INTERNATIONAL CIVIL AVIATION ORGANIZATION

REPORT OF THE FIRST MEETING OF
MID CNS/ATM HUMAN RESOURCES PLANNING AND
TRAINING TASK FORCE

CNS/ATM HR P&T TF/1

(Cairo, 26 -27 September 2005)

The views expressed in this Report should be taken as those of the MIDANPIRG CNS/ATM Human Resources Planning and Training Task Force and not of the Organization. This Report will, however, be submitted to the MIDANPIRG and any formal action taken will be included in the Report of the MIDANPIRG.

Approved by the Meeting
and published by authority of the Secretary General

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CNS/ATM HR P&T TF/1
History of the Meeting

PART I - HISTORY OF THE MEETING

1. PLACE AND DURATION

1.1   The First Meeting of the Middle East CNS/ATM Human Resources Planning and Training Task Force (CNS/ATM HR P&T TF/1) was held in ICAO Middle East Regional Office, Cairo, 26 - 27 September 2005.

2. OPENING

2.1   In his opening remarks, Mr. M.E.B. Zarroug Regional Officer/Air Transport welcomed the participants on behalf of MID Regional Director.

2.2   Mr. Zarroug gave an overview of the objectives and role of the Task force namely he recalled that MIDANPIRG/7-8-9 meetings, in endorsing the establishment, as a matter of priority, of the CNS/ATM Human Resources Planning and Training Task Force, recognized the importance of development of a detailed statement of the CNS/ATM training requirements for the MID Region for incorporation in the MID regional CNS/ATM Plan.

3. ATTENDANCE

3.1   The meeting was attended by a total of 28 participants, which included experts from 6 States and 2 Organizations. The list of participants is at **Attachment A** to the report.

4. OFFICERS AND SECRETARIAT

4.1   Mr. Nikolaos Antypas, ICAO Middle East Regional Officer, Safety Oversight acted as the Secretary of the Meeting, assisted by the following ICAO MID Regional Officers:

Mr. Traore   Regional Officer, Communication, Navigation and Surveillance
Mrs. N Abdel Hady   Regional Officer, Aerodrome and Ground Aids.

5. LANGUAGE

5.1   The discussions were conducted in English. Documentation was issued in English.

6. AGENDA

6.1   The following Agenda was adopted:

> Agenda Item 1 -   Adoption of Provisional Agenda and Election of Chairperson
>
> Agenda Item 2 -   Follow-up of MIDANPIRG Decisions and Conclusions addressing the CNS/ATM HR planning and training field
>
> Agenda Item 3 -   Review the outcome of the Special Implementation Project (SIP) for the assessment of training facilities, activities and requirements in the MID Region

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Agenda Item 4-   Developments of a proposed comprehensive CNS/ATM HR Planning and training programme for the MID Region

Agenda Item 5-   Identification of the training demand and human resources requirements associated with the implementation of the CNS/ATM systems in the MID Region

Agenda Item 6-   Future Work Programme

Agenda Item 7-   Any other business

7. CONCLUSIONS AND DECISIONS – DEFINITION

7.1   The MIDANPIRG records its actions in the form of Conclusions and Decisions with the following significance:

a) **Conclusions** deal with matters that, according to the Group's terms of reference, merit directly the attention of States, or on which further action will be initiated by the Secretary in accordance with established procedures; and

b) **Decisions** relate solely to matters dealing with the internal working arrangements of the Group and its Sub-Groups

8. LIST OF CONCLUSIONS AND DECISIONS

DRAFT DECISION 1/1:   ORGANIZATION OF A SEMINAR/WORKSHOP ON TRAINING PROGRAMMES IN THE MID REGION

DRAFT CONCLUSION 1/2:   IDENTIFICATION OF TYPES OF TRAINING NEEDED WITHIN THE MID REGION

DRAFT CONCLUSION 1/3:   PARTICIPATION TO MIDANPIRG TRAINING ACTIVITIES

DRAFT CONCLUSION 1/4:   ENDORSEMENT OF MID REGION TRAINING PLANNING PROCESS

PART II: REPORT ON AGENDA ITEMS

REPORT ON AGENDA ITEM 1: ADOPTION OF PROVISIONAL AGENDA AND ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

1.1   The meeting reviewed the Provisional Agenda. The Secretariat suggested that Items 4 and 5 be switched to better reflect the needs of the Task Force. The suggestion was accepted and a revised agenda was adopted as at Para 6 of the History of the Meeting.

1.2   As per the MIDANPIRG Procedural Handbook in Part IV (Rules of Procedure for the Conduct of Meetings of the Contributory Bodies of MIDANPIRG) under paragraph 6 (Officers and Secretariat of sub-groups of the MIDANPIRG) of Egypt proposed Mr. Mohamed Zainal from Bahrain to be the Chairperson of the meeting. The proposal was seconded by Saudi Arabia, and Mr. Zainal was unanimously elected.

REPORT ON AGENDA ITEM 2: **FOLLOW-UP OF MIDANPIRG DECISIONS AD CONCLUSIONS ADDRESSING THE CNS/ATM HR PLANNING AND TRAINING FIELD**

2.1   Under this agenda item, the meeting was apprised of the outcome of Conclusions and Decisions emanating from MIDANPIRG meetings 6, 7, 8 and 9 addressing CNS/ATM human resources planning and training, and the follow-up actions taken by the Secretariat and States. The relevant list of Conclusions and Decisions and a summary of action(s) are contained at **Appendix 2A** to the report on Agenda Item 2.

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Appendix 2A to the Report on Agenda Item 2

FOLLOW-UP ON MIDANPIRG MEETINGS CONCLUSIONS AND DECISIONS
RELEVANT TO CNS/ATM HR PLANNING & TRAINING

MIDANPIRG Meeting	CONC./DEC.	TITLE	FOLLOW-UP	REMARKS
6	Dec. 6/25	**Development of Regional CNS/ATM Training Requirements** That, a CNS/ATM Training Task Force should be established and tasked to develop a detailed statement of the CNS/ATM training requirements for the MID Region, for incorporation in the regional CNS/ATM plan.	Action taken	
7	Dec. 7/37	**Establishment of The CNS/ATM Human Resource Planning and Training Task Force** That, the CNS/ATM Human Resources Planning and Training Task Force be established as a matter of priority for the MID Region with the Terms of Reference and Work Programme as presented at **Appendix 6C** to the report on Agenda Item 6. The composition will be decided at the first meeting of the task force, which will report to the MIDANPIRG.	Action taken	
8	Con. 8/39	**MID Region States Support for the CNS/ATM Human Resources Planning and Training Task Force** That, MID region States in addition to that listed in the CNS/ATM Human Resources Planning and Training Task Force composition, having experience in the fields of human resources planning and training, specially those having training schools/colleges, should: a) provide the ICAO MID Regional Office with adequate information on their CNS/ATM training programmes; and b) support the Task Force by participating effectively in its meetings.	Ongoing	

MIDANPIRG Meeting	CONC./DEC.	TITLE	FOLLOW-UP	REMARKS
9	Con. 9/44	**Convening of the CNS/ATM HR P&T Task Force** That, a) MID States are urged to attend the CNS/ATM Human Resources Planning and Training Task Force meetings; b) the CNS/ATM HR P&T TF takes into consideration the outcome of the SIP carried in the MID Region during the period November/December 2004; and c) the Terms Of Reference and Work Programme of the Task Force are revised as at Appendix 5Q to the Report on Agenda Item 5.	Action taken and Ongoing	

REPORT ON AGENDA ITEM 3: **REVIEW THE OUTCOME OF THE SPECIAL IMPLEMENTATION PROJECT (SIP) FOR THE ASSESSMENT OF TRAINING FACILITIES, ACTIVITIES AND REQUIREMENTS IN THE MID REGION**

3.1   The meeting was apprised of the outcome of the Special Implementation Project (SIP) carried out in the MID Region. The objective of the SIP was to gather information on human resources planning and training facilities and programmes with a view to have a broader perspective on regional training activities and capacity so as to respond to regional/global requirements for the harmonization and streamlining of training programmes in accordance with the strategic objectives of ICAO, and in particular, the CNS/ATM Implementation Plan.

3.2   The meeting took note of the outcome of the SIP which is summarized as follows:

a) The urgent need for the harmonization of training programmes in the region is recognized.

b) States are conscious of their responsibilities regarding training requirements. However, with a view to meet the future challenges in the air navigation fields, the need for specially tailored courses and advanced courses was highlighted. The need for advanced training to trainers was also recognized.

c) Some States/Training institutions informally indicated that they would like to join the TRAINAIR programme. However, as they were not founding members of TRAINAIR, the charges for joining the programme at this stage, are in their view, exaggerated and not affordable.

d) Some training institutions have indicated that they were not aware of activities being carried out by the Regional Office and would like to participate fully in the MID regional planning mechanism (MIDANPIRG). It was agreed that for future activities in the region a specific request be made for States to include participants from their training institutions in their respective delegations.

e) Only two training institutions have been certified to ISO 9001/2000 specifications. The need for the provision of courses in quality management systems has also been recognized.

f) Some States/service providers have obtained ISO 9001/2000 certification for the Air Navigation Services (Area Control Centre, AIS, Communications and Automation Sections), the Flight Safety Services and the Administration. This unique experience in the Middle East Region should be further exploited and States may wish to inspire from it.

g) States/training institutions have been requested to put emphasis on the implementation of ICAO Language Proficiency Requirements, which will become mandatory on 2008.

h) There is a need to organize a workshop under the aegis of ICAO in the Middle East Region with the participation of all training institutions and concerned States with a view to harmonize training programmes and share experiences so as to cope with the new challenges facing the Region.

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Report on Agenda Item 3

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> i) There is a requirement to include a link to all training institutions available in the MID Region in the ICAO Middle East office website.

3.3   The meeting also noted with appreciation that many Authorities of Civil Aviation had founded the training courses to ensure that the safety standards were maintained in accordance with the ICAO requirements. In this regard, some MID States can benefit from the training facilities that are already certified ISO-9001/2000.

3.4   Regarding the TRAINAIR programme, the meeting was of a view that ICAO should reconsider the related charges to allow the non founding member States to join the programme.

3.5   The meeting was informed that a link to "Aviation Training Directory of ICAO" www.icao.int/td including training institutions available in the MID Region is now available from the ICAO Middle East office website.

3.6   Based on the above, the meeting was of the view that the information gathered from the SIP should lead the MID Region to harmonize and streamline the training programmes taught in diverse training institutions and centres taking into account the strategic objectives of ICAO CNS/ATM Implementation Plan. Therefore, the meeting formulated the following Draft Conclusion:

DRAFT CONCLUSION 1/1:   ORGANIZATION OF A SEMINAR/WORKSHOP ON TRAINING PROGRAMMES IN THE MID REGION

> *That, a seminar/workshop be organized under the aegis of ICAO with the participation of all training institutions and concerned States with a view to harmonize training programmes and to cope with the new challenges, the Middle East Region is facing.*

3.7   ICAO is requested to organize the Seminar/Workshop on Training Programmes in the MID Region before the next meeting of the HR P&T Task Force.

REPORT ON AGENDA ITEM 4:   DEVELOPMENTS OF A PROPOSED COMPREHENSIVE CNS/ATM HR PLANNING AND TRAINING PROGRAMME FOR THE MID REGION

4.1   The meeting recalled that the Limited Middle East (COM/MET/RAC) Regional Air Navigation Meeting (Cairo, 7-17 January 1996) recommended that ICAO develop a human resource development and training component for all Regional Air Navigation Plans with the assistance of the regional planning and implementation groups as required, and that the Air Navigation Commission (ANC) established a task to address this issue.

4.2   The meeting was apprised of the objective of ANC Task No. PEL - 9601 that was to develop a model for human resource planning and training for use at the regional level and to develop supporting guidance material. The ANC task will analyze the changes to civil aviation job profiles as a result of new systems and the consequential human resource planning and training requirements; and assess whether all or portions of the output of the regional human resource and training planning process should be incorporated into the Regional Air Navigation Plans (ANPs).

4.3   The meeting was informed that one of the primary outputs of the ANC task will be a *Human Resource Planning Manual.*

ICAO Manual on Human Resources Planning

4.4   The aim of this manual is to enhance individual States' capabilities in this area. The manual addresses tactical and strategic human resource planning, as well as a procedure for converting human resource plans into long-range training plans and short-range instructional schedules.

4.5   The meeting was informed that a draft of the manual was completed this year. An outline of the draft manual was presented.

4.6   To ensure that the manual fully meets States' and/or air navigation service providers' needs and is sufficiently user-friendly, "beta-testing" of the manual was required. The beta-testing was done directly with States and air navigation service providers during two Regional Human Resource Planning Seminars conducted in the South American (SAM) Region and the Eastern and Southern African Region in 2004.

4.7   The meeting noted the information on Beta-testing of the *Human Resource Planning Manual* that was completed during 2004 and that the specific steps and procedures that form the basis of a regional planning process were also reviewed during the beta tests. The meeting was informed that some work is required to improve the readability of the document.

4.8   A list of available ICAO guidance material on CNS/ATM Human Resources planning and training was provided to the meeting.

4.9   The meeting was presented with information related to the experience of other regions (Asia/Pacific and CAR/SAM Regions) in dealing with CNS/ATM human resources planning and training.

4.10   In this regard it was noted that, in 1999, APANPIRG had developed a strategy for CNS/ATM training and human resources development in the Asia/Pacific Region. Pending availability of the outputs of the ICAO Human Resource Planning and Training Needs Study Group, the subject was considered by APANPIRG/15 and 16.

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4.11   The CAR/SAM Region - GREPECAS also established a Human Resources Training Subgroup in 2000, but due to personnel limitations the Subgroup was not activated. GREPECAS/12 considered that it was important to continue assigning high priority to the regional planning and development of human resources and training, and to raise funds to support the management and operation of the Subgroup. A Task Force was created to determine the appropriateness of the human resources and training subgroup and support fund-raising efforts including a possible Regional Technical Co-operation Project aimed at the operation of the HRT/SG.

CNS/ATM Regional Planning Process

4.12   The meeting recalled Chapter 10 Volume I of the Global CNS/ATM Plan on human resources and training needs and Chapter 12 of the second edition of CNS/ATM Implementation Plan for the Middle East Region (April, 2003) on human resources development and training needs.

4.13   To ensure that States have the skilled human resources required to implement Regional Air Navigation Plans, it is considered essential that the majority of the training needed is available, accessible and affordable within all ICAO regions. ICAO embarked on an initiative to integrate strategic training planning into the regional air navigation planning process as a part of ANC Task No. PEL-9601. The objective is to ensure that the human resource development capabilities within ICAO Regions are compatible with the plans to implement facilities and services.

4.14   To accurately plan for training capabilities needed within a region, a quantitative approach should be used in which an aggregate of the States' training needs is considered. Thus, the effectiveness of a regional training plan will depend upon the accuracy to which individual States within a region can project their human resource needs. In this respect, the *Human Resource Planning Manual* (paragraph 4.4 refers) will play a key role in regional training planning. It will be equally important to obtain consistent and appropriate data from States within the region regarding their training capabilities and capacities.

4.15   The meeting was informed that as a part of ANC Task PEL-9601, ICAO developed the basis for a regional training planning process. The Organization will be working with the planning and implementation regional groups (PIRGs) to refine the process to ensure that it fully meets the needs of States within each region. At present the process discussed consists of four basic steps, as follows:

> **Step 1**:   In the first step, the types of training needed within a region would be identified based on commitments made by States to implement facilities and services specified in their regional air navigation plans. An appropriate PIRG contributory body, such as the MIDANPIRG Human Resources Planning and Training Task Force, would identify training needs based on the regional air navigation plan. This information would then be communicated to each State within the region using a standard format.

> **Step 2**:   In the next step, each State would identify the number of personnel needing specific types of training, using a questionnaire developed by ICAO. The training needs identified in the first step are reflective of the overall training needed within the region. Therefore, each State would need to identify its own training needs based on their national plans to implement existing and future CNS/ATM systems. States would also identify planning factors that would affect a regional training plan, such as training capabilities that already exist within a State in specific areas.

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Step 3:   States would then forward their completed questionnaires to the ICAO MID regional office. The regional offices would compile the information provided by States and prepare a summary of the results. In the third step of the process, the Task Force would determine the need to establish "regional training" in specialized areas in which it would be difficult for individual States to justify the cost on a national basis.

Step 4:   In the forth step, a State-to-State consultative process would be used by MIDANPIRG to formulate a plan for the development of regional training capabilities within specific civil aviation training centres.

4.16   The inventory of training needs shown in **Appendix 4A** to the report on Agenda Item 4 is intended to illustrate the level of detail suggested to communicate the major types of training required to implement MID Regional Air Navigation Plan (Step 1 refers). The meeting noted that the major types of training needed to implement existing and future air navigation facilities and services are classified as follows:

a) **Foundation Training**. This type of training is required when the target population does not possess the underlying knowledge and/or skills needed to enter job-oriented training.

b) **Initial Training**. Initial training is the first job specific training that personnel receive to qualify for a specific aviation job within a category of jobs.

c) **Transition Training**. This type of training is required to prepare an existing staff member to perform another job within a given category of jobs.

d) **Conversion Training.** This type of training is required for a qualified staff member in a specific job to obtain the skills required to use new procedures and/or technologies such as ICAO CNS/ATM systems.

e) **Refresher Training**. Regular refresher training is provided to ensure that personnel maintain a skill and knowledge level needed to perform their jobs safely and in compliance with all established performance standards. Refresher and conversion training are sometimes combined to introduce new procedures and/or technologies.

4.17   Noting that training needs may be adapted/adjusted in future in accordance with highly dynamic development needs in the civil aviation environment, the meeting refined the inventory of training needs for the MID region in principle and formulated the following Draft Conclusion:

DRAFT CONCLUSION 1/2:   **IDENTIFICATION OF TYPES OF TRAINING NEEDED WITHIN THE MID REGION**

*That, Types of training needed within MID region are identified and agreed as contained in **Appendix 4A** to the report on Agenda Item 4.*

4.18   The meeting reviewed a model of Projected Training Demand Questionnaire that is contained at **Appendix 4B** to the report on Agenda Item 4. The aim of the questionnaire would be gathering information from States concerning the projected number of trainees in specific types of training based on CNS/ATM Implementation Plan for the Middle East Region and National Plans for CNS/ATM Elements Implementation Timelines.

4.19   After receiving answers to the Questionnaire, The Task Force will compile this information into a report that would reflect the aggregate training needs of States within the MID region and be presented to next MIDANPIRG meeting.

4.20   Regional training planning is considered essential to meet the human resource development needs. The steps outlined in the regional training process and attached forms could form the basis for regional training planning in the MID Region. Establishment of such a process within the MID Region could also be a mean to distribute the opportunity for more training centres within the region to provide regional training in specialized civil aviation areas. Therefore the meeting formulated the following Draft Conclusion:

DRAFT CONCLUSION 1/3:   PARTICIPATION TO MIDANPIRG TRAINING ACTIVITIES

> *That, MID States involve their civil aviation training and human resources planning Professionals/Institutes/Establishments in the activities of MIDANPIRG related to training and human resources planning.*

4.21   The MIDANPIRG could then consider the demand for regional training capabilities and agree to the establishment of regional courses within specific civil aviation training centres.

4.22   Results of the deliberations would constitute a MID Regional Training Plan. A potential format for a Regional Training Plan is at **Appendix 4C** to the report on Agenda Item 4.

4.23   IATA provided information on their training capabilities in CNS/ATM Field, detailed information will be presented to the next Task Force meeting.

4.24   The steps outlined in the regional training process and attached forms could be considered as a potential framework and a format for integrating the regional human resource planning and regional air navigation planning.

4.25   Accordingly, the meeting formulated the following Draft Conclusion:

DRAFT CONCLUSION 1/4:   ENDORSEMENT OF MID REGION TRAINING PLANNING PROCESS

> *That,*
>
> a) *MID Region Training planning process as indicated in Paragraph 4.15 of the report on Agenda Item 4 be endorsed.*
>
> b) *Questionnaire as model contained in **Appendix 4B** to the report on Agenda Item 4 be circulated to MID States.*
>
> c) *Report on Information gathered be prepared by next Task Force meeting and a proposal for a MID Region Training Plan be reviewed by next Task Force meeting for presenting to the next MIDANPIRG meeting.*

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Appendix 4A to the Report on Agenda Item 4

ID Number	ICAO Category	Job Category and Type of Training
1	**2**	**3**
1	**020**	**AIS Officer (Headquarters)**
1.01		Foundation Training
1.02		Initial Training
1.03		Refresher Training
1.04		Computer Fundamentals
1.05		Conversion Training: AIS Automation
1.06		Conversion Training: Automated AIP
2	**020**	**Aeronautical Cartographer**
2.01		Foundation Training
2.02		Initial Training
2.03		Transition Training
2.04		Refresher Training
2.05		Computer Fundamentals
2.06		Conversion Training: Automation Training
3	**020**	**Electronic Processing , AIS Data**
3.01		Initial Training
3.02		Refresher Training
3.03		Transition Training
		Conversion Training: Computer Database Applications for AIS
3.04		Conversion Training: AIS Automation
3.05		Conversion Training: ATN Applications
4	**020**	**International NOTAM Officer**
4.01		Foundation Training
4.02		Initial Training
4.03		Transition Training
4.04		Refresher Training
4.05		Computer Fundamentals
4.06		Conversion Training: ATN Applications
5	**020**	**AIS Officer - Aerodrome Units**
5.01		Initial Training
5.02		Transition Training
5.03		Refresher Training
5.04		Computer Fundamentals

ID Number	ICAO Category	Job Category and Type of Training
1	**2**	**3**
5.05		Conversion Training: ATN Applications
5.06		Conversion Training: AIS Automation
6	**030**	**Meteorological Assistant (WMO Class IV)**
6.01		Foundation Training
6.02		Initial Training
6.03		Refresher Training
6.04		Computer Fundamentals
6.05		Conversion Training: ATN Applications
7	**030**	**Meteorological Assistant/Briefing Office (WMO Class III)**
7.01		Initial Training
7.02		Refresher Training
7.03		Computer Fundamentals
7.04		Conversion Training: ATN Applications
8	**030**	**Meteorological Officer - Forecaster (WMO Class II)**
8.01		Initial Training
8.02		Refresher Training
8.03		Computer Fundamentals
8.04		Conversion Training: ATN Applications
9	**050**	**Air Traffic Control Assistant**
9.01		Foundation Training
9.02		Initial Training
9.03		Refresher Training
9.04		Conversion Training: Data Link and Message Formatting
10	**050**	**Aerodrome Controller**
10.01		Foundation Training
10.02		Initial Training
10.03		Transition Training
10.04		Refresher Training
10.05		Conversion Training: Data Link and Message Formatting
11	**050**	**Approach Controller - Non-Radar**
11.01		Foundation Training
11.02		Initial Training
11.03		Transition Training
11.04		Refresher Training
11.05		Conversion Training:

ID Number	ICAO Category	Job Category and Type of Training
1	2	3
		Data Link and Message Formatting
11.06		Conversion Training GNSS Approach Procedures
12	**050**	**Approach Controller - Radar**
12.01		Foundation Training
12.02		Initial Training
12.03		Transition Training
12.04		Refresher Training
12.05		Conversion Training: Data Link and Message Formatting
12.06		Conversion Training GNSS Approach Procedures
12.07		Conversion training - ADS Surveillance and Separation Procedures
12.08		Conversion Training: Automation Procedures
12.09		Conversion Training: RNP Procedures
13	**050**	**Area Controller - Radar**
13.01		Foundation Training
13.02		Initial Training
13.03		Transition Training
13.04		Refresher Training
13.05		Conversion Training: Data Link and Message Formatting
13.06		Conversion Training: GNSS Enroute
13.07		Conversion Training GNSS Approach Procedures
13.08		Conversion training - ADS Surveillance and Separation Procedures
13.09		Conversion Training Automation Procedures
13.10		Conversion Training: RNP Procedures
14	**050**	**Area Controller - Non-Radar**
14.01		Initial Training
14.02		Transition Training
14.03		Refresher Training
14.04		Conversion Training: Data Link and Message Formatting
14.05		Conversion Training: GNSS Enroute
14.06		Conversion Training GNSS Approach Procedures

ID Number	ICAO Category	Job Category and Type of Training
1	2	3
14.08		Conversion Training: Automation Procedures
14.09		Conversion Training: Separation Procedures
14.10		Conversion Training: RNP Procedures
15	**050**	**Airspace Planning**
15.01		Transition Training
15.02		Conversion Training: Automation Training
15.03		Conversion Training: RNP Airspace
15.04		Conversion Training: GNSS
15.05		Conversion Training: RNAV
16	**050**	**Search and Rescue Coordinator**
16.01		Foundation Training
16.02		Initial Training
16.03		Transition Training
16.04		Refresher Training
16.05		Conversion Training: AMSS, GNSS and ADS
17	**050**	**Air Traffic Control Automation**
17.01		Foundation Training
17.02		Initial Training
17.03		Transition Training
17.04		Refresher Training
17.05		Conversion Training: Data Communications
17.06		Conversion Training: LAN/WAN
17.07		Conversion Training: ATM Automation and Algorithm Development
17.08		Conversion Training: Software Design, Development and Testing
18	**050**	**Air Traffic Control Supervisor**
18.01		Transition Training
18.02		Refresher Training
18.03		Conversion Training: Data Link and Message Formatting
18.04		Conversion Training: GNSS Enroute Procedures
18.05		Conversion Training GNSS Approach Procedures

ID Number	ICAO Category	Job Category and Type of Training
1	2	3
18.06		Conversion training: ADS Surveillance and Separation Procedures
18.07		Conversion Training Automation Procedures
18.08		Conversion Training: RNAV and RNP Procedures
19	**050**	**Senior Manager**
19.01		Transition Training
19.02		Conversion Training: Operational Planning for CNS/ATM Systems
20	**050**	**Facility Management and Planning**
20.01		Initial Training
20.02		Transition Training
20.03		Technical Planning for CNS/ATM System
21	**050**	**Data processing and Display**
21.01		Initial Training
21.02		Conversion Training: Software Design, Development and Testing
21.03		Conversion Training: Automated Flight Strips
21.04		Conversion Training: ADS Processing
21.05		Conversion Training: Data Communications (LAN/WAN)
21.06		Conversion Training: Data Link Communications
22	**050**	**Human/Computer Interface**
22.01		Initial Training
22.02		Conversion Training: Human Factors and Automation Design
22.03		Conversion Training: Software Design, Development and Evaluation
23	**100**	**Airport Maintenance - Electrical**
23.01		Foundation Training
23.02		General Maintenance
23.03		Airport Lighting
23.04		Power Generation
24	**100**	**Airport Maintenance - Mechanical**
24.01		Foundation Training
24.02		General Maintenance
24.03		Airconditioning

ID Number	ICAO Category	Job Category and Type of Training
1	2	3
25.01		Maintenance and Repair
25.02		Testing
26	**100**	**Material Procurement & Stock Control**
26.01		Foundation Training
26.02		Initial Training
26.03		Computer Database Applications
26.04		Computer Messaging
27	**110**	**Airport Fire Fighter - Basic**
27.01		Foundation training
27.02		Initial Training
27.03		Refresher Training
28	**110**	**Airport Fire Officer - Junior**
28.01		Initial Training
28.02		Transition Training
28.03		Refresher Training
28.04		Conversion Training: Application of GNSS
28.05		Computer Messaging
29	**110**	**Airport Fire Officer - Senior**
29.01		Transition training
29.02		Refresher Training
29.03		Conversion Training: Application of GNSS
29.04		Conversion Training: Computer Messaging
30	**120**	**Airport Management - Administration**
30.01		Initial Training
30.02		Commercial Management
30.03		Computer Applications
30.04		Conversion Training: Computer Messaging
31	**120**	**Airport Management - Technical**
31.01		Initial Training
31.02		Airport Safety
31.03		Airport Operations and Inspection
31.04		Airport Noise Control
31.05		Airport Emergency Planning
32	**160**	**Communications Maintenance - HF/VHF**
32.01		Foundation training
32.02		VHF Equipment Specific Training

ID Number	ICAO Category	Job Category and Type of Training
32.03		HF Equipment Specific Training
32.04		*Note: The following rows should indicate the specific equipment training requirements*
1	**2**	**3**
33	**160**	**Communications Maintenance - Fixed Links**
33.01		Foundation training
33.02		Equipment Specific Training (UHF, HF, VHF, microwave/V-Sat)
33.03		*Note: The following rows should indicate the specific equipment training requirements*
34	**160**	**Communications Maintenance - AFTN/CIDIN Centre**
34.01		Foundation training
34.02		Computer Fundamentals
34.03		Computer and Switching Technology
34.04		Data Communications
34.05		*Note: The following rows should indicate the specific equipment training requirements*
35	**160**	**Navigation Aids Maintenance - NDB/VOR/ILS/DME**
35.01		Foundation training
35.02		Equipment Specific Training
35.03		*Note: The following rows should indicate the specific equipment training requirements*
35.04		Conversion Training: Equipment Specific Training (GNSS, LAAS and WAAS)
35.05		*Note: The following rows should indicate the specific equipment training requirements*
36	**160**	**CNS Planner/ Installation Manager**
36.01		Planning and Installation Initial Training
36.02		Conversion Training for CNS/ATM Systems
37	**160**	**Surveillance Maintenance**
37.01		Foundation training
37.02		Equipment Specific

ID Number	ICAO Category	Job Category and Type of Training
37.03		*Note: The following rows should indicate the specific equipment training requirements*
1	**2**	**3**
37.04		*Conversion Training: Equipment Specific Training (ADS)*
37.05		*Note: The following rows should indicate the specific equipment training requirements*
38	**160**	**Com/NavAids/ Surveillance- Support Spare Stock Control**
38.01		Foundation training
38.02		Computer Database Applications
38.03		Computer Messaging
39	**160**	**CNS - Maintenance Supervisor**
39.01		Transition training
39.02		OJT Instructor Training
40	**170**	**Communication Operations - Aeronautical Station Operator (Mobile)**
40.01		Foundation training
40.02		Initial Training
41	**170**	**Communication Operations - Fixed Service Operator**
41.01		Foundation training
41.02		*Note: The following rows should indicate the specific equipment training requirements*
41.03		Conversion Training: Computer Fundamentals
41.04		Conversion Training: ATN Applications
41.05		Computer Applications: Data Communications and Computer Messaging
41.06		*Conversion Training: Equipment Specific Training (ATN)*
41.07		*Note: The following rows should indicate the specific equipment training requirements*
42	**170**	**Communication Operations - Supervisor**
42.01		Transition Training
42.02		Conversion Training:

ID Number	ICAO Category	Job Category and Type of Training
		Computer Fundamentals
42.03		Conversion Training: ATN Applications
1	**2**	**3**
42.04		Computer Applications: Data Communications and Computer Messaging
42.05		*Conversion Training: Equipment Specific Training (ATN)*
42.06		*Note: The following rows should indicate the specific equipment training requirements*
		Conversion Training: See Description of New Jobs
43	**170**	**Communication Operations - Management**
43.01		Transition Training
43.02		Conversion Training: Computer Fundamentals
43.03		Conversion Training: ATN Applications
43.04		Computer Applications: Data Communications and Computer Messaging
43.05		*Conversion Training: Equipment Specific Training (ATN)*
43.06		*Note: The following rows should indicate the specific equipment training requirements*
43.07		*Conversion Training: See Description of New Jobs*
44	**170**	**ATN Technician (AFTN/ATN Gateway, IS and ES)**
		Initial Training
		Pre-requisite training:
		Computer Workstation Maintenance
		Installation and troubleshooting of Ethernet type LANS
		Computer Messaging
45	**170**	**ATN Network Administrator**
		Initial Training
		Pre-requisite training:
		Operating and

ID Number	ICAO Category	Job Category and Type of Training
1	**2**	**3**
		LAN planning and administration
		Managing User Accounts and Electronic Mail
46	**170**	**ATN Systems Engineer**
		Initial Training
		Pre-requisite training:
		Planning/ Configuring Computer Workstation Environment
		Planning and Implementation of a LAN
		Planning and Implementation of a WAN
		Planning and Implementation of a Router/gateway system

CNS/ATM HR P-T TF/1
Appendix 4B to the Report on Agenda Item 4

Projected Training Demand (Number of Trainees)								
ID Number	ICAO Category	Job Category and Type of Training	Planning Factors	Year 1	Year 2	Year 3	Year 4	Year 5
1	2	3	4	5	6	7	8	9
1	020	**AIS Officer (Headquarters)**						
1.01		Foundation Training						
1.02		Initial Training						
1.03		Refresher Training						
1.04		Computer Fundamentals						
1.05		Conversion Training: AIS Automation						
1.06		Conversion Training: Automated AIP						
2	020	**Aeronautical Cartographer**						
2.01		**Foundation Training**						
2.02		Initial Training						
2.03		Transition Training						
2.04		Refresher Training						
2.05		Computer Fundamentals						
2.06		Conversion Training: Automation Training						
3	020	**Electronic Processing, AIS Data**						
3.01		Initial Training						
3.02		Refresher Training						
3.03		Transition Training						
		Conversion Training: Computer Database Applications for AIS						
3.04		Conversion Training: AIS Automation						
3.05		Conversion Training: ATN Application						
4	020	**International NOTAM Officer**						
4.01		**Foundation Training**						
4.02		Initial Training						
4.03		**Transition Training**						
4.04		**Refresher Training**						
4.05		Computer Fundamentals						
4.06		Conversion Training: ATN Applications						

Category ID	ICAO Code	Job Category and Type of Training	Planning Factors	Projected Training Demand for New Jobs				
				2000	2001	2002	2003	2005
1	2	3	4	5	6	7	8	9
44	170	ATN Technician (AFTN/ATN Gateway, IS and ES)	Target population: Aeronautical Communication Installation/Maintenance Personnel; Navigation Aids/Radar Maintenance Personnel; and Aeronautical Communications Systems Supervisor/ Manager					
		Initial Training						
		Pre-requisite training:						
		Computer Workstation Maintenance						
		Installation and troubleshooting of Ethernet type LANS						
		Computer Messaging						
45	170	ATN Network Administrator	Target Population: Aeronautical Communication Systems Supervisor/Manager (AFTN/CIDIN); Senior Communication Systems Maintenance Personnel; and Senior Communication Operations Personnel who have an electronic technology background					
		Initial Training						
		Pre-requisite training:						
		Operating and Configuring Computer Workstations, Operating Systems and LANS						
		LAN planning and administration						

Category ID	ICAO Code	Job Category and Type of Training	Planning Factors	Projected Training Demand for New Jobs				
				2000	2001	2002	2003	2005
1	2	3	4	5	6	7	8	9
		Managing User Accounts and Electronic Mail						
46	170	ATN Systems Engineer	Target Population: Aeronautical Communication Systems Engineer (AFTN/CIDIN); or Communications Systems Engineer (with networking experience)					
		Initial Training						
		Pre-requisite training:						
		Planning/ Configuring Computer Workstation Environment						
		Planning and Implementation of a LAN						
		Planning and Implementation of a WAN						
		Planning and Implementation of a Router/gateway system						

APPENDIX C SampleTraining Plan								
ID Number	ICAO Category	Job Category and Type of Training	Planning Factors	Year 1	Year 2	Year 3	Year 4	Year 5
1	2	3	4	5	6	7	8	9
1	020	AIS Officer (Headquarters)						
1.01		Foundation Training		State/Training Centre; State/Training Centre; State/Training Centre				
1.02		Initial Training		State/Training Centre; State/Training Centre; State/Training Centre				
1.03		Refresher Training		State/Training Centre				
1.04		Computer Fundamentals			State/Training Centre	State/Training Centre		
1.05		Conversion Training: AIS Automation					State/Training Centre	
1.06		Conversion Training: Automated AIP				State/Training Centre		
2	020	Aeronautical Cartographer						
2.01		Foundation Training						
2.02		Initial Training						
2.03		Transition Training						
2.04		Refresher Training						
2.05		Computer Fundamentals						
2.06		Conversion Training: Automation Training						
3	020	Electronic Processing , AIS Data						
3.01		Initial Training						
3.02		Refresher Training						
3.03		Transition Training						
		Conversion Training: Computer Database Applications for AIS						
3.04		Conversion Training: AIS Automation						
3.05		Conversion Training: ATN Application						

Category ID	ICAO Code	Job Category and Type of Training	Planning Factors	Projected Training Demand for New Jobs				
				2000	2001	2002	2003	2005
1	2	3	4	5	6	7	8	9
44	170	ATN Technician (AFTN/ATN Gateway, IS and ES)	Target population: Aeronautical Communication Installation/Maintenance Personnel; Navigation Aids/Radar Maintenance Personnel; and Aeronautical Communications Systems Supervisor/ Manager					
		Initial Training						
		Pre-requisite training:						
		Computer Workstation Maintentnance						
		Installation and troubleshooting of Ethernet type LANS						
		Computer Messaging						
45	170	ATN Network Administrator	Target Population: Aeronautical Communication Systems Supervisor/Manager (AFTN/CIDIN); Senior Communication Systems Maintenance Personnel; and Senior Communication Operations Perrsonnel who have an electronic technology background					
		Initial Training						
		Pre-requiste training:						
		Operating and Configuring Computer Workstations, Operating Systems and LANS						
		LAN planning and administration						

Category ID	ICAO Code	Job Category and Type of Training	Planning Factors	Projected Training Demand for New Jobs				
				2000	2001	2002	2003	2005
1	2	3	4	5	6	7	8	9
		Managing User Accounts and Elecontonic Mail						
46	170	ATN Systems Engineer	**Target Population: Aeronautical Communication Systems Engineer (AFTN/CIDIN); or Communications Systems Engineer (with networking experience)**					
		Initial Training						
		Pre-requiste training:						
		Planning/ Configuring Computer Workstation Environment						
		Planning and Implementation of a LAN						
		Planning and Implementation of a WAN						
		Planning and Implementation of a Router/gateway system						

CNS/ATM HR P&T TF/1
Report on Agenda Item 5

REPORT ON AGENDA ITEM 5: **IDENTIFICATION OF THE TRAINING DEMAND AND HUMAN RESOURCES REQUIREMENTS ASSOCIATED WITH THE IMPLEMENTATION OF THE CNS/ATM SYSTEMS IN THE MID REGION**

5.1   After considering Agenda Item 4, the meeting decided to defer Agenda Item 5 to the next meeting of the task force. It was the meeting's view that, by then, the States will have replied to the questionnaire that was addressed in Agenda item 4 and will be in a better position to identify properly the demand for facilities/capabilities and human resources requirements associated with the implementation of the CNS/ATM systems in the Region in accordance with the MID CNS/ATM Plan.

REPORT ON AGENDA ITEM 6:   FUTURE WORK PROGRAMME

6.1   The meeting agreed that the second meeting of the Task Force should be held after the seminar/workshop that was agreed under Agenda Item 3. It was agreed that the date of the meeting be scheduled for the second half of 2006 before MIDANPIRG/10 and the venue would be Cairo unless a State is interested in hosting it.

6.2   In order to assist attendees/experts concerned to start their advance preparations the meeting developed a provisional agenda for its next meeting, the provisional agenda is at **Appendix 6A** to this report on Agenda Item 6.

CNS/ATM HR P&T TF/1
Appendix 6A to the Report on Agenda Item 6

**PROVISIONAL AGENDA FOR THE SECOND MEETING OF THE
CNS/ATM HUMAN RESOURCES PLANNING AND TRAINING TF/2
(CNS/ATM HR P&T TF/2)**

Agenda Item 1:   Adoption of Provisional Agenda

Agenda Item 2:   Review the outcome of the Seminar/workshop with a view to harmonize training programmes and to cope with the new challenges facing the MID region

Agenda Item 3:   Review and prepare a report on the out come of the Questionnaire on projected number of trainees in specific types of training within the MID region.

Agenda Item 4:   Identification of the training demand and human resources requirements associated with the implementation of the CNS/ATM systems in the MID Region

Agenda Item 5:   Developments of a proposed comprehensive CNS/ATM HR Planning and training programme for the MID Region

Agenda Item 6:   Future Work Programme

Agenda Item 7:   Any other business

CNS/ATM HR P&T TF/1
Report on Agenda Item 7

REPORT ON AGENDA ITEM 7:   ANY OTHER BUSINESS

Review and update the Terms of Reference of the Task Force.

7.1   The meeting reviewed and agreed to the revised Terms of Reference and Work Programme of the Task Force without amendment.

Focal Points in the Air Navigation Training field

7.2   The meeting was informed that the MID Regional Office had requested States to nominate their respective Focal Points in the field of Air Navigation Training and noted that replies were received from nine States as detailed at **Appendix 7A** to the report on Agenda Item 7.

7.3   The meeting requested States that have not yet provided their nominations, to do so in order to enable the Regional Office to effectively co-ordinate efforts aimed at optimising the capacity of training institutions and re-focusing the content of training programmes as basic elements for creating the appropriate infrastructure and human base required for the enhancement of aviation safety in the MID Region.

CNS/ATM HR P&T TF/1
Appendix 7A to the Report on Agenda Item 7

MID REGION STATES AIR NAVIGATION TRAINING FOCAL POINTS

STATE/NAME/TITLE	ADDRESS	TEL. NO.	FAX NO.	E-MAIL
AFGHANISTAN				
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IRAQ				

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ISRAEL				
JORDAN Dr. Taisir Taji Dean Queen Noor Civil Aviation College (QNCATC) Mr. Mustafa Keilani Acting Director ATS training at QNCATC				
KUWAIT Mr. Yaqoub M. Al Darweesh Chief of Tower and in Charge of Air Navigation Training Directorate General of Civil Aviation	Directorate General of Civil Aviation Kuwait International Airport P.O.Box 17 – Safat,		+00965 471 3504	nav1@kuwait.airport.com.kw

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* MID States that are not MIDANPIRG Provider States.

CNS/ATM HR P&T TF/1
Attachment A to the Report

**FIRST MEETING OF THE
CNS/ATM HUMAN RESOURCES PLANNING AND TRAINING TASK FORCE
(CNS/ATM HR P&T TF/1)**

(Cairo, 26 – 27 September 2005)

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