



## **Regional Training Centre of Excellence (RTCE)**

### **Status Recognition and Maintenance**

#### **Framework**

##### **1. Background**

1.1 Pursuant to Electronic Bulletin (EB) 2014/22, dated 20 May 2014, the International Civil Aviation Organization (ICAO) established a set of criteria for the selection of Regional Training Centres of Excellence (RTCEs) and launched the RTCE network immediately thereafter. As of 10 June 2016, a total of 21 RTCEs have been recognized by ICAO. The original intent was to have training organizations develop and conduct courses on behalf of ICAO, known as ICAO Training Packages (ITPs), in all ICAO languages and regions, addressing the implementation of ICAO provisions.

1.2 The additional recognition of TRAINAIR PLUS Programme (TPP) membership came with a set of strict requirements for ITPs, as EB 2014/22 requires RTCEs to develop at least one ITP annually in each requested area of expertise. As of 1 November 2016, two years after the launch of this RTCE network, only three ITPs have been successfully developed. Consequently, the RTCE initiative is not working as initially envisioned. RTCE applicants believe the attainment of RTCE status is the ultimate and most prestigious level of TPP membership, but they do not fulfil the requirements to develop and deliver training on behalf of ICAO. In addition, while the set of criteria for the selection of RTCEs was developed and communicated to TPP Members, no mechanism was identified and implemented to address what would happen should an RTCE fail to meet its obligations.

1.3 In November 2016, the ICAO Council at its 209th Session endorsed an updated framework for the recognition of RTCE status. The objective of the updated framework is to encourage RTCEs to maintain compliance with the RTCE criteria, upon their recognition by ICAO, improve the performance of ITP development, and define a clear process to address issues when an RTCE does not meet its obligations, ultimately leading to the revocation of its status.

1.4 The updated framework is effective immediately and the information contained herein supersedes any possible contradictory information, which may be found in TPP reference documents, such as the TRAINAIR PLUS Operation Manual (currently being updated).

##### **2. RTCE Recognition**

2.2 The TPP Full Member seeking RTCE recognition shall apply through the TRAINAIR PLUS Electronic System (TPeMS) and fill out the application form. The Global Aviation Training (GAT) Office will conduct an assessment of the applicant against the RTCE criteria and, once the results of the assessment confirms that all criteria are met, the GAT Office will invoice the initial annual RTCE membership fee. The RTCE status will be officially granted once the GAT Office receives the corresponding payment. The newly recognized RTCE will then be issued an official plaque and certificate listing its authorized areas. This certificate will be valid for three years, conditional to the maintenance of compliance by the RTCE Member to the RTCE criteria, as set and detailed in this framework.

### **3. Course Development**

3.1 Each RTCE shall submit an ITP proposal to the GAT Office and obtain approval to start the ITP development in the TPeMS within the first year of its RTCE approval. The GAT Office will send the first reminder, through a formal notice by email, six months before the deadline, followed by a second reminder three months prior to the deadline. Failure to present an ITP proposal and obtain approval to start the ITP development in the TPeMS by the due date will result in the temporary suspension of the RTCE status. The RTCE status suspension process is further detailed in paragraph 6. Failure to submit an ITP proposal and obtain approval to start the ITP development in the TPeMS six months after the due date will result in the revocation of the RTCE status. The RTCE status revocation process is further detailed in paragraph 7.

3.2 Each RTCE shall complete an ITP development process in the TPeMS every two years. RTCEs that are approved in more than one authorized areas shall develop at least one ITP per authorized area every two years. The GAT Office will send a first reminder six months before the deadline, followed by a second reminder three months before the deadline. Failure to complete the ITP development process in the TPeMS by the due date will result in the temporary suspension of the RTCE status. The RTCE status suspension process is further detailed in paragraph 6. Failure to complete an ITP development process in the TPeMS six months after the due date will result in the revocation of the RTCE status. The RTCE status revocation process is further detailed in paragraph 7.

3.3 The GAT Office will maintain a document identifying current training needs to help RTCEs select ITP topics. This document will be published on the GAT website and will be updated regularly.

### **4. Course Delivery**

4.1 Each RTCE shall deliver the ITP(s) it has developed at least once a year. The GAT Office will send a first reminder three months before the deadline, followed by a second reminder one month before the deadline. Failure to deliver each ITP by the due date will result in the temporary suspension of the RTCE status. The RTCE status suspension process is further detailed in paragraph 6. Failure to deliver each ITP six months after the due date will result in the revocation of the RTCE status. The RTCE status revocation process is further detailed in paragraph 7.

4.2 To ensure the efficient monitoring of all ITP deliveries, RTCEs shall submit their ITP course delivery schedule to the GAT Office at the beginning of each calendar year and no later than 15 February of each year.

### **5. Maintenance of the RTCE Criteria**

5.1 RTCEs are granted their status after successfully demonstrating that they meet all ICAO RTCE requirements during the assessment phase of the application process. It is also their responsibility to ensure they fulfil these requirements at any time. To this effect, RTCEs shall provide to the GAT Office detailed information showing they meet their obligations, per the RTCE acceptance criteria every six months (i.e. by 30 June and 31 December of each calendar year). Should an RTCE fail to maintain the requirements set for the RTCE acceptance criteria, the GAT Office will send a written notice requesting the RTCE to address the issue(s) promptly by a given deadline. The GAT Office will send a second written notice before the deadline, if the issue is not being addressed by the RTCE. Failure to correct the issue by the due date will result in the temporary suspension of the RTCE status until the issue is corrected by the RTCE. The RTCE status suspension process is further detailed in paragraph 6. Failure to

address the identified issue(s) six months after the due date will result in the revocation of the RTCE status. The RTCE status revocation process is further detailed in paragraph 7.

5.2 Should a TPP reassessment of an RTCE reveal findings (Categories 1 (recommendation) and 2 (observation)), the RTCE will have a period of three months from the date of issuance of the reassessment report to develop a corrective action plan and implement it. Failure to correct the findings by the due date will result in the temporary suspension of the RTCE status until the non-compliance is corrected by the RTCE. The RTCE status suspension process is further detailed in paragraph 6. Failure to address the identified issue(s) three (3) months after the due date will result in the revocation of the RTCE status. The RTCE status revocation process is further detailed in paragraph 7.

## **6. Suspension of the RTCE Status**

6.1 The suspension of the RTCE status is a result of a lack of response from an RTCE to correct a situation deemed critical and follows two written reminders from the GAT Office to an RTCE to correct it. These reminders will be sent under the form of an official letter by the Chief of the GAT Office. The suspension of the RTCE status will be notified to the RTCE by an official letter from the GAT Office, with immediate effect.

6.2 An RTCE suspension by the GAT Office implies that the training organization will not be able to:

- access certain features of the TPeMS;
- conduct/pursue any training activity in relation with ICAO (course delivery, development, etc.);
- exchange ITPs, Compliant Training Packages (CTPs) and Standardized Training Packages (STPs) with other Members; and
- use the ICAO TRAINAIR PLUS logo in any of its document, as indicated in the “logo usage guidelines”.

## **7. Revocation of the RTCE Status**

7.1 If the Member to be revoked has developed an STP within a three year period from the date of the revocation of its RTCE status, then it will be re-categorized as a TPP Full Member. If not, it will be re-categorized as a TPP Associate Member. Annual membership fees for those categories will apply from the date of RTCE revocation. An invoice will therefore be generated by the GAT Office, prorated from the date of revocation. This invoice shall be paid within a period of six months from the date of the GAT invoice.

7.2 An RTCE for which its status has been revoked will not be able to reapply for RTCE during a period of three years from the date of revocation, unless it successfully completes a new reassessment.

## **8. ITP Deliveries and Intellectual Property**

8.1 All TPP Members are allowed to deliver an ITP with the authorization from both ICAO and the RTCE that developed it, using a qualified instructor for the ITP. A specific framework of delivery with the three concerned parties (i.e. the GAT Office, RTCE that developed the ITP, and the TPP Member that wants to deliver the course) will need to be established on a case by case basis.

8.2 Both ICAO and the RTCE share the intellectual property of the ITP. In the event that an RTCE ceases to be recognized as such by ICAO, either upon request from the RTCE or because its status has been revoked by ICAO, the intellectual property remains with ICAO and the training organization.

8.3 In the event that an RTCE is re-categorized as an Associate or Full Member, the working arrangements for the Implementation of an ITP signed by the RTCE and the GAT Office remains in effect, including the sharing of revenues.

8.4 In the event that an RTCE is revoked from its RTCE status and subsequently fails to meet the requirements of TPP Associate or Full membership, or elects to quit the TRAINAIR PLUS Programme, then the working arrangements for the implementation of an ITP are also terminated from the date the Member exits TPP. In this case, the former RTCE will be able to deliver the course, but only in its own name. All reference to ICAO, such as logos on the training material and certificates, should be removed from the course material. The GAT Office will retain all rights to the ITP (e.g. delivery, update, etc.) without seeking prior approval from the former RTCE that originally developed the ITP. The GAT Office could cooperate with another RTCE in the network to update the ITP and deliver it.

8.5 An ITP could be developed jointly by two RTCEs, counting as the annual ITP to be developed and delivered for both RTCEs, provided that the two RTCEs agree to give the full rights of the course to the other RTCE should one cease to be recognized as an RTCE. In the event that both RTCEs cease to be recognized as RTCEs, then paragraph 8.3 and 8.4 will apply.

8.6 When two RTCEs develop a joint ITP, then the two RTCEs will share 75% of the revenues generated by the RTCE ITP delivery, and ICAO will keep its share of 25% of overall revenues.

## **9. Transition**

9.1 All current RTCEs shall meet all updated criteria and requirements described in this document. A period of six (6) months will be granted to allow each current RTCE to comply with all criteria and requirements described herein. Failure to do so will result in the temporary suspension of the RTCE status until the issue(s) is corrected by the RTCE. The RTCE status suspension process is further detailed in paragraph 6. Failure to address the identified issue(s) three (3) months after the due date will result in the revocation of the RTCE status. The RTCE status revocation process is further detailed in paragraph 7.

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