



**International Civil Aviation Organization**

## **ELECTRONIC BULLETIN**

For information only

EB 2017/6

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### **REGIONAL TRAINING CENTRES OF EXCELLENCE (RTCEs)**

#### **Update to the Criteria for Recognition of RTCEs**

1. The Electronic Bulletin 2014/22, dated 20 May 2014, established a set of criteria for the selection of RTCEs within the TRAINAIR PLUS network. Based on the experience gained since the launch of the RTCE initiative, ICAO has updated the attached set of criteria, as well as developed a framework for the recognition of RTCEs.
2. The objective of the framework is to encourage RTCEs to maintain compliance with RTCE criteria upon recognition as an RTCE by ICAO. It is also aimed at improving the performance of ICAO Training Package (ITP) development and defining a clear process to address issues when an RTCE does not meet its obligations.
3. The framework is available on the GAT webpage at <http://www.icao.int/training/Pages/TPP-Membership-Categories.aspx>. For more information, please contact the Global Aviation Training Office at [globalaviationtraining@icao.int](mailto:globalaviationtraining@icao.int).

**Enclosure:**

Updated Set of Criteria for Recognition of RTCEs

Issued under the authority of the Secretary General

**Attachment to EB 2017/6**

**Update to the Criteria for Recognition of a Regional Training Centre of Excellence (RTCE)**

**Selection criteria:**

RTCEs shall demonstrate that they:

- a) are a current Full Member of the TRAINAIR PLUS Programme (TPP);
- b) have no open observation or recommendation from the last assessment;
- c) have permanently established a Course Development Unit (CDU), clearly identified in its official organizational diagram, with at least two ICAO-qualified course developers (IQCDs);
- d) in addition to criteria “c” above, have at least one ICAO-qualified senior course developer (i.e. having developed a minimum of three ICAO-harmonized training packages) to oversee the work of ICAO-qualified course developers;
- e) have an ICAO-qualified Civil Aviation Training Centre (CATC) validator to validate training courses developed by the CDU of the training centre;
- f) have at least one qualified instructor with at least three years of experience as an instructor in each of the selected authorized area to conduct training and perform the oversight of the instructional team;
- g) have access to Subject Matter Experts (SMEs) in each of the selected authorized area : aerodromes, air navigation services, air transport, environment, flight safety and safety management, and security and facilitation. If the service is outsourced, then a formal agreement with the CV(s) of the individual(s) has to be available;
- h) are an established training organization with at least five years of experience in managing and delivering training activities;
- i) are conducting courses in at least one ICAO official language;
- j) have a system to administer and manage the following: training records, instructors qualifications, and findings from internal and external audits;
- k) have the required capacity to develop at least one ICAO Training Package (ITP) every two years (minimum 30 hours of actual training time), in partnership with ICAO, and based on training needs identified by ICAO, States or the training organization;
- l) have the proper facilities, equipment, and required resources to deliver each of its ITP(s) at least once a year;
- m) satisfy ICAO requirements for the volume of training delivered at the facilities (premises) of the training organization (measured in a student’s x number of days in a course) and ratio of national and international students;
- n) have facilities for training foreign students, including access to accommodations, amenities, issuing visas, etc.;
- o) are a leader in training in the requested ICAO authorized area(s);
- p) satisfy ICAO requirements for clean, well-maintained, state-of-the-art facilities, including sufficient well-equipped classrooms, Wi-Fi, reliable high-speed Internet connectivity, etc.; and
- q) satisfy ICAO requirements for suitable up-to-date training devices and equipment for the technical area in which they wish to be considered.

The authorized areas are:

- a) aerodromes (Annex 14);
- b) air navigation services (Annexes 2, 3, 4, 5, 10, 11, 12 and 15);
- c) air transport;
- d) environment (Annex 16);
- e) flight safety and safety management (Annexes 1, 6, 7, 8, 13, 18 and 19); and
- f) security and facilitation (Annexes 9 and 17).