International Civil Aviation Organization
North American, Central American and Caribbean Office

ICAO

WORKING PAPER

**Second NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/2)**
ICAO NACC Regional Office, Mexico City, Mexico, 2 to 5 December 2014

Agenda Item 3   Follow-up on ICAO Training and Human Resources Activities
3.1   TRAINAIR Plus Training Programme

NEW ICAO TRAINING POLICY, RESOLUTION 38/12 APPENDIX D

(Presented by the Secretariat)

<table>
<tr><td colspan="2" align="center">EXECUTIVE SUMMARY</td></tr>
<tr><td colspan="2">This working paper is intended to inform on, and explain, the ICAO training policy, present the concrete mechanisms available to support the NAM/CAR CATC Working Group, CATCs and States, and offer concrete proposals for joint and coordinated work among the States, CATCs, ROs and the GAT Office.</td></tr>
<tr><td>Action:</td><td>As indicated in paragraph 3.</td></tr>
<tr><td><i>Strategic Objectives:</i></td><td>Safety
Air Navigation Capacity and Efficiency
Security & Facilitation
Economic Development of Air Transport
Environmental Protection</td></tr>
<tr><td><i>References:</i></td><td>ICAO civil aviation training policy (1 July 2014)</td></tr>
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1.   Background

1.1   The 38th ICAO Assembly held in 2013 formulated Resolution 38/12 Appendix D on qualified and competent aviation personnel, which textually states:

Whereas the satisfactory implementation of SARPs and PANS is contingent upon having qualified and competent personnel; Whereas difficulties are being experienced by Member States in these matters due to a lack of qualified personnel to support the existing and future air transportation system; Whereas special effort is required to support Member States in meeting their human resource needs; and Whereas learning activities conducted by ICAO are an effective means of promoting a common understanding and the uniform application of SARPs and PANS;

The Assembly resolves that:

1. *ICAO shall assist Member States in achieving and maintaining competency of aviation personnel through the ICAO Aviation Training Programme;*
2. *the ICAO Aviation Training Programme shall be governed by the following principles:*
   a) *qualification of aviation professionals is the responsibility of Member States;*
   b) *the highest priority is placed on learning activities that support the implementation of SARPs;*
   c) *cooperation with Member States and industry is essential to develop and implement learning activities to support the implementation of SARPs; and*
   d) *priority shall be placed on cultivating the next generation of aviation professionals.*
3. *ICAO advises operators of training facilities but does not participate in the operation of such facilities; and*
4. *Member States assist each other to optimise access to learning activities for their aviation professionals.*

1.2   In line with the above, the ICAO civil aviation training policy has been updated, effective 1 January 2014, and the ICAO Global Aviation Training (GAT) Office is created, which reports directly to the Secretary General and, pursuant to the policy, will be responsible for planning, managing, and coordinating all ICAO training activities, thus ensuring efficient, effective, and harmonised application of the policy in response to the training needs of member States, international and regional organisations, the industry, and other associates.

1.3   Competition for qualified professionals with other industry sectors, the retirement of a large percentage of aviation professionals, training issues and costs are critical factors to be addressed in a setting in which the requirement for new aircraft is increasing significantly to meet the demand. In the next 20 years, airlines will add 25,000 new aircraft to the existing 17,000 of the commercial fleet. This involves approximately 480,000 new technicians and 350,000 pilots to maintain and fly this fleet.

2.   Discussion

2.1   In order to face the global challenge that the development of human talent poses for training centres, the different actors--such as training centres (private, governmental, university, academia), industry, and international organisations--must be involved and cooperate more dynamically in the training of human resources and civil aviation capacity building.

2.2   ICAO, as a specialised agency of the United Nations, must fulfil its role as integrator and mechanism for coordinated development of the States and other aviation training stakeholders, thus ensuring a more balanced implementation of civil aviation standards and capabilities in its 191 member States.

2.3   The GAT Office, pursuant to the mandate of Assembly Resolution 38/12, is responsible for planning, managing, and coordinating all ICAO aviation training activities, supported on the four pillars on which their implementation is based: the TRAINAIR PLUS Programme; the recognition by ICAO of aviation training activities; aviation training activities developed by ICAO; and cooperation and partnership agreements, as follows:

2.4   Recognition by ICAO of aviation training activities: ICAO may recognise training activities (that is, an activity or product directed to a specific educational or training activity). All aviation training activities recognised by ICAO will appear in a list prepared by the Global Aviation Training Office.

2.5   The States and CATCs are invited to submit to ICAO the training programmes they have developed in compliance with the principles established in the ICAO training policy for recognition. A recognition by ICAO is a statement of accreditation of the methods or practices of an aviation activity or organisation, or of the delivery of a given type of service, or quality thereof, or of a product that meets the specific ICAO provisions contained in the Annexes to the Convention on International Civil Aviation and related guidelines, thus giving it the corresponding global relevance under the seal of recognition of ICAO.

2.6   ICAO-developed aviation training activities: ICAO develops its own training activities to meet certain requirements or objectives, for example, in relation to a technical cooperation or technical assistance project.

2.7   The training scope of ICAO encompasses all aviation-related areas, but focuses mainly on the development of courses in those areas over which ICAO has intellectual property, such as global plans, standards and recommended practices (SARPs), guidelines, global safety and navigation issues, etc., in order to help States, the aeronautical industry and aeronautical professionals with the implementation of changes.

2.8   States and CATCs are invited to review the ICAO catalogue of courses on the website http://www.icao.int/Training/Pages/default.aspx   and http://www.icao.int/Training/TrainairPlus/Pages/STP-standardized-training-packages.aspx   and   to incorporate the programmes and courses they require into their human resources training and development activities.

2.9   Under the pillar of cooperation and partnership agreements between ICAO and member States, United Nations bodies, international and regional organisations, educational institutions, an efficient, effective, and harmonised policy implementation mechanism is established to respond to the need for training, development of human talent, and capacity building of member States, international organisations, the industry, and other associated bodies. The meetings of the NAM/CAR CATC Working Group, with the participation of training centres, Regional Offices, and the GAT, are an important example for exchanging experiences, best practices, information, and for establishing joint work agendas.

2.10   The States and CATCs are invited to interact with the ICAO GAT Office for the establishment of joint assistance and technical support agreements for the definition and implementation of human resources development strategies that will help the States and their institutions ensure that a sufficient number of qualified and competent personnel is available to operate, manage and maintain current and future air transport system, in accordance with international standards on air navigation safety, capacity and efficiency, security and facilitation, economic development of air transport, and environmental protection.

3.   Suggested action

3.1   The Meeting is invited to:

a)   Take note of the ICAO training policy and the role of the GAT office within the context of its implementation.

b)   Promote joint activities with the ICAO GAT Office so that training, human resource development and capacity building can be carried out, based on the four pillars of the ICAO training policy.

c)   Work more closely with the ICAO GAT Office on the plans and activities of the NAM/CAR CATC Working Group through the involvement of GAT in the activities and the establishment of a joint agenda, using the mechanisms established by ICAO in its training policy.

d)   Establish more dynamic communication channels between the NAM/CAR CATC Working Group and the tasks carried out by ICAO through the GAT Office for the implementation of the ICAO training policy, in order to properly address the challenges mentioned herein.

e)   Adjust regional and national plans to the ICAO training policy, the new ICAO structure for planning, managing and coordinating ICAO aviation training activities, and mechanisms available for supporting training in the States.

Appendix. *ICAO Civil Aviation Training Policy*

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ICAO CIVIL AVIATION TRAINING POLICY

(1 July 2014)

Introduction

ICAO's objective in aviation training is to support the Human Resources Development strategies established by Member States and the aviation community to ensure that they have access to a sufficient number of qualified and competent personnel to operate, manage and maintain the current and future air transport system at prescribed international standards for Safety, Air Navigation Capacity and Efficiency, Security and Facilitation, Economic Development of Air Transport, and Environmental Protection. Aviation training is considered as a support function of ICAO.

While ICAO shall encourage and advise governments and operators of training facilities, it will not be in competition with them, nor infringe upon Member States' sovereignty.

The scope of ICAO training may encompass all aviation-related areas, but will mainly focus on the development of courses in areas in which ICAO has the intellectual property, such as Global Plans, Standards and Recommended Practices (SARPs), guidance material, global safety and air navigation issues, etc., in order to assist States, aviation industry and aviation professionals with the implementation of these provisions.

Aviation training shall only be undertaken by ICAO when it is determined that it is necessary to support Member States in the implementation of ICAO SARPs, Procedures for Air Navigation Services (PANS), air transport policies and guidance and the rectification of identified deficiencies or another ICAO activity.

Implementation

ICAO shall provide information and advice to Member States as well as to operators of training facilities and other stakeholders, and shall cooperate, partner and/or collaborate, as appropriate, with other institutions such as United Nations organizations, international and regional organizations, educational institutions and industry.

For the purposes of this document the following definitions are used:

> *Training* is the acquisition of knowledge and skills provided by ICAO and/or training organizations associated with ICAO issuing a certificate of completion or a certificate of achievement with the ICAO emblem or an ICAO programme emblem.

> *Recognition* is a public statement of support, an acknowledgement of compliance. An ICAO recognition is a statement of support for the methods or practices of an aviation activity or organization or its delivery of a certain type or quality of service or product that comply with specific ICAO provisions contained in Annexes to the Convention on International Civil Aviation and related guidelines.

Standardized training courses are specific operational or functional training courses recognized by ICAO and developed by training organizations or ICAO through the TRAINAIR PLUS Programme or through the use of an Instructional Systems Design methodology.

Targeted training activity is a mechanism for providing awareness or education through a specific/customized training activity coordinated through ICAO.

Instructional Systems Design is a formal process for designing training which includes analysis, design, production, and evaluation.

All ICAO aviation training activities shall be planned, managed and coordinated by the ICAO Global Aviation Training (GAT) Office to ensure the efficient and effective implementation of this policy.

The Four Pillars

The implementation of ICAO's aviation training policy is based on the following four pillars:

1. TRAINAIR PLUS Programme

The TRAINAIR PLUS Programme encompasses aviation training on matters related to Safety and Air Navigation Capacity and Efficiency, and will evolve in due course to include training on matters related to Security and Facilitation, taking into account the specificities of aviation security training, Economic Development of Air Transport, and Environmental Protection. The Programme will be composed of four modalities of recognition as follows:

Recognized Training Organizations
Training Organizations, upon application, shall be assessed by ICAO according to the specific requirements of the TRAINAIR PLUS Programme. Organizations compliant with such requirements shall be recognized as TRAINAIR PLUS Members.

Regional Training Centres of Excellence
In order to have the best possible consideration of regional aspects but also with the intent of saving costs, each ICAO region may have amongst its TRAINAIR PLUS Members at least one leading Training Organization, which shall be assessed by the ICAO GAT Office, according to a set of high-level criteria approved by the Secretary General. Training Organizations that comply with those requirements shall be recognized as Regional Training Centres of Excellence. They shall serve as focal points on implementation of specific initiatives (such as NGAP activities, runway safety, search and rescue, etc.) and enable regional solutions towards specific long-term objectives.

Training Courses
Design and development of training courses shall be recognized by ICAO according to the ICAO *Training Development Guide, Competency-based Training Methodology* (Doc 9941).

Trainers
Trainers shall meet the requirements of ICAO's Instructors Training and Qualification Procedure in order to be qualified.

2. Recognition by ICAO of aviation training activities

Outside of the TRAINAIR PLUS Programme, ICAO may recognize training activities (i.e. activity or product such as targeted training activity or ad-hoc training) and the following principles shall be applied:

-   The activity represents a direct benefit and added value for international civil aviation, promotes ICAO Strategic Objectives and is consistent with global plans;
-   There is a demonstration of compliance of the training activity with existing ICAO Standards, Recommended Practices and guidance material;
-   The activity has been structured using an Instructional Systems Design methodology, such as TRAINAIR PLUS or an equivalent methodology;
-   There is a risk analysis and a mitigation strategy for any significant risks identified for relevant ICAO programmes;
-   Every effort has been made to ensure that ICAO incurs no additional liability as a result;
-   The demonstration of compliance is confirmed through a documented quality assessment process; and
-   The funding has been ensured.

The recognition of a training activity will be valid for a period determined by the Secretary General.

ICAO has the right to withdraw a recognition from a training activity at any time should the training activity fail to respect established requirements.

All ICAO-recognized aviation training activities will be documented by the GAT Office.

3. ICAO-developed aviation training activities

ICAO may develop its own training activities to meet specific requirements or objectives, for instance related to a Technical Cooperation or Technical Assistance project.

The principles used for recognition of aviation training activities above will also apply in such cases.

4. Cooperation and Partnership Agreements

Agreements for cooperation and partnership between ICAO and Member States, United Nations organizations, international and regional organizations, educational institutions and the industry shall be pursued to the extent they help to achieve the objectives of ICAO.

Cooperation and partnership agreements shall be decided upon by the Secretary General and established or pursued when it is determined that the training activity fulfils the following criteria:

-   Fully complies with ICAO SARPs and policies;
-   Helps to achieve the objectives of ICAO's aviation training programme;
-   Complements existing ICAO aviation training activities.

Financial aspects

The following financing models shall be applicable to training and recognition of training activities undertaken by ICAO:

- Technical Assistance, where the financing of the activities is from the Regular Programme and/or voluntary funds;

- Technical Cooperation, where the activities are financed by the States or donors and those funds are managed by the Technical Co-operation Bureau; and

- Cost-recovery activities, where partial or full costs could be recovered from the activities.

Intellectual property and use of the ICAO's name and emblem

Every effort shall be made to ensure that the intellectual property of ICAO shall be protected and no harm to ICAO's reputation shall result from aviation training activities provided by a third party using the ICAO name or emblem.

The use of the ICAO's name and emblem shall be in full conformity with the policies and procedures concerning its use.

Publication

All relevant information related to ICAO's aviation training activities shall be published in a dedicated area of ICAO's website, as well as under each Strategic Objective.

Applicability

The ICAO Civil Aviation Training Policy is applicable to all aviation training activities provided by ICAO's Bureaus, Regional Offices, training organizations that are members of the TRAINAIR PLUS Programme, and/or training organizations issuing a certificate of completion or a certificate of achievement with an ICAO emblem or special ICAO programme emblem.

Entry into force

The ICAO Civil Aviation Training Policy was approved by the Council of ICAO during its 202nd Session and shall enter into force on 1 July 2014 and replace the version disseminated to Member States by Electronic Bulletin reference EB 2013/54 dated 15 October 2013.

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