



International Civil Aviation Organization

Aerodrome Safety & Planning Implementation Group

First Meeting (ASPIG/1)
(Cairo, Egypt, 19-21 November 2019)

Agenda Item 5: Implementation of Aerodrome Safety priorities and objectives

ACI'S TRAINING INITIATIVES TO SUPPORT ICAO MID SAFETY STRATEGY

(Presented by the Secretariat)

SUMMARY

The objective of this Information Paper is to present the work arrangements for the ACI-ICAO Joint Training Courses

Action by the meeting is at paragraph 2.

1 INTRODUCTION

1.1 The joint ACI-ICAO Implementing Annex 14 training course on Advanced Aerodrome Design and Operations has been planned for 2020 as at **Appendix A**.

2. ACTION BY THE MEETING

2.1 The meeting is invited to note the content of this paper.

APPENDIX A

ACI-ICAO joint Training Courses

Work Arrangements

Course Title:	ACI-ICAO Implementing Annex 14: Advanced Aerodrome Design and Operations
Course Duration:	5 working days, 35 hours of face-to-face interactive training, scheduled from 09:00 – 17:00 every day. The programme will include morning and afternoon breaks as well as a lunch break every day.
Language:	English
Course Fees (USD)	\$2,000 USD per participant
Minimum # of Participants:	8 participants minimum 25 participants maximum
Deadline to confirm/cancel	One month before scheduled course start date

Responsibilities of ACI

- Instructor assignment, coordination and course content
- All course registrations, logistics and course documentation (printing and shipping)
- Issuance of invoices to participants for course fee payments.
- Issuance of ACI-ICAO Certificates of Completion to participants who successfully pass the course and meet all course requirements
- Liaise with Cairo International Airport for airside visit (including security clearance, airside access and airside ground transportation)
- Promotions through ACI network and marketing channels

Responsibilities of ICAO MID

- Complete the Training Venue Fact Sheet template (attached) to be posted on ACI Training location [webpage](#)
- Provision of:
 - Training facilities to accommodate the class size – audio/video equipment for PPT presentations and videos, tables/chairs, flipcharts/markers, extension cords/power bars for laptops
 - Morning and afternoon refreshment breaks, including lunch options
 - On-site assistance/back-up for instructors for ad-hoc administrative support and coordination
 - Local ground transport for instructors (airport pick-up/drop-off and if necessary, hotel training venue)
- Issue relevant ICAO letters to request for assistance with airport visits (see sample) and invitation to States to register for the training (see sample)
- Promotions through ICAO MID network and marketing channels

Responsibilities of ICAO GAT

- Promotions through ICAO network and marketing channels
- Coordinate issuance of ACI-ICAO Certifications of Completion
- Record education history of participants for statistics
- Issue invoice to ACI associated with delivery of joint ACI-ICAO courses

Responsibility of a hosting State

If a State offers to host any training, it shall coordinate with the ICAO MID Regional Officer for Aerodromes and Ground Aids as early as possible, but in any case at least six (06) months in advance and provide:

- Training facilities to accommodate the class size – audio/video equipment for PPT presentations and videos, tables/chairs, flipcharts/markers, extension cords/power bars for laptops
- Morning and afternoon refreshment breaks, including lunch options
- On-site assistance/back-up for instructors for ad-hoc administrative support and coordination
- Local ground transport for instructors (airport pick-up/drop-off and if necessary, hotel, training venue)

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