



ICAO

GLOBAL AVIATION TRAINING

TRAINAIR PLUS™



**Working Arrangements for the Implementation
of an ICAO Training Package developed by a
TRAINAIR PLUS Member (M-ITP)
Virtual and classroom delivery formats**



TABLE OF CONTENTS

1. RECORDS OF AMENDMENTS AND REVISIONS	2
2. BACKGROUND	2
3. RESPONSIBILITIES	2
3.1 Generalities	2
3.2 ICAO responsibilities	2
3.3 Responsibilities of the TPP Member who has developed the M-ITP	3
3.4 M-ITP host responsibilities	3
4. ITP DELIVERIES	3
4.1 Generalities	3
4.2 Instructor salary	4
4.2.1 Applicability	4
4.2.2 M-ITP hosted by the TPP Member that has developed the M-ITP	4
4.2.3 M-ITP hosted by ICAO GAT	4
4.2.4 M-ITP hosted by any other third party TPP Member	4
4.3 Travel arrangements for the instructor	4
4.3.1 Applicability	4
4.3.2 M-ITP hosted by the TPP Member that has developed the M-ITP	4
4.3.3 M-ITP hosted by ICAO GAT	4
4.3.4 M-ITP hosted by any other third party TPP Member	5
5. M-ITP DURATION	5
6. COURSE CERTIFICATES	5
6.1 Course completion certificates	5
6.2 M-ITP hosted by the TPP Member that has developed the M-ITP	5
6.3 M-ITP hosted by the ICAO GAT	5
6.4 M-ITP hosted by any other third party TPP Member	5
7. DELIVERY FEE MECHANISM	5
8. SPECIAL CONDITIONS FOR STAFF OF ICAO AND TPP MEMBER	6
9. TRAINING MATERIAL	7
10. M-ITP UPDATE	7
11. POST-TRAINING EVALUATION	7
12. CREDIT OF TRAINING MILES	7
12.1 For M-ITP Development	7
12.2 For M-ITP Delivery	8
13. INTELLECTUAL PROPERTY	8



1. RECORDS OF AMENDMENTS AND REVISIONS

Version	Date	Section amended	Purpose of amendment
V1	24 February 2021	N/A - Original	N/A - Original

2. BACKGROUND

2.1 As per the new TRAINAIR PLUS Programme (TPP) Framework, adopted in 2021, any TRAINAIR PLUS Member (TPM) can develop an ICAO Training Package (ITP), herein referred to a M-ITP. This document provides guidance regarding the implementation of a M-ITP by ICAO's Global Aviation Training Section (GAT), by the TPP Member that has developed the M-ITP, as well as by any third party within the TPP network willing to deliver the ITP.

2.2 This document covers the development of M-ITPs for standard classroom and virtual deliveries, and excludes the development and implementation of online M-ITPs.

3. RESPONSIBILITIES

3.1 Generalities

3.1.1 The items below address specific responsibilities of ICAO, the TPP Member that has developed the M-ITP, and any third party TPP Member hosting the M-ITP.

3.2 ICAO responsibilities

- Validate the M-ITP technical content;
- Provide the TPP Member that wishes to develop the M-ITP access to relevant ICAO provisions for the development, revisions, and updates of the M-ITP;
- Oversee the M-ITP development process until its approval in the TRAINAIR PLUS Electronic Management System (TPEMS);
- Communicate and promote the M-ITP for global deliveries;
- Oversee the issuance of certificates through the TPEMS;
- Qualify instructors for the M-ITP based on the ICAO instructor qualification process through the TPEMS;
- Ensure that sufficient instructors are qualified to deliver the M-ITP while considering global needs in addition to domestic needs; and
- Coordinate the M-ITP review process.



3.3 Responsibilities of the TPP Member who has developed the M-ITP

- Develop the M-ITP in collaboration with ICAO GAT using ICAO provisions;
- Ensure the validation of the M-ITP methodology using ICAO-qualified Instructional System Design (ISD) Validators;
- Ensure M-ITP material is up-to-date in line with relevant updates to ICAO provisions;
- Complete the M-ITP review process at least once within a three-year cycle, as required;
- Communicate and promote the M-ITP for global deliveries;
- Ensure that sufficient instructors are qualified to deliver the M-ITP while considering global needs in addition to the needs identified in the State where the TPP Member that developed the M-ITP is located.

3.4 M-ITP host responsibilities

3.4.1 The host (ICAO, TPP Member that has developed the M-ITP, or any other third party TPP Member) are responsible for all activities related to the ITP delivery, including, but not limited to the following:

- Provide M-ITP participants with M-ITP materials via the TPEMS;
- Conduct communication and promotion of the training sessions they are planning to deliver;
- Register participants;
- Collect M-ITP registration fees;
- Transfer agreed fees to ICAO;
- Ensure all participants have the required equipment for the M-ITP;
- Provide staff to assist in the administration of the M-ITP (registration, delivery of documents, participants' information, printing of ITP materials, etc.);
- Coordinate applicable logistics;
- Ensure availability of required audio-visual equipment (projectors, computers, speakers, communications system, etc.);
- Provide security to ensure a safe and secure event;
- Provide food and beverages for refreshment breaks (desirable);
- Assist participants in obtaining their visas to enter the country (if applicable);
- Provide participants with a list of preferred hotels and rates (if applicable); and
- Provide shuttle service for transportation of the instructor from the hotel to the venue (if applicable).

4. ITP DELIVERIES

4.1 Generalities

4.1.1 All TPP Members are eligible to deliver an ITP developed by another TPP Member with the authorization, via the TPEMS, from both ICAO and the TPP Member that has developed the ITP.



4.1.2 An ITP developed by a TPP Member shall be delivered only by instructors who have duly completed the ICAO qualification process. These are identified in the ICAO roster of qualified instructors available in the TPEMS.

4.2 Instructor salary

4.2.1 Applicability

4.2.1.1 This section is applicable for both standard face-to-face and virtual classroom deliveries.

4.2.2 M-ITP hosted by the TPP Member that has developed the M-ITP

4.2.2.1 When the TPP Member that has developed the M-ITP hosts a M-ITP and uses an in-house instructor(s) it has qualified, it is free to apply any salary scale deemed suitable.

4.2.2.2 If the Host uses an external instructor(s), then the instructor(s) shall be contracted by ICAO. The salary paid to the instructor(s) will be in accordance with the salary scale established at the time of the delivery, as per the standard conditions and provisions of ICAO rules, policies, and procedures.

4.2.3 M-ITP hosted by ICAO GAT

4.2.3.1 When GAT hosts a M-ITP, then the salary paid to the instructor(s) will be in accordance with the salary scale established at the time of the delivery, as per the standard conditions and provisions of ICAO rules, policies, and procedures.

4.2.4 M-ITP hosted by any other third party TPP Member

4.2.4.1 When any third party hosts a M-ITP that it has not developed, the instructor(s) shall be contracted by ICAO and the salary paid to them will be in accordance with the salary scale established at the time of the delivery, as per the standard conditions and provisions of ICAO rules, policies, and procedures.

4.3 Travel arrangements for the instructor

4.3.1 Applicability

4.3.1.1 This section is applicable to standard face-to-face classroom deliveries of the M-ITP.

4.3.2 M-ITP hosted by the TPP Member that has developed the M-ITP

4.3.2.1 When the TPP Member that has developed the M-ITP hosts a M-ITP and uses an in-house instructor(s) it has qualified, it is free to apply its own travel conditions.

4.3.2.2 If the Host uses an external instructor(s), then travel for the instructor(s) will be governed by conditions and provisions of ICAO's travel rules, policies, and procedures.

4.3.3 M-ITP hosted by ICAO GAT

4.3.3.1 When ICAO GAT hosts a M-ITP, then travel for the instructor(s) will be governed by conditions and provisions of ICAO's travel rules, policies, and procedures.



4.3.4 M-ITP hosted by any other third party TPP Member

4.3.4.1 When any third party hosts a M-ITP that it has not developed, then travel for the instructor(s) will be governed by conditions and provisions of ICAO's travel rules, policies, and procedures.

5. M-ITP DURATION

5.1 The minimum duration of an ITP developed by a TPP Member should be no less than 18 training hours, equivalent to three (3) days.

6. COURSE CERTIFICATES

6.1 Course completion certificates

6.1.1 Each trainee who has successfully completed the M-ITP will receive a "Successful Completion certificate" electronically through the TPEMS.

6.1.2 Each trainee who has participated to the M-ITP delivery but has failed to meet the minimum passing grade of each M-ITP will receive an "attendance certificate" electronically through the TPEMS.

6.2 M-ITP hosted by the TPP Member that has developed the M-ITP

6.2.1 Both types of certificates described in section 6.1 above will include the logos of the TPP Member that has developed the M-ITP and of ICAO TRAINAIR PLUS.

6.3 M-ITP hosted by the ICAO GAT

6.3.1 Both types of certificates described in section 6.1 above will include the logos of the TPP Member that has developed the M-ITP and of ICAO TRAINAIR PLUS.

6.4 M-ITP hosted by any other third party TPP Member

6.4.1 Both types of certificates described in section 6.1 above will include the logos of the TPP Member that has developed the M-ITP, of TRAINAIR PLUS, and of the TPP Member that is hosting the M-ITP delivery.

7. DELIVERY FEE MECHANISM

7.1 A M-ITP 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 TRAINAIR PLUS Member	The M-ITP host is free to set its own pricing for each M-ITP delivery	\$300	\$300

7.2 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.

7.3 As per all ICAO-ITPs, M-ITP delivery 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 M-ITP, once certificates for the session have been issued.

7.4 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).

8. SPECIAL CONDITIONS FOR STAFF OF ICAO AND TPP MEMBER

8.1 A TPP Member who has developed a M-ITP can enrol its staff free of charge only in sessions of the M-ITP it is hosting. In this case, ICAO will waive its share of \$430 per participant for the M-ITP delivery. A maximum of 10 free M-ITP enrolments per year is allocated to the TPP Member that has developed the M-ITP.

8.2 ICAO can enrol its staff free of charge only in sessions of the M-ITP it is hosting. In this case, the TPP Member that has developed the M-ITP will waive its share of \$430 per participant for the M-ITP delivery. A maximum of 10 free M-ITP enrolments per year is allocated to ICAO.



9. TRAINING MATERIAL

9.1 All ITPs are based on, or refer to ICAO provisions (Annexes, *Procedures for Air Navigation Services — Training* (PANS-TRG, Doc 9868), Manuals, etc.). Some of them are saleable documents available for purchase on the ICAO store. While referring to them across the M-ITP material (PPT slides, trainees handouts, etc.), the TPP Member that designs a M-ITP will have the responsibility to identify all texts and sections contained in these various ICAO documents relevant to the M-ITP, and include them in a specific handout called “Abstract of ICAO Provisions – for Training Purposes Only” and distribute it to M-ITP participants as part of the standard training material.

9.2 In addition and on an optional basis, GAT benefits from a 50% discount off the retail price of ICAO reference documents advertised on the ICAO store. Each TPP Member hosting a M-ITP (ICAO, the TPP Member that developed the M-ITP, or any third party TPP Member) could elect to offer, as an option, the purchase of relevant ICAO reference documents to its trainees through ICAO. In this case, the Host will need to inform GAT prior to the M-ITP delivery so that GAT can procure the requested documents in electronic format and make them available to the Host. A corresponding invoice, based on the number of certificates issued by the TPEMS for the delivery, will be issued to the Host.

10.M-ITP UPDATE

10.1 TPP Members that are developing a M-ITP have the responsibility to ensure the continuing compliance of the M-ITP content with the latest editions of relevant ICAO provisions. GAT will not systematically inform the TPP Member about changes or updates to ICAO provisions and documents. The TPP Member will need to demonstrate its capability to update the M-ITP content whenever ICAO updates its provisions contained and referenced in the M-ITP. In order to achieve this objective, GAT will perform random checks on M-ITP material, per its established quality process.

11.POST-TRAINING EVALUATION

11.1 TPP Members that are developing a M-ITP are requested to implement a Post-Training Evaluation (PTE) of the M-ITP, through the TPEMS. It is also their responsibility to ensure the continuous M-ITP update and improvement based on the feedback received from the PTE report.

12.CREDIT OF TRAINING MILES

12.1 For M-ITP Development

12.1.1 The TPP Member that has developed a M-ITP will obtain the relevant training miles, identified in the TPP credit matrix. Corresponding training miles will be credited to the TPP Member when the M-ITP is accepted by GAT (i.e. when the development is completed and validated through the TPEMS).



12.1.2 In the event the M-ITP is developed jointly by two TPP Members, then 50% of the corresponding training miles will be allocated to each TPP Member. If more TPP Members are involved in the development, the corresponding training miles will be divided by the number of TPP Members partnering to develop the M-ITP, and the relevant share will be credited to each TPP Member when the M-ITP is accepted by GAT (i.e. when the development is completed and validated through the TPEMS).

12.2 For M-ITP Delivery

12.2.1 The TPP Member hosting the M-ITP will obtain the totality of the training miles for M-ITP deliveries, as applicable in the TPP credit matrix. Corresponding training miles will be credited to the TPP Member hosting the M-ITP at the time of issuance of the certificates and when payment is received by ICAO, whichever comes last.

13. INTELLECTUAL PROPERTY

13.1 Since both ICAO and the TPP Member that has developed the ITP have invested resources in the M-ITP development, the intellectual property of the M-ITP is shared equally.

13.2 In the event that the TPP Member that has developed the M-ITP ceases to be a TPP Member, either upon request from the TPP Member or as a result of being suspended and revoked from TPP by ICAO, the intellectual property of the M-ITP shall remain with ICAO and the TPP Member. In this case, the former TPP Member will be able to deliver the M-ITP, but only under its own authority. The course ceases to be considered as a M-ITP and all reference to ICAO, such as logos on the training material and certificates, should be removed from the course material. GAT will retain all rights to the M-ITP (e.g. delivery, update, etc.) without seeking prior approval from the former TPP Member that originally developed the M-ITP. GAT will be eligible to cooperate with another TPP Member in the network to update the M-ITP and deliver it, as deemed relevant or necessary.

13.3 An ITP could be developed jointly by two or more TPP Members provided that all TPP Members partnering with each other agree to provide the full rights of the ITP to the other TPP Member(s), should one cease to be recognized as a TPP Member. In the event that all TPP Members that developed the M-ITP cease to be part of the TPP network, ICAO will obtain ownership of the ITP as well as all former partners, as stated in paragraph 12.2 above.

13.4 In the event that a TPP Member is suspended or revoked from TPP or elects to relinquish its TPP Membership, the working arrangements for the implementation of a M-ITP will be terminated from the date the TPP Member exits TPP.

— END —