs.

### 9.5.7 Stage 1: Analysis Report

9.5.7.1 Course developers are responsible for completing the stage 1 report and making revisions as required, in collaboration with the SMEs, using the report template available in the TPEMS.

9.5.7.2 The ICAO ISD validator is required to review the report and provide feedback to course developers, including advice on corrective actions, to ensure its compliance with the ICAO Doc 9941, *Training Development Guide*.

9.5.7.3 When the ICAO ISD validator considers the stage 1 report is satisfactory, they should upload the report into the system, go through the report approval checklist, and provide comments, as required.

### 9.5.8 Approval by TPP

9.5.8.1 After conducting the quality assurance check, GAT processes whether to approve the stage 1 report, require revisions, or do not approve in the system.

9.5.8.2 If the decision is to approve the stage 1 report, the system process will move forward to “Stage 2: Design & Development Report”.



9.5.8.3 If the decision is to require revisions, the course development team is required to work with the ICAO ISD validator on the necessary revisions of the stage 1 report. After that, the ICAO ISD validator should upload the revised stage 1 report into the system for another review.

9.5.8.4 In case of major issues with the stage 1 report, GAT will process “do not approve” in the system to terminate the course development process.

**9.5.9 Stage 2: Design & Development Report**

9.5.9.1 Course developers are responsible for completing the stage 2 report and making revisions as required, in collaboration with the SMEs, using the report template available in the TPEMS.

9.5.9.2 The ICAO ISD validator is required to review the report and provide feedback to course developers, including advice on corrective actions, to ensure its compliance with the ICAO Doc 9941, *Training Development Guide*.

9.5.9.3 When the ICAO ISD validator considers the stage 2 report is satisfactory, they should upload the report into the system, go through the report approval checklist, and provide comments, as required.

**9.5.10 Draft Course Material**

9.5.10.1 When the draft course material is developed by the course development team in coordination with the ICAO ISD validator, the TPP Member is responsible for uploading the material into the TPEMS.

9.5.10.2 Course material must be assembled as follows:

1-COURSE INFORMATION	FORMAT	PURPOSE
1.1 Cover Page	JPG, PNG	This folder of material will assist the instructor in preparing to deliver the course. It is also accessible to TPP Members so that they can determine if the course meets their training needs.
1.2 Form 1 Task List	PDF	
1.3 Form 2 Task Description	PDF	
1.4 Form 9 Course Description	PDF	
1.5 Form 10 Course Content	PDF	
1.6 Form 11 Instructor’s Timetable	PDF	
1.7 Form 12 Facilities, Material, Equipment	PDF	
2-INSTRUCTOR MATERIAL	FORMAT	PURPOSE



2.1 Module Plan (MP)	PDF	This folder contains all material necessary for the instructor to conduct the course.
2.2 PowerPoint Slides	PPT	
2.3 Progress Test (PT)	Doc, Excel, etc.	
2.4 Mastery Test (MT)	Doc	
2.5 Exercise (EX)	Doc, Excel, etc.	
2.6 Handouts (H)	PDF, Excel, etc.	
2.7 Model Answers (APT, AMT, AEX)	PDF, Excel, etc.	
2.8 Job Aids (if applicable)	Doc, Excel, etc.	
2.9 Audio, video, multi-media files (if applicable)	MP3, MP4, WAV, AVI, etc.	
<b>3-TRAINEE MATERIAL</b>	<b>FORMAT</b>	<b>PURPOSE</b>
3.1 PowerPoint Slides	PDF	This folder contains all material necessary for the trainees to participate in the course.
3.2 Handouts (H)	PDF, Excel, etc.	
3.3 Exercises (Ex)	Doc, Excel, etc.	
3.4 Job Aids (if applicable)	Doc, Excel, etc.	
3.5 Audio, video, multi-media files (if applicable)	MP3, MP4, MAV, AVI, etc.	
<b>4-INTERNAL FILE</b>	<b>FORMAT</b>	<b>PURPOSE</b>
4.1 Stage 1 Report	PDF	This folder of documents is kept on file by TPP for evaluation purposes.
4.2 Stage 2 Report	PDF	
4.3 Stage 3 Report	PDF	
<b>5-OJT GUIDANCE MATERIAL</b>	<b>FORMAT</b>	<b>PURPOSE</b>
5.1 Form 3 Module Outline (if applicable)	PDF	This form describes the objective, teaching points and mastery test for any OJT training that is required following the course.



9.5.10.3 TPP Members are responsible for preparing a cover page in JPG/PNG format to identify their courses in the TPEMS library, which includes the course title, TPP logo, TPP Member's name and logo.

9.5.10.4 Reference material should also be specified in the TPEMS, by listing the document title, edition/amendment, issuance date, document type (i.e. ICAO or other), and location in course material.

### **9.5.11 Course Validation**

9.5.11.1 After reviewing an ITP draft course material, both the ICAO ISD validator and the content validator are required to confirm their support to the course and provide their overall comments from a methodological and a technical perspective, respectively.

9.5.11.2 STP draft course material is only reviewed by the ICAO ISD validator from a methodological point of view.

9.5.11.3 Should either the ICAO ISD validator or the content validator select the option "no" in the system, the course development team is required to revise the draft course material based on the comments provided by the validator and then re-upload the revised course material for another review.

9.5.11.4 After conducting the course validation, the content validator can recommend a maximum of three SMEs to recognize their contribution to the course development. As a result, when a course development process is completed, certificates in an electronic format will be automatically generated via the TPEMS and sent to those SMEs through a system auto message.

### **9.5.12 Course Delivery Setup**

9.5.12.1 In coordination with GAT, the TPP Member should set up a course profile for deliveries, including course info, descriptions, modules & tests, PTE setup (optional), and validation delivery setup.

9.5.12.2 Participants attending the validation delivery will receive a course completion certificate after completing the validation delivery with an average grade of no less than 80% on the Mastery Tests. Otherwise, a course attendance certificate will be issued.

9.5.12.3 In accordance with the ICAO instructor qualification process, the instructor(s) who successfully conduct the validation delivery of an ITP are required to submit the ICAO instructor online application when the course development process is completed through the TPEMS; they are recognized as ICAO senior instructors to teach this ITP as well as oversee prospective instructors' OJT.

### **9.5.13 Validation Travel Invoice**

9.5.13.1 For all course development, the ICAO ISD validator is required to be present during the validation delivery and ensures the necessary revisions are implemented before submitting the final version of the course material into the TPEMS for TPP approval.



9.5.13.2 For courses longer than one week, the ICAO ISD validator may attend only during the last week of the validation delivery, if the TPP Member has at least one senior course developer able to lead the validation delivery and report to the validator.

9.5.13.3 GAT will coordinate the travel arrangement for the validation delivery with the ICAO ISD validator and the content validator (when required), if they are contracted by ICAO. The validation travel invoice will be generated via TPEMS for the TPP Member to pay after the validation delivery. The next step “Stage 3 Report” will be open after the payment is received by ICAO.

9.5.13.4 To ensure content validity and effective course delivery, GAT strongly recommends that the TPP Member consider inviting the content validator to participate in the validation delivery and address any issues with course content on-site. Under these circumstances, GAT will cover the salary of the content validator, while the cost of travel and Daily Subsidiary Allowance (DSA) will be borne by the TPP Member that develops the course.

#### **9.5.14 Stage 3: Validation Delivery Report**

9.5.14.1 Course developers are responsible for completing the stage 3 report and making revisions as required, in collaboration with the SMEs, using the report template available in the TPEMS.

9.5.14.2 The ICAO ISD validator is required to review the report and provide feedback to course developers, including advice on corrective actions, to ensure its compliance with the ICAO Doc 9941, *Training Development Guide*.

9.5.14.3 When the ICAO ISD validator considers the stage 3 report is satisfactory, they should upload the report into the system, go through the report approval checklist, and provide comments, as required.

9.5.14.4 If OJT for course developers is provided in the course development process, after uploading the stage 3 report in the TPEMS, the ICAO ISD validator can recommend a maximum of two course developers who have successfully completed their OJT to be qualified as IQCDs.

#### **9.5.15 Revised Course Info**

9.5.15.1 Taking into account the feedback received at the validation delivery, in coordination with the ICAO ISD validator and the content validator (when required), the course development team should work on the necessary revisions, including course info, descriptions, modules & tests, and PTE setup (optional).

9.5.15.2 The TPP Member is responsible for finalizing the course info in the TPEMS. The final version of the course description will be saved in the TPEMS library and displayed on the ICAO public website.



### 9.5.16 Revised Course Material

9.5.16.1 After the validation delivery, in coordination with the ICAO ISD validator and the content validator (when required), the course development team should work on the necessary revisions of the course material, including course information, instructor material, trainee material, internal files, OJT guidance material (optional), and reference material.

9.5.16.2 The TPP Member is responsible for uploading the revised course material into the TPEMS and finalizing the reference material by listing the document title, edition/amendment, issuance date, document type (i.e. ICAO or Other), and location in course material. The revised course material uploaded at this step will be saved in the TPEMS library for course deliveries.

### 9.5.17 Material Validation

9.5.17.1 The ICAO ISD validator is responsible for reviewing the revised course material to ensure its completeness, consistency, and accuracy in addressing the feedback from the validation delivery.

9.5.17.2 When the ICAO ISD validator considers the revised course material is satisfactory, they should confirm their support to the course, go through the approval checklist, and provide comments, as required.

9.5.17.3 Should the ICAO ISD validator select the option “no” in the system, the course development team is required to revise the course material based on the comments provided and then re-upload the revised course material for another review.

### 9.5.18 Approval by TPP

9.5.18.1 After conducting the quality assurance check, GAT shares the course material, including ITPs and STPs, with the relevant Bureau for their technical comments and then processes whether to approve the course, require revisions, or do not approve in the system.

9.5.18.2 If the decision is to approve the course, the system process will move forward to “Evaluation of Validators”.

9.5.18.3 If the decision is to require revisions, the course development team is required to make the necessary revisions based on the comments provided and then re-upload the revised course material for another review.

9.5.18.4 In the case that the ICAO ISD validator, the content validator (when required), or ICAO Bureau does not support the course due to major issues, GAT will process “do not approve” in the system to terminate the course development process.

### 9.5.19 Evaluation of Validators

9.5.19.1 The TPP Member who develops the course should complete the questionnaire in the TPEMS for the evaluation of the ICAO ISD validator’s performance in the course development process.



9.5.19.2 GAT should complete the questionnaire in the TPEMS for the evaluation of the content validator's performance in the course development process, if applicable.

9.5.19.3 TPEMS records the times of rejection. Three rejections per calendar year will generate a system warning, and five rejections per calendar year will result in the suspension of the ICAO ISD validator qualification. An ICAO ISD validator on suspension will be temporarily removed from the TPEMS roster until they attend the Validating Competency-based Training (VCT) course and successfully pass the performance exam, at their own expense.

9.5.19.4 The evaluation results and TPEMS records of rejection serve as reference for the future engagement of the validators in other course development projects.

## 9.6 Course Validity

9.6.1 The approval of an ICAO-recognized course is valid for a period of three years. To ensure continuous validity and course quality, ICAO-recognized courses should be reviewed at least once every three years.

9.6.2 If a course has not been reviewed and/or updated within three years after completing the course development or course review process, the course will be disabled in the TPEMS library and not be available for delivery until the required course review process is completed, in coordination with GAT.

## 9.7 Course Review

9.7.1 A course review report can be automatically generated through the TPEMS based on the course deliveries and course evaluation data in the system.

9.7.2 Depending on the outcome of the course review, a methodology and/or a content validation will be required to validate the updated course material. Additionally, a validation delivery of the updated course material may also be required, if the content of the Mastery Tests has been modified by 30% or more.

9.7.3 TPP Members are required to update the course info and upload the updated course material after making revisions in line with the most current references (e.g. ICAO SARPs and guidance material, national regulations, industry requirements, etc.) and taking into account the feedback from course deliveries.

9.7.4 When required, the methodology and/or the content validator assigned will conduct course validation from a methodological and/or a technical perspective, and provide comments to confirm the course is updated in line with the most current and relevant ICAO references, request minor revisions, or reject for major revisions.

9.7.5 Based on the validators' comments, TPP Members are required to make the necessary revisions and then re-upload the course material into the TPEMS for another review until it is satisfactory.



9.7.6 When a validation delivery is required, TPP Members should set up the course delivery, complete the course delivery records, and upload the final course material in the TPEMS.

9.7.7 After conducting the quality assurance check, GAT will process the approval of the course review. Thereafter the updated course material will supersede the previous version in the TPEMS library and be available for future deliveries; meanwhile, the date of approval will be recorded in the TPEMS, and it will trigger another 3-year cycle of the course review process.



## 10. Instructional Systems Design Validator Qualification Process

### 10.1 Objective

10.1.1 This document details the ICAO Instructional Systems Design (ISD) validator qualification process, in order to establish and maintain a roster of ICAO qualified ISD validators for the methodology validation of ICAO-recognized training packages.

10.1.2 The Global Aviation Training (GAT) Section is responsible for managing the qualification process of ICAO ISD validators through the TRAINAIR PLUS Electronic Management System (TPEMS).

10.1.3 The TRAINAIR PLUS Programme (TPP) promotes the implementation of competency-based training methodology in the development of ICAO-recognized training packages. TPP Members can select validators from the roster of ICAO qualified ISD validators for the courses they develop following the course development process in TPEMS.

### 10.2 Responsibilities

#### 10.2.1 ISD validator

10.2.1.1 ICAO ISD validators are training experts with extensive experience in developing and validating ICAO-recognized training packages in accordance with the ICAO Doc 9941, *Training Development Guide*. Each ICAO ISD validator must have successfully completed the ICAO ISD validator qualification process and hold a valid certificate as an ICAO ISD validator.

10.2.1.2 ICAO ISD validators are responsible for:

- a) validating the course development methodology for ICAO-recognized training packages (STPs/ITPs) developed by their training organization or other training organizations in the TPP network, in compliance with the ICAO Doc 9941, *Training Development Guide*;
- b) providing On-the-Job Training (OJT) to course developers throughout their first course development process via TPEMS to ensure sufficient competency achievements in obtaining the ICAO Qualified Course Developer (IQCD) certificate;
- c) providing refresher training on the competency-based training methodology to course developers as needed; and
- d) conducting assessments of IQCDs from their training organization for continuous oversight.

10.2.1.3 To support training organizations' capacity-building and reduce costs associated with course development, all TPP Members are encouraged to select their eligible IQCDs to become qualified as ICAO ISD validators.

#### 10.2.2 Senior ISD validator

10.2.2.1 ICAO senior ISD validators are selected among experienced ISD validators by GAT. They should have more than eight years' experience in the development of competency-based training courses, and have validated at least ten ICAO-recognized training packages (STPs/ITPs) autonomously through the TPEMS, with a proof of outstanding performance.



10.2.2.2 In addition to the ISD validator's responsibilities, ICAO senior ISD validators are responsible for:

- a) validating training courses to the highest standard with no direct supervision;
- b) conducting assessments of validators undergoing the OJT;
- c) conducting assessments of validators for continuous oversight and recurrent training; and
- d) supporting GAT in the development of ICAO training programmes and tools.

### 10.3 Online application

10.3.1 Applicants to the ICAO ISD validator qualification process must first set up a personal profile, and then complete the validator online application at <https://igat.icao.int/tpems/IsdValidatorApplication>

10.3.2 Before submitting an application, applicants must meet the following requirements:

- a) have successfully completed the ICAO Training Developers Course (TDC);
- b) have successfully completed the development of an ICAO-recognized training package (STP/ITP) through the TPEMS and obtain a valid certificate as an IQCD;
- c) have successfully completed the ICAO Validating Competency-based Training (VCT) course and pass the performance exam; and
- d) applicants working for a TPP Member must obtain a letter of recommendation from their employer to nominate him/her to be qualified as an ICAO ISD validator. This letter is not required if the applicant selects "Not Affiliated" from the drop down menu on the webpage of the ICAO ISD validator online application.

### 10.4 Review of application

10.4.1 Applications will be processed by GAT in the order in which they arrive.

10.4.2 The application will be evaluated against the ICAO ISD validator qualification requirements listed in the paragraph 3.2, by the Validator Evaluation Team (VET), which is composed of the Chief GAT, Head of Training Design and Development (TDD) Unit, and Head of Operations (OPS) Unit.

10.4.3 After VET's review of the application, GAT will notify the applicant if he/she does not meet the qualification requirements, and if additional information needs to be provided.

10.4.4 Upon approval of the VET, GAT will contact the applicant to inform him/her of the next step in the ISD validator qualification process.

### 10.5 Validator On-the-Job Training (OJT)

10.5.1 The OJT will provide applicants with the opportunity to conduct the methodology validation for an ICAO-recognized training package (STP/ITP), in compliance with the ICAO Doc 9941, Training Development Guide, under the supervision of an ICAO senior ISD validator.



10.5.2 An applicant must successfully complete the OJT using an ICAO-recognized training package (STP/ITP) development process through the TPEMS. The course under OJT validation can be developed by any training organization in the TPP network, and the ICAO senior ISD validator is required to be present during either the DACUM (Developing A Curriculum) session or the validation delivery, as per coordination with GAT.

10.5.3 The validator OJT will be undertaken at the applicant's own expense.

10.5.4 Following the OJT, the ICAO senior ISD validator will complete the ISD Validator OJT Appraisal Form, assessing the OJT validator's performance against the evaluation criteria.

## 10.6 Approval of ICAO ISD validators

10.6.1 Based on the recommendation of the ICAO senior ISD validator, GAT will process the approval for the applicant to become an ICAO ISD validator.

10.6.2 Upon Chief GAT's approval, the applicant will be qualified to become an ICAO ISD validator. A certificate will be issued and sent to the applicant via an auto message from the TPEMS, and the newly qualified ICAO ISD validator will be added to the roster of ICAO ISD validators.

10.6.3 In case of failure of the OJT, the senior ISD validator may recommend an additional OJT. This second OJT will be conducted with, and assessed by a different ICAO senior ISD validator than the first OJT, unless there is no other ICAO senior ISD validator available. No more than two OJTs may be taken by an applicant. If the applicant fails both OJTs, he/she will be instructed to take additional ISD training (e.g. attend the VCT course and pass the performance exam) and may reapply upon its completion. Proof of successful completion of additional ISD training will need to be communicated with GAT.

10.6.4 If the ICAO senior ISD validator considers that an applicant is not qualified to be an ISD validator, he/she should notify the applicant during the OJT debriefing. Following Chief GAT's approval, the ISD validator application will be terminated. In these circumstances, the applicant may resubmit an ISD validator application after a period of three years.

## 10.7 Validity of ICAO ISD validator qualification

10.7.1 The ICAO ISD validator qualification is valid for three years from the date of issuance of the certificate.

10.7.2 Within the validity period of three years, an ISD validator is required to complete the methodology validation of at least one ICAO-recognized training package (STP/ITP) through the TPEMS.

10.7.3 TPEMS records the times of rejection. Three rejections per calendar year will generate a system warning, and five rejections per calendar year will result in the suspension of the ICAO ISD validator qualification. An ICAO ISD validator on suspension will be temporarily removed from the TPEMS roster until he/she attends the VCT course and successfully passes the performance exam, at their own expense.



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10.7.4 If a validator has not validated an ICAO-recognized training package (STP/ITP) for three years, he/she must undertake another OJT at his/her own expense and be re-evaluated by an ICAO senior ISD validator.

10.7.5 For the renewal of an ISD validator certificate, an auto message is sent from the TPEMS to the validator six months prior to the expiration, followed by a monthly reminder. Validators are required to initiate a certificate renewal request and update their personal profile in TPEMS, either from the link provided in the auto message, or alternatively from the pending tasks on their TPEMS dashboard.

10.7.6 The ICAO ISD validator certificate will be renewed every three years, contingent upon the requirements of 7.2 and 7.3, and the evaluation of the ISD validator's performance during the validity period of the certificate.

10.7.7 ICAO ISD validators are strongly recommended to keep up-to-date with ICAO standards, procedures, ISD practices and technological developments, as well as actively participate in ICAO course development activities, including the ICAO Course Developers and Instructors Standardization (CDI/STD) meetings.



## 11. Subject Matter Expert Qualification Process

### 11.1 Objective

11.1.1 This section details the ICAO Subject Matter Expert (SME) qualification process, in order to establish and maintain a roster of ICAO qualified SMEs for the development, update, and validation of ICAO Training Packages (ITPs), developed by ICAO or TRAINAIR PLUS Programme (TPP) Members in collaboration with ICAO.

11.1.2 The Global Aviation Training (GAT) Section is responsible for managing the qualification process of ICAO SMEs through the TRAINAIR PLUS Electronic Management System (TPEMS), in consultation with ICAO Bureaus.

### 11.2 Responsibilities

11.2.1 SMEs are defined as highly experienced personnel in aviation specialized fields. Each SME must have successfully completed the ICAO SME qualification process and hold a valid ICAO SME certificate.

11.2.2 To support the ICAO course development plan and training programmes, SMEs can be assigned for:

- a) providing authoritative technical content for the development of ITPs;
- b) providing subject matter expertise for the update of ITPs;
- c) conducting content validation of ICAO course material to ensure its compliance with the most current and relevant ICAO Standards and Recommended Practices (SARPs) and guidance material; and
- d) contributing to the development of ICAO guidance material and tools.

### 11.3 Establishment of the SME qualification criteria

11.3.1 ICAO Bureaus are responsible for establishing the SME qualification criteria in their respective technical areas corresponding to the relevant ICAO Annexes.

Bureaus	Technical Areas	Annexes
Air Navigation Bureau (ANB)	Aerodromes(AGA)	Annex 14, Aerodromes
	Air Navigation Services (ANS)	Annex 2, Rules of the Air
		Annex 3, Meteorological Service for International Air Navigation
		Annex 4, Aeronautical Charts
		Annex 10, Aeronautical Telecommunication
		Annex 11, Air Traffic Services
		Annex 12, Search and Rescue
		Annex 15, Aeronautical Information Services
	Flight Safety and Safety Management (FSM)	Annex 1, Personnel Licensing
Annex 5, Units of Measurement to be Used in Air and Ground Operations		



		Annex 6, Operation of Aircraft
		Annex 7, Aircraft Nationality and Registration Marks
		Annex 8, Airworthiness of Aircraft
		Annex 13, Aircraft Accident and Incident Investigation
		Annex 18, The Safe Transport of Dangerous Goods by Air
		Annex 19, Safety Management
		Unmanned Aircraft Systems
Air Transport Bureau (ATB)	Air Transport (ATR)	
	Environment (ENV)	Annex 16, Environmental Protection
	Facilitation (FAL)	Annex 9, Facilitation
	Security (AVSEC)	Annex 17, Aviation Security
Legal Affairs and External Relations Bureau (LEB)	Aviation Law (AVL)	

11.3.2 When GAT requires SMEs for ITP development, update, and/or validation, GAT will refer to the roster of ICAO qualified SMEs and coordinate with the responsible Bureau to assign SMEs for a specific ITP project. If GAT cannot identify a SME from the roster, GAT will coordinate with the responsible Bureau to recommend SME candidates. As per Bureau’s recommendation, GAT will contact those SME candidates to submit the ICAO SME online application.

11.3.3 SMEs who have participated in the development, update, and/or validation of an ITP, can also submit his/her online application to become an ICAO instructor for the specific ITP in a specific language, if he/she meets the instructor qualification requirements for that ITP (refer to the ICAO Instructor Qualification Process).

**11.4 Online application**

11.4.1 Applicants to the ICAO SME qualification process must first set up a personal profile and then complete the SME online application at <https://igat.icao.int/tpems/SmeApplication>

11.4.2 Before submitting an application, applicants must meet the following criteria:

- a) Recent experience in an ICAO panel/working group, committee or other ICAO bodies relevant to the subject matter;
- b) A first-level university degree in the relevant subject matter area. A technical qualification in aviation, such as an Airline Transport Pilot License, Air Traffic Control License, or Airframe and Power Plant Technician Certification may be accepted in lieu of the first-level university degree;
- c) Considerable experience (10 years or more) in regulatory or operations related to the relevant field. In the legal field, work at an academic institution may be considered;
- d) Successful completion of the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Online Programme in the relevant field;  
*Note: applicable to Safety and Air Navigation-related fields.*
- e) Successful completion of the ICAO Safety Management Training Programme;  
*Note: applicable to Safety and Air Navigation-related field.*
- f) Certifications, licences and other technical qualifications in the relevant field;



*Note: not applicable to Legal SMEs.*

- g) Proven activities and currency in the relevant field, within 2 years prior to the application; and
- h) Applicants working for a TPP Member must obtain a letter of recommendation from their employer to nominate him/her to be qualified as an ICAO SME. This letter is not required if the applicant selects “Not Affiliated” from the drop down menu on the webpage of the ICAO SME online application.

## **11.5 Review of application**

11.5.1 Applications will be processed by GAT in the order in which they arrive.

11.5.2 GAT reviews the application against the SME qualification criteria to ensure its completeness and relevance.

11.5.3 The ICAO Bureau responsible for the technical area will then evaluate if the applicant’s expertise, work experience, and technical background comply with the SME qualification criteria.

11.5.4 Following the evaluation of the application, the ICAO Bureau may require the applicant to undergo an SME assessment in the relevant field, if deemed necessary. In these circumstances, the ICAO Bureau is responsible for organizing the SME assessment in coordination with the applicant, and subsequently completes the SME assessment review in TPEMS.

11.5.5 After receiving ICAO Bureau’s feedback on the SME application, GAT will notify the applicant if he/she does not meet the qualification criteria, and if additional information needs to be provided.

## **11.6 Approval of ICAO SMEs**

11.6.1 Based on the ICAO Bureau’s approval on the SME application, GAT will process the approval for the applicant to become an ICAO SME.

11.6.2 Upon Chief GAT’s approval, the applicant will be qualified to become an ICAO SME. A certificate will be issued and sent to the applicant via an auto message from the TPEMS, and the newly qualified SME will be added to the roster of ICAO SMEs.

11.6.3 If the ICAO Bureau considers the applicant is not qualified to be an SME, he/she will be notified by GAT and his/her SME application will be terminated. In these circumstances, the applicant may reapply after a period of three years.

## **11.7 Validity of ICAO SME qualification**

11.7.1 The ICAO SME qualification is valid for three years from the date of issuance of the certificate.



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11.7.2 For the renewal of an SME certificate, an auto message is sent from the TPEMS to the SME six months prior to the expiration, followed by a monthly reminder. SMEs are required to initiate a certificate renewal request and update their personal profile in TPEMS, either from the link provided in the auto messages, or alternatively from the pending tasks on their TPEMS dashboard.

11.7.3 The ICAO SME certificate will be renewed every three years, contingent upon the ICAO Bureau's approval through the TPEMS process.

11.7.4 ICAO SMEs are strongly recommended to keep up-to-date with ICAO SARPs and guidance material, and actively participate in the development, update and validation of ICAO courses in their field of expertise, in order to maintain their competencies.



## 12. Instructor Qualification Process

### 12.1 Objective

12.1.1 This document details the ICAO instructor qualification process, in order to establish and maintain a roster of ICAO qualified instructors for the delivery of ICAO training packages (ITPs), developed by ICAO or TRAINAIR PLUS Programme (TPP) Members in collaboration with ICAO.

12.1.2 The Global Aviation Training (GAT) Section is responsible for managing the qualification process of ICAO instructors through the TRAINAIR PLUS Electronic Management System (TPEMS), in coordination with ICAO Bureaus.

12.1.3 TPP Members can select instructors from the roster of ICAO qualified instructors to teach ITPs when they request to host training sessions in TPEMS.

### 12.2 Responsibilities

#### 12.2.1 Instructor

12.2.1.1 Each ICAO Instructor must have successfully completed the ICAO instructor qualification process and hold a valid ICAO instructor certificate.

12.2.1.2 Instructors are responsible for:

- a) coordinating with the host training organization concerning training facilities, administrative support, logistics, accommodation, etc.;
- b) organizing a coordination meeting before the commencement of the course;
- c) preparing for the course delivery;
- d) delivering the course in accordance with the course schedule and module plans;
- e) administering tests;
- f) performing trainees' assessments;
- g) conducting course evaluation; and
- h) completing training report in TPEMS as soon as the training session has finished.

#### 12.2.2 Lead instructor

12.2.2.1 In the case an ITP is delivered by more than one instructor, one of the instructors will be assigned by the Head of Operations (TOP) Unit as the lead instructor, based on their experience and training record, as well as ICAO's training programme needs.

12.2.2.2 As the team leader for the delivery of an ITP, in addition to the instructor's responsibilities, a lead instructor is also responsible for:

- a) setting up the training schedule and administrative coordination with other instructors and the host training organization; and
- b) providing assignments, guidance and supervision to other instructors to ensure the quality of instruction meets training objectives.



### 12.2.3 Senior instructor

12.2.3.1 Senior instructors are selected among experienced instructors for a specific ITP and are approved by the Chief GAT. They should have deep knowledge of instructional techniques, extensive experience in conducting training, and at least three years of experience in the delivery of the specific ITP, with a proof of outstanding performance.

12.2.3.2 In addition to the instructor's responsibilities, senior instructors are responsible for:

- a) delivering a course to the highest standard with no direct supervision;
- b) providing guidance to instructional staff to ensure the highest standard of delivery is achieved;
- c) conducting assessments of prospective instructors during the Instructor Preparation and Briefing (IPB) and On-the-Job Training (OJT);
- d) conducting assessments of instructors for continuous oversight and recurrent training; and
- e) supporting GAT and ICAO Programme Managers in the development and delivery of ICAO training programmes.

12.2.3.3 In exceptional circumstances, the instructor of a new ITP may be recognized as a senior instructor within three years of delivery of the ITP, based on their expertise and instructional experience.

### 12.3 Establishment of the instructor qualification requirements for new ITPs

12.3.1 One month before the validation delivery of a new ITP, Training Design and Development (TDD) Unit shall establish the appropriate instructor qualification requirements in coordination with the Subject Matter Experts (SMEs) and the responsible ICAO Bureau/Section.

12.3.2 When an ITP development process is completed through the TPEMS, and the instructor qualification requirements for this ITP are established, this new course will be added to the ICAO instructor online application.

12.3.3 When an ITP is lacking instructors for course delivery, TOP, TDD and the Training Assessment and Consultancy (TAC) Unit will work together to identify potential applicants and encourage them to submit their online application.

### 12.4 Online application

12.4.1 Applicants to the ICAO instructor qualification process must first set up a personal profile and then complete the instructor online application at <https://igat.icao.int/tpems/InstructorApplication>

12.4.2 Before submitting an application, applicants must meet the following requirements:

- a) have successfully completed the course that an applicant wishes to be qualified as an instructor;
- b) have successfully completed the ICAO Training Instructors Course (TIC), or any equivalent Instructional Techniques course that leads to the achievement of the competencies contained in the ICAO Adapted Instructor Competency Model;



- c) have excellent reading, writing, listening and speaking skills in one of the ICAO languages (Arabic, Chinese, English, French, Russian or Spanish) used for the delivery of the specific course, and the ability to communicate in English;
- d) be an SME in the training area of the subject course;
- e) have extensive knowledge of the Convention on International Civil Aviation (Chicago Convention), ICAO Standards and Recommended Practices (SARPs) and associated guidance material related to the training area of the subject course;
- f) have at least three years of active experience with ICAO, a Civil Aviation Authority, air operator, aerodrome operator, air navigation service provider or similar aviation-related organization, at the operational level in the subject to be taught;
- g) specific qualification requirements for the delivery of an ITP; and
- h) applicants working for a TPP Member must obtain a letter of recommendation from their employer to nominate him/her to be qualified as an ICAO instructor. This letter is not required if the applicant selects “Not Affiliated” from the drop down menu on the webpage of the ICAO instructor online application.

## 12.5 Review of application

12.5.1 Applications will be processed by GAT in the order in which they arrive.

12.5.2 The application will be evaluated by the Instructor Evaluation Team (IET), composed of the Chief GAT, the Head of TDD, and a representative from the responsible ICAO Bureau.

12.5.3 GAT reviews the application against the instructor qualification requirements for the ITP applied to to ensure its completeness and relevance, also to determine if the applicant meets the instructional requirements to teach an ITP.

12.5.4 The responsible Bureau representative evaluates the application to ensure that the applicant’s expertise, work experience, and technical background comply with the instructor qualification requirements for the ITP.

12.5.5 After IET’s review of the application, GAT will notify the applicant if he/she does not meet the qualification requirements, and if additional information needs to be provided.

12.5.6 Upon approval of the IET, GAT will contact the applicant to inform him/her of the next step in the instructor qualification process.

## 12.6 Instructor Training

### 12.6.1 Generic principle

12.6.1.1 The instructor training consists of two phases: the IPB and OJT. The need for an IPB in advance of OJT is determined by the IET, based on the applicant’s background experience and complexity of the ITP subject matter. The instructor training will be undertaken at the applicant’s own expense.



### 12.6.2 Instructor Preparation and Briefing (IPB)

12.6.2.1 The IPB will be conducted by a senior instructor, and it provides the applicant with practical training during a simulated training course, remotely via teleconference or face-to-face depending on the particular case.

12.6.2.2 Following the IPB, the senior instructor will complete the IPB Appraisal Form, evaluating the applicant's competencies against those contained in the ICAO Adapted Instructor Competency Model, and the applicant's knowledge of the ITP course content.

12.6.2.3 In case of failure of the IPB, the senior instructor may recommend an additional IPB.

12.6.2.4 After successful completion of the IPB, GAT will notify the applicant and provide him/her with information to undergo the OJT.

### 12.6.3 On-the-Job Training (OJT)

12.6.3.1 The OJT will also be conducted by a senior instructor, and it provides the applicant with the opportunity to deliver, at minimum, 50 per cent of the ITP course content in a real training session.

12.6.3.2 Following the OJT, the senior instructor will complete the Instructor OJT Appraisal Form, evaluating the applicant's competencies against those contained in the ICAO Adapted Instructor Competency Model, and the applicant's knowledge of the ITP course content.

## 12.7 Approval of ICAO instructors

12.7.1 Based on the recommendation of the senior instructor, GAT will process the approval for the applicant to become an ICAO instructor.

12.7.2 Upon Chief GAT's approval, the applicant will be qualified to become an ICAO instructor for a specific ITP, in a specific language. An ICAO instructor certificate will be issued and sent to the applicant via an auto message from the TPEMS.

12.7.3 In case of failure of the OJT, the senior instructor may recommend an additional OJT. This second OJT session will be conducted with, and assessed by, a different senior instructor than the first OJT session, unless there is no other senior instructor available for this specific ITP. No more than two OJT sessions may be delivered per applicant. If the applicant fails both OJT sessions, he/she will be requested to gain more experience in the subject matter prior to resubmission of the instructor application.

12.7.4 If the senior instructor considers that an applicant is not qualified to be an instructor for a specific ITP, he/she should notify the applicant during the OJT debriefing. Following Chief GAT's approval, the instructor application will be terminated. In these circumstances, the applicant may resubmit an instructor application for this ITP after a period of three years.



## 12.8 Approval of ICAO senior instructors through validation delivery of a new ITP

12.8.1 For a new ITP, the instructors who have successfully conducted the validation delivery will be qualified as the senior instructors of the specific ITP and will supervise prospective applicants in becoming ICAO instructors, as required.

12.8.2 The instructors who have successfully conducted the validation delivery may be recognized as senior instructors, provided that he/she:

- a) meets the instructor qualification requirements for the specific ITP;
- b) has completed the online application;
- c) has contributed to the ITP development as an SME listed in the TPEMS; and
- d) has at least three years of experience in delivering training courses.

12.8.3 Upon completion of the development of a new ITP in the TPEMS, GAT will inform the instructors who have conducted the validation delivery to submit their instructor online applications.

12.8.4 Upon receipt of the applications, GAT will review and process them accordingly. If the applicant meets the instructor qualification requirements for a specific ITP, an ICAO instructor certificate will be issued and sent to the applicant via an auto message from the TPEMS. No OJT is required for instructors in charge of the validation delivery.

12.8.5 In exceptional circumstances, instructors conducting the validation delivery may not be the SMEs who participated in the ITP development. This will need to be coordinated between GAT, TPP Member, and the responsible Bureau, and approved by Chief GAT.

## 12.9 Validity of ICAO instructor qualification

12.9.1 The ICAO Instructor qualification is valid for three years from the date of issuance of the certificate.

12.9.2 Within the validity period of three years, an Instructor is required to deliver the course a minimum of two times, with at least one of the course deliveries in the last 18 consecutive months before the expiry date.

12.9.3 For each course delivery, an instructor is expected to deliver at least 50 per cent of the course content in order to maintain instructor qualification, except for a senior instructor providing OJT to instructor candidate(s) in one training session. When an instructor teaches only certain module(s) or session(s) in his/her specialized area which is less than 50 per cent of the course content, he/she is considered a “guest instructor” and this course delivery will not count towards the renewal of the instructor certificate.

12.9.4 If an instructor has not delivered the course that he/she is qualified to deliver, he/she must undertake another OJT at his/her own expense and be re-evaluated by an ICAO senior instructor.



12.9.5 For the renewal of an instructor certificate, an auto message is sent from the TPEMS to the instructor six months prior to the expiration, followed by a monthly reminder. Instructors are required to initiate a certificate renewal request and update their personal profile in TPEMS, either from the link provided in the auto message, or alternatively from the pending tasks on their TPEMS dashboard.

12.9.6 The ICAO instructor certificate will be renewed every three years, contingent upon the requirements listed above, and the evaluation of the instructor's performance during the validity period of the certificate.

12.9.7 ICAO instructors are strongly recommended to keep up-to-date with standards, procedures, practices and technological developments in their field of expertise, in addition to instructional techniques, in order to maintain their competencies as specified by the ICAO Adapted Instructor Competency Model.



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## 13. HIRING OF ICAO EXPERTS

### 13.1 Generic principle

13.1.1 Any ICAO expert engaged in training activities with a TPP Member shall be hired through ICAO/GAT.

13.1.2 An ICAO expert refers to individuals having successfully completed the ICAO professional qualification process and their names being included in the roster of ICAO qualified professionals (ISD Validators, Instructors, SMEs...).

### 13.2 Exceptions

13.2.1 On an exceptional basis, TPP members will be authorized to contract directly the ICAO expert, however this process will still have to be coordinated and approved by GAT.

13.2.2 In the exceptional case that the TPP Member is authorized to hire the ICAO expert directly, the salary offered shall be in accordance with the ICAO salary and standards.

13.2.3 Grounds for granting such exception covers the age limit of the expert, possible packaging of multiple activities under one single contract, special agreements of long duration...



## 14. TRAVEL CONDITIONS FOR ICAO EXPERTS

### 14.1 Generic principle

14.1.1 An ICAO expert refers to individuals having completed successfully the ICAO professional qualification process and their names being included in the roster of ICAO qualified professionals (ISD Validators, Instructors, SMEs...). For this topic, it also extends to the ICAO Assessors who are conducting TPP assessments and reassessments.

14.1.2 Due to liability issues, ICAO Experts need to be able to select the airline, hotel and restaurant of their choice to avoid ICAO and the TPP Member being held responsible by the ICAO Expert in front of a court, should something happen.

14.1.3 Travel conditions for the Expert shall therefore always be based on the ICAO travel codes and policies, and implemented throughout the whole United-Nations system. Airline ticket is purchased by the ICAO Travel section on the basis of the lowest airfare available, and should the ICAO Expert decide to use another operator then he/she will cover the difference in airfare. The full Daily Subsistence Allowances applicable to the location where the service is being rendered are paid in their entirety, to allow the Expert to pay himself/herself directly all the charges other than of the airfare related to his/her trip.

14.1.4 The TPP Member requesting the services of the ICAO Expert is not permitted to cover or provide directly any form of accommodation or transportation from the location where the ICAO Expert is based to the location where the service is being rendered.

14.1.5 This principle is applicable to any TPP Members. In the case of TPP Members being the training arm of an airline, this principle will also be applied, however the ICAO Travel Section will be notified to exert its best efforts to book the travel on the airline being the TPP Member, provided that it operates a flight on the route to be flown.

14.1.6 The only remaining responsibility of the TPP Member regarding transportation is to provide daily transportation to the ICAO Expert from his/her hotel of his/her choice to the place where the service is being rendered.

### 14.2 Exceptions

14.2.1 No exception to the generic principle will be granted.



## 15. TPP MEMBER – AIRPORT

### 15.1 Background

15.1.1 The TRAINAIR PLUS Programme (TPP) was launched in 2010 and has therefore 11 years of existence. Within this timeframe, it has successfully positioned itself as the major programme within the aviation training community.

15.1.2 TPP recognizes training organizations that develop and deliver training packages in accordance with ICAO guidelines. These training packages are validated by TPP in two forms: the methodology only for Standardized Training Packages (STPs), or both methodology and regulatory content for ICAO Training Package developed by TPP Members (M-ITPs). In both cases, the operational content against industry best practices is not validated as ICAO is not involved in operating air transport services.

15.1.3 Airports Council International (ACI) is the only international organization representing the global airports community. It sets operational standards and best practices for efficient airport operations.

### 15.2 Objectives

15.2.1 ACI and ICAO have joined forces on the TRAINAIR PLUS Programme to offer TPP Members an additional recognition for training organizations involved in training activities related to airport operations and management. This recognition is achieved in two areas:

1. The recognition that the training organization is up to date in airport training and delivers training using the latest technologies available, and the recognition that training is done in accordance with airport best practices.
2. The recognition of specific training course curricula, acknowledging that the course content reflects airport operations and management best practices recognized by the airport industry.

15.2.2 Under this training alliance with ACI, TPP members that are also recognized by ACI will earn the recognition of “TPP Member – Airport”.

### 15.3 Eligibility

15.3.1 A pre-requisite to seek this dual ICAO / ACI recognition is to already be an ACI Accredited Training Partners (ATP). Interested TPP Members who are not an ATP need to contact ACI first to enquire on the ATP process. The ACI ATP recognition, including any associated fee, is outside the scope of this document.

15.3.2 Only TPP Members who are training arms of airports or those which have as their primary mandate to deliver airport operations and management related training will be eligible to receive this dual recognition.



## 15.4 ACI assessments of TPP members:

15.4.1 In addition to the ICAO assessment focusing on organizational and training matters, ACI will perform an operational assessment of the TPP Member to ensure it uses the latest equipment available, that this equipment matches the latest operational requirements of airports, and that training provided reflects airports best practices.

15.4.2 ACI assessments will complement TPP assessments and their successful completion will be a requirement to gain the recognition of TPP Member – Airport. As per TPP assessments, ACI will perform reassessments of these TPP Member - Airport every 3 years to maintain oversight against best practices.

## 15.5 ACI validation of courses

15.5.1 Any TPP Member – Airport will have the possibility to have its ICAO recognized courses (STP and M-ITP) validated by ACI. This validation will be made against airports best management and operational practices as endorsed and promoted by ACI. No other course than STPs and M-ITPs will be eligible to be validated by ACI.

15.5.2 ACI will charge a nominal fee to validate the technical and operational content of TPP Members – Airport STP courses. Similarly to ICAO, ACI will validate the technical and operational content of TPP Members – Airport M-ITPs free of charge and will cover the cost of the validation by the course delivery fees.

15.5.3 Once these courses are delivered, certificates issued at the end of the course will bear the emblems of the TPP Member, of ACI and of ICAO.

15.5.4 Courses to be validated will be selected by both ACI and ICAO based on industry priorities, market demand and potential sales.

## 15.6 Course ownership

### 15.6.1 Standardized Training Packages (STPs)

15.6.1.1 The TPP Member – Airport who solely developed the STP will retain the IP of the course.

### 15.6.2 ICAO Training Packages developed by TPP Members (M-ITPs)

15.6.2.1 ACI, ICAO and the TPP Member – Airport who has developed the M-ITP will equally share the IP of the course.

## 15.7 Benefits for TPP Members

15.7.1 The benefits of the dual recognition are multiple, and below are some highlights:

- a) Access to a strong framework to strengthen internal organizational development of staff, ultimately improving the competencies of airport professionals.



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- b) Increases visibility for the TPP Members - Airport as leaders in development of new courses/programmes under the Aerodrome training topic.
  - c) Receives a prestigious dual recognition of TPP-developed courses.
  - d) Increases the value of course offerings.
  - e) Provides greater access to airport subject matter experts.
  - f) Expands the offering of training courses to the local and global airport community through cost effective, royalty-based programmes.
  - g) Enhances the visibility of the continued partnership between ICAO and ACI.
  - h) Increases market share for ACI, ICAO and TPP Members – Airport.
  - i) Provides training and development of courses/programmes for all staff levels at the airport.
  - j) Supports the effective implementation of ICAO Standards and Recommended Practices (SARPs) and ACI best practices.
  - k) Increases availability of training offerings in multiple languages.
  - l) Increases opportunities for ICAO TPP Members - Airport to become ACI Training Centres.
  - m) Provides a platform to provide key ACI programmes in multiple languages.
  - n) Supports the effective implementation of ACI best practices.



## 16. PAYMENT OF GAT INVOICES

### 16.1 Principles

16.1.1 Payment for GAT products and services, including TPP annual membership fees and training activities undertaken by a TPP Member, is due upon receipt of invoice by the Member. However, in order to provide some flexibility to TPP Members, GAT has extended the payment term of invoices below US\$5,000 to net 15 days, and invoices above US\$5,000 to net 30 days from the date of issuance of the invoice. TPP Members are expected to comply with this requirement.

16.1.2 For online courses, enrolments are activated only upon receipt of payment of the relevant proforma invoice.

### 16.2 Annual Membership Fees

16.2.1 Invoices for Annual Membership Fees (AMF) are issued in early January of each year with payment due within 30 days. If payment is not received by **30 June of each year**, the TPP Member will be suspended and lose the following benefits:

- a) access to the TPEMS
- b) conduct of any ICAO related training activity
- c) TPP Member's staff qualification and selection as instructors for delivery of ITPs.

16.2.2 An official communication will be sent to the ICAO Council delegation relevant to the State where the TPP Member is located to request support for the resolution of payment.

16.2.3 If the payment is not received by **30 September of each year**, the TPP Member's membership will be revoked from the Programme and its profile will be archived in the TPEMS. The authorized usage of the ICAO and TPP logos will be terminated. Additionally, all STPs will be removed from the TPP library and, if applicable, ICAO will take ownership of the M-ITP, as stipulated in the signed MoU.

16.2.4 Governmental TPP Members that have been revoked may not reapply to TPP for at least one year while private TPP Members that have been revoked may not reapply to TPP for at least three years. Payment of any previous debt shall be a prerequisite for reapplying to TPP for both categories.

16.2.5 TPP Members who have been revoked will have to reapply and follow the TPP application process anew. Assessment fees will apply with the TPP Member having to undergo a revalidation process. Moreover, previous STPs and activities will not be credited.

### 16.3 All Other Invoices

16.3.1 Payment of invoices related to assessment fees, course fees, instructors' salaries, validation fees, travel costs is due within 15 days if the amount is below \$5,000 or 30 days if amount exceeds US\$5,000.



16.3.2 If payment is not received within 9 months from the date of issuance of the invoice, the TPP Member will be suspended and lose the following benefits:

- a) access to the TPEMS
- b) conduct of any ICAO related training activity
- c) TPP Member's staff qualification and selection as instructors for delivery of ITPs.

16.3.3 An official communication will be sent to the ICAO Council delegation relevant to the State where the TPP Member is located to request support for the resolution of payment.

16.3.4 If payment is not received within 12 months from the date of issue of the invoice, the TPP Member is revoked from the programme, and its profile will be archived in the TPEMS. All STPs are removed from the TPP library and if any, ICAO takes ownership of the RTCE ITP as per the signed MoU.

16.3.5 Governmental TPP Members that have been revoked may not reapply to TPP for at least one year while private TPP Members that have been revoked may not reapply to TPP for at least three years. Payment of any previous debt shall be a prerequisite for reapplying to TPP.

16.3.6 TPP Members that have been revoked will have to reapply and follow the TPP application process anew. Assessment fees will apply with the TPP Member having to undergo a revalidation process. Moreover, previous STPs and activities will not be credited.

## **16.4 Payment Recognition by GAT**

### **16.4.1 Principle**

16.4.1.1 In the event that a TPP Member has multiple outstanding invoices, the TPP Member cannot select which invoice it wants to pay. When payment is received from a TPP Member and the TPP Member has prior outstanding invoices, GAT records the payment received from the TPP Member as a credit in the Customer account and applies it systematically against the longest outstanding invoice.

16.4.1.2 ICAO then issues a Statement of Account (SOA) listing all invoices and credits in the Customer account. This SOA will be forwarded to the TPP Member indicating all outstanding invoices, including the one intended to be paid.

16.4.1.3 GAT recognizes the payment and will click paid in the TPEMS only once the SOA indicates that payment of all invoices has been received.

### **16.4.2 Effect on Training Miles**

16.4.2.1 The TPP Framework creates incentives to engage in more activities and recognizes payment of GAT invoices as a possibility to accumulate training miles. As a result of the process described above, TPP Members with outstanding invoices will not accumulate Training Miles under this category.



## 17. WITHDRAWAL FROM TPP

17.1 TPP Members that wish to withdraw from the Programme must inform GAT in writing to the Chief of Global Aviation Training by letter or email and indicate the desired date of withdrawal from TPP.

17.2 The annual membership fees will be prorated and an invoice will be issued for payment upon receipt.

17.3 The following TPP benefits will cease per the date indicated in the withdrawal letter:

- a) usage of ICAO logo
- b) access to TPEMS
- c) any TPP training activity
- d) TPP Member's staff qualification and selection as ITP instructors as they will be considered independent instructors.

17.4 All data will be archived in the TPEMS. Additionally, all STPs will be removed from the TPP library and, if applicable, ICAO will take ownership of the M-ITP(s) as stipulated in the agreed Working Arrangements for M-ITPs.

17.5 Governmental TPP Members that have withdrawn may not reapply to TPP for at least one year while private TPP Members that have withdrawn may not reapply to TPP for at least three years. Payment of any previous debt shall be a prerequisite for reapplying to TPP.

17.6 TPP Members that have withdrawn will have to reapply and follow the TPP application process as a new TPP Member. Assessment fees will apply with the TPP Member having to undergo a revalidation process. Moreover, previous STPs and activities will not be credited.

— END —



## Appendix

# TRAINAIR PLUS Programme fees as of 1 January 2022

## 1. PRICING POLICY

### 1.1 Introduction

1.1.1 The Pricing Policy for the Global Aviation Training (GAT) activities complies with the ICAO Civil Aviation Training Policy and includes the pricing rationale, assumptions and fee structure. It also establishes a reserve fund and scholarship for trainees from States which in the context of capacity-building efforts within the *No Country Left Behind* initiative are endeavouring to either meet or maintain their Effective Implementation (EI) rates. Pricing for GAT activities is set by the Secretary General in accordance with this Policy, as well as relevant administrative procedures, and is included in reporting to the Council.

### 1.2 Scope of ICAO Training Activities

1.2.1 The scope of ICAO training encompasses all aviation-related areas, focusing mainly on the development of courses in areas, such as Global Plans, Standards and Recommended Practices (SARPs), guidance material, global safety and air navigation issues, etc. ICAO training assists Member States, the aviation industry and aviation professionals with the implementation of these provisions.

### 1.3 Pricing Rationale

1.3.1 Based on its non-profit principle and the pricing mechanisms contained in the ICAO Civil Aviation Training Policy, pricing of training services and products are set to recover GAT staff costs, product development, and delivery costs.

1.3.2 Pricing of ICAO training products and services for trainees and training organizations from civil aviation regulatory bodies will be cost-based.

1.3.3 A reserve fund for GAT activities is established to ensure its continuity, cover contingencies or any potential upfront cost for course development, and support capacity-building of Member States through scholarships<sup>1</sup>. The selection of beneficiaries will be conducted jointly between the ICAO Regional Offices and the GAT Office. The delivery of courses will be undertaken by the GAT Office or TRAINAIR PLUS Programme (TPP) Members. Pricing for ICAO training activities includes a provision for the reserve fund.

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<sup>1</sup> The reserve fund is established in line with the relevant provisions set forth in paragraph 7.3 d) of *The ICAO Financial Regulations, Fifteenth Edition – 2014* (Doc 9515/15).



## 1.4 Pricing Assumptions

1.4.1 The following assumptions are considered when determining prices for ICAO training products and services:

- a) **staff costs** of GAT, including consultants;
- b) **programme support costs** for services received from the Regular Programme and the Technical Cooperation Bureau (TCB);
- c) **course development costs** are calculated over a four-year period, as this timeframe corresponds to the normal lifecycle of a course before a major update or new course is required;
- d) **delivery of courses** includes logistical expenses related to external instructors and the production of training materials; and
- e) **supplementary costs** for the development, maintenance, and enhancement of the TRAINAIR PLUS Electronic Management System (TPEMS) and other online systems, such as the Learning Management Systems (LMS) to host ICAO online courses, as well as the implementation of external surveys to States and TPP Members.

## 1.5 Fee Structure

1.5.1 The fee structure identifies the main sources of revenue for the GAT Office, as follows:

- a) **TPP assessment fees** are payments made by TRAINAIR PLUS Members for assessments and reassessments;
- b) **TPP annual membership and application fees** are payments made by TPP Members to cover costs of staff involved in TPP activities and general operating expenses. Any shortfall will be compensated through revenues generated by the delivery of courses while any unutilized revenue or surplus will be ring-fenced, in accordance with the ICAO Civil Aviation Training Policy;
- c) **course validation fees** cover payments for contracted qualified experts undertaking course validation services, such as an evaluation of course proposals and review of course content;
- d) **fees for the delivery of courses**, conducted by ICAO or TRAINAIR PLUS Members, are intended to cover the costs of course development and delivery, and any shortfall from TPP annual membership fees and contribution to the GAT reserve fund; and
- e) **consulting fees** are payments made by training organizations that are non-TPP Members to cover costs of providing services to support Member States requesting expertise to enhance their training capacities (i.e. conduct of assessments of training organizations outside the TRAINAIR PLUS framework, or a training needs assessments).



## 2. PROGRAMME FEES

### 2.1 Generalities

2.1.1 Fees associated with TPP include the following:

- a) assessment fees;
- b) annual membership fees; and
- c) fees for development and usage of ICAO-recognized Training Packages

2.1.2 All quoted fees are in US dollars.

### 2.2 TPP Assessment Fees

2.2.1 The fees below apply to TPP assessments and reassessments and are meant to recover the indirect costs of the assessment activities:

	Training Organizations from UN list of least developed countries (LDC) States in USD	Training Organizations from all other States in USD
<b>Initial assessment Fee</b>	<b>\$6 000</b>	<b>\$12 000</b>
<b>Reassessment Fee</b>	<b>\$6 000</b>	<b>\$8 000</b>

2.2.2 In addition, assessments and reassessments entail an on-site mission and the related direct costs are invoiced to the existing or applicant TPP Member. Travel for the assessor is governed by the conditions and provisions of ICAO’s travel rules, policies and procedures. The assessor is also entitled to a daily subsistence allowance (DSA), which accounts for lodging, meals, gratuities and other general expenses of the assessor and is promulgated by the International Civil Service Commission of the United Nations. This figure is updated every month, although the DSA may also be adjusted if the hotel rate is higher than the one used for the calculation.

### 2.3 Annual Membership Fees

2.3.1 ICAO is committed to ensuring TPP is managed and implemented in a cost-effective manner. All Members are charged an annual membership fee by ICAO, in accordance with the applicable category of Membership, as per the table below:

	Annual Fees in USD
<b>Bronze Associate</b>	<b>\$20 000</b>
<b>Silver Associate</b>	<b>\$15 000</b>
<b>Gold Full</b>	<b>\$10 000</b>
<b>Training Centres of Excellence Platinum</b>	<b>\$5 000</b>
<b>Corporate Partner</b>	<b>Covered under specific agreement</b>



## 2.4 Fees for development and usage of ICAO-recognized Training Packages

### 2.4.1 Generalities

2.4.1.1 In determining their overall budgets, TRAINAIR PLUS Members should make provisions for the following additional expenses:

- a) the course delivery fee per certificate issued when the TPP Member is hosting an ICAO course (ICAO ITPs and M-ITPs);
- b) a TPP expert validator for CATCs wanting to develop ICAO recognized courses;
- c) training of course developers in a TDC; and
- d) assistance of ICAO or a Subject Matter Expert (SME) in developing an ICAO recognized course.

### 2.4.2 ICAO ITP Course Certificate Fees for TPP Members

2.4.2.1 As a standard, GAT invoices a flat fee of **\$430** for each certificate issued by the TPEMS, when a TPP member is hosting an ITP. This fee applies to certificates of successful completion as well as certificates of attendance.

2.4.2.2 This fee is meant to cover GAT indirect expenses such as the ITP development costs, TPEMS maintenance and upgrades, staff salaries supporting course deliveries...

2.4.2.3 In few exception this fee per certificate is at a lower cost, for specific short courses.

2.4.2.4 The applicable fee per certificate is specified in each course profile. TPP Members have access to this information when they access the course hosting feature in the TPEMS.

### 2.4.3 M-ITP Course Certificate Fees for TPP Members

2.4.3.1 M-ITPs are ITPs developed by TPP Members and may be hosted by the TPP Member that has developed it, by ICAO GAT, or by any TPP Member that has obtained the authorization to host the M-ITP from ICAO and the TPP Member that has developed it, through the TPEMS. The following table illustrates the fee structure associated with hosting a session:

M-ITP hosted by	Course Fee per participant	Fee to TPP Member who developed the M-ITP in USD (per participant)	Fee to ICAO/GAT in USD (per participant)
TPP Member that has developed the M-ITP	The M-ITP host is free to set its own pricing for each M-ITP delivery	The M-ITP host is free to set its own pricing for each M-ITP delivery	\$430
ICAO GAT	The M-ITP host is free to set its own pricing for each M-ITP delivery	\$430	The M-ITP host is free to set its own pricing for each M-ITP delivery
Any other TRAINAIR PLUS Member	The M-ITP host is free to set its own pricing for each M-ITP delivery	\$300	\$300



2.4.3.2 The M-ITP host is free to set its own pricing for each M-ITP delivery. To set the appropriate fee, the host is encouraged to consider the cost of the salary of instructor(s), travel costs and the applicable daily subsistence allowance (DSA), when applicable.

2.4.3.3 As per all ICAO-ITPs, M-ITP delivery fees as well as the issuance of certificates are managed through the TPEMS. All parties are invoiced as per the table above upon completion of the M-ITP, once certificates for the session have been issued.

2.4.3.4 When multiple TPP Members develop a joint M-ITP, then they will negotiate privately and agree on the sharing of their fee (\$430 or \$300 depending on the host, as identified in the table above).

**2.4.4 ICAO Course Certificate Fees for TPP Corporate Partners**

2.4.4.1 The following table illustrates the fee structure associated with hosting a session for a TPP Corporate Partner:

Type of ITP hosted by Corporate Partner	Course Fee per participant	Fee to TPP Member which developed the M-ITP in USD (per participant)	Fee to ICAO/GAT in USD (per participant)
ITP developed by ICAO	The Corporate Partner is free to set its own pricing for each delivery	N/A	\$530 standard courses \$250 short duration courses (less than 2 days)
ITP developed by a TPP Member (M-ITP)	The Corporate Partner is free to set its own pricing for each delivery	\$400	\$400

2.4.4.2 The Corporate Partner is free to set its own pricing for each ITP delivery. To set the appropriate fee, the host is encouraged to consider the cost of the salary of instructor(s), travel costs and the applicable daily subsistence allowance (DSA), when applicable.

2.4.4.3 As per the standard delivery process of ITPs, administrative fees as well as the issuance of certificates will be managed through the TPEMS. All parties will be invoiced as per the table above upon completion of the ITP delivery, and once certificates for the session have been issued.

**2.4.5 ICAO Course Validation Fees**

2.4.5.1 A flat rate of \$7,000 for the validation of the ISD methodology for all ICAO recognized courses plus 5% administrative fee, plus travel and daily subsistence allowance (DSA) for the validator, when applicable.

2.4.5.2 ICAO validates the technical content of all ICAO courses developed by TPP Members (M-ITPS), and this cost is covered by GAT.



## 2.4.6 STP Exchange Fee Matrix

2.4.6.1 The STP exchange fee only includes an amount provided to the developer of the STP. For each subsequent delivery, 50% of the applicable fee is charged. Fees for each additional implementation represent 50% of the standard fee. To benefit from this fee, all additional purchases must be submitted in one request.

STP Duration / Number of deliveries	STP delivery fee in USD
1 week duration / 1 delivery	\$1 500
2 weeks duration / 1 delivery	\$2 000
3 weeks duration / 1 delivery	\$2 500
4 weeks + duration / 1 delivery	\$3 000

## 2.5 Fees for the TPP Member – Airport dual recognition

### 2.5.1 ACI Assessment Fee

2.5.1.1 The fee below covers the assessment performed by Airports Council International (ACI) for the recognition of a TPP Member as a TPP Member – Airport.

ACI Fee in USD	
Initial assessment Fee	\$5 000 + full reimbursement of travel & living expenses
Reassessment Fee	\$5 000 + full reimbursement of travel & living expenses

### 2.5.2 ACI STP content validation fee:

2.5.2.1 ACI will work with the TPP Member – Airport to determine eligible Standardized Training Packages (STPs) to be reviewed and validated by ACI. The content review is mainly conducted remotely and focusses on the relevance and accuracy of the course subject matter, exercises, and teaching aids. The review is conducted by an ACI recognized Subject Matter Expert (SME) and a fee is charged by ACI for this work as per the table below:

Number of course days	Initial Review in USD	Course revision (every 3 years) in USD
SME review up to 5 days course	\$5 500	\$5 500
SME review for course above 5 days	On a case by case basis, to be determined by ACI	



### 2.5.3 STP Course delivery fees

2.5.3.1 “TPP Member – Airport” STPs are eligible to be delivered by ICAO, ACI, the TPP Member – Airport itself as well as any other TPP Member. The fee sharing mechanism in USD is as per the table below:

STP hosted by	Fee paid by host to ICAO	Fee paid by host to ACI	Fee paid by host to TPP Member Airport who developed the STP	Fee to charge to participants by course host
ICAO GAT	N/A	\$100	As per STP exchange matrix	Free to set course fee
ACI	\$100	N/A	As per STP exchange matrix	Free to set course fee
TPP Member Airport who has developed the STP	\$0	\$100	N/A	Free to set course fee
Any other TPP Member	\$0	\$100	As per STP exchange matrix	Free to set course fee
TPP Corporate Partner	\$200	\$200	As per STP exchange matrix	Free to set course fee

### 2.5.4 M-ITP deliveries

2.5.4.1 “TPP Member – Airport” M-ITPs are eligible to be delivered by ICAO, ACI, the TPP Member – Airport itself as well as any other TPP Member. The fee sharing mechanism in USD is as per the table below:

STP hosted by	Fee paid by host to ICAO	Fee paid by host to ACI	Fee paid by host to TPP Member Airport who developed the M-ITP	Fee to charge to participants by course host
ICAO GAT	N/A	\$300	\$300	Free to set course fee
ACI	\$300	N/A	\$300	Free to set course fee
TPP Member Airport who has developed the M-ITP	\$300	\$300	N/A	Free to set course fee
Any other TPP Member	\$200	\$200	\$200	Free to set course fee
TPP Corporate Partner	\$300	\$300	\$300	Free to set course fee

2.5.4.2 The fee matrix above is aligned with the standard fee sharing mechanism of M-ITPs by the TPP network. No additional amount has been provisioned overall, only the distribution of the share has been updated to include the ACI share.



## **2.6 GAT Consulting Services**

2.6.1 GAT offers support to States, training organizations or any aviation training related entities under the form of consulting services.

2.6.2 For such services, GAT charges a daily rate of \$1,000 plus all applicable travel charges such as airfare and Daily Subsistence Allowance (DSA).

## **2.7 Pricing Structure for Trainees from Civil Aviation Regulatory Bodies**

2.7.1 To support States in the implementation of ICAO Standards and Recommended Practices (SARPs) and to facilitate training enrolment, ICAO is introducing a discounted fee for trainees from civil aviation regulatory bodies (all government related organizations and agencies, i.e. CAAs, Airport Authorities, Air Navigation Services Providers) when it is hosting sessions of ICAO training;

## **2.8 Payment Deadlines**

2.8.1 All ICAO invoices are due upon receipt. Payments must be received within a three-month period from the date of invoice.