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North American, Central American and Caribbean Office

WORKING PAPER

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**Twenty-sixth Directors of Civil Aviation of the Eastern Caribbean Meeting (E/CAR/DCA/26)
New Orleans, United States, 1 - 3 December 2015**

**Agenda Item 9: Training Matters
9.3 Other Training Matters**

NACC REGION 2015 TRAINAIR PLUS PROGRAMME ACTIVITIES

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper informs the status of the TRAINAIR PLUS Programme (TPP) and the most relevant activities carried on in 2015.	
Action:	Suggested actions are presented in section 7.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ICAO Civil Aviation Training Policy (1 July 2014)• EB 2014/7324, TRAINAIR PLUS Programme update

1. Introduction

1.1 The ICAO Global Aviation Training (GAT) Office, thanks to an active labour during 2015, has continued to strengthen its worldwide results regarding assessment and assistance to the Civil Aviation Training Centres, facing the ICAO recommendations compliance and quality improvement for the delivery of civil aviation training. Fifteen new evaluations and 25 re-evaluations to Training Centres were carried out, achieving a total of 40 carefully-evaluated centres up to date, and the providing of assistance for the improvement of training conditions.

1.2 The TRAINAIR PLUS network of Training Centres has significantly been strengthening, settling at this time 16 Regional Training Centres of Excellence (RTCE), 29 Full members, 34 Associate members and four Corporate members for a total of 83 active members.

Members of the NACC Region:

a) Associate members

1. United States of America: The Washington Consulting Group (WCG), Inc., and;
2. Barbados: The Barbados Civil Aviation Training Centre (BCATC)

b) Full members

1. Canada: The ASI Institute, A Division of Aviation Strategies International;
2. Cuba: Centro de Adiestramiento de la Aviación (CAA);
3. El Salvador: COCESNA Instituto Centroamericano de Capacitación Aeronáutica (ICCAE);
4. Jamaica: Civil Aviation Authority Training Institute (CAATI);
5. Trinidad and Tobago: Trinidad and Tobago Civil Aviation Authority Civil Aviation Training Centre
6. United States of America: Federal Aviation Administration (FAA) Academy

c) RTCE

1. Dominican Republic: Academia Superior de Ciencias Aeronáuticas (ASCA)
2. Mexico: Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares. “Ingeniero Roberto Kobeh González”

2. Standardize Training Package (STP)

2.1 CAR/SAM regions have played an important role during 2015, regarding training on STPs and in the validation process of current courses translated to Spanish. Versions in Spanish of the Training Managers Course (TMC) and the Training Instructors Course (TIC) were validated in Cuba and Venezuela, and are available through TRAINAIR PLUS.

2.2 Currently, 68 STPs are validated and available for training. Additionally, there are 71 STPs in development distributed by technical areas as follows: aerodromes 22, air navigation 26, safety 5, air transport 9, security and facilitation 1, environment 7 and human resources development and capacity building 1.

3. ICAO Courses portfolio

3.1 The Second Edition of the *Global Aviation Course Catalogue 2015* updates the first edition with 24 new courses, developed by TRAINAIR PLUS members and ICAO.

3.2 The Catalogue can be downloaded in the following link <http://www.icao.int/Training/TrainairPlus/Documents/GAT%20Course%20Catalogue-final.pdf>. With these new courses, the portfolio currently has 107 courses among STPs and ICAO courses.

3.3 It is important to remark, for clarity and knowledge of all aviation sectors such as directors general of civil aviation, airports, services providers, industry, airlines, educational institutions, etc., that all aviation community can have access to all ICAO courses, including STPs. Regarding courses of the Aviation Security Training Centres (ASTC) programmes, special confidentiality and security requirements must to be complied for the delivery.

3.4 For this purpose, nomination forms must be sent to ICAO through its Regional Offices, GAT Office (AviationTraining@icao.int), TRAINAIR PLUS programme (TRAINAIR@icao.int) or TPP Centres. Upon receipt of the request, GAT Office or TPP centres will provide all necessary information and coordinate the delivery of the respective course.

3.5 During 2015, in Contracting States and Territories of the NAM/CAR Region, 38 participants received training through ICAO courses and 235 participants through STPs of TRAINAIR PLUS centres, for a total of 273 participants.

4. Regional and global events

4.1 GAT Office extends its gratitude to all CAR/SAM States for their important and wide participation in the Regional Aviation Training and TRAINAIR Plus Symposium held in Trinidad and Tobago from 29 September 2015 to 1 October 2015. A total of 170 delegates from 21 ICAO member states participated in the presentations and discussions of workshops and activities.

4.2 This regional event provided a unique opportunity for aviation and human resources professionals to discuss challenges and opportunities facing human resources development and the evolution of training technologies. The results of the symposium can be found at <http://bit.ly/1IHMCzU>.

4.3 From 24 to 27 March 2015, the ICAO Global Aviation Training and TRAINAIR PLUS Symposium was held in Dublin, Ireland, at the Dublin International Aviation Academy (DIATA), with the participation of 315 delegates from 63 States. Further information, results and presentations can be found in the link <http://www.diata.com/>.

5. TRAINAIR PLUS Affiliated member

5.1 To increase the number of qualified and competent aviation professionals, aviation institutions and operators must strengthen their human resources development strategies. To help meet these needs, the ICAO GAT Office has launched the Affiliate Membership, a new membership category under the TRAINAIR PLUS Programme (TPP).

5.2 Affiliate Members will benefit from cost-effective training programmes, such as Standardized Training Packages (STPs) developed by TRAINAIR PLUS Full Members, as well as ICAO courses and expertise in training, capacity-building, human resources development, and planning. In the **Appendix** to this working paper, further information is provided for this membership, as well as benefits and procedures for the entailment to the TPP under this modality.

6. Linking universities to the TPP

6.1 Under the Corporate member modality, a linking process with universities to the TPP was started. A new partnership between ICAO and Concordia University's John Molson School of Business (JMSB) was established, being the first university to join the TPP.

6.2 Under this new partnership the Executive Certificate in Civil Aviation Management through the TPP was created. The programme will be taught at a level equivalent to that of a graduate business programme and will consist of three certificates: Strategic Management, Human Resources Management and Business Planning and Decision-Making. Successful completion of all three certificates will lead to an Executive Certificate in Civil Aviation Management.

7. Suggested actions

7.1 The Meeting is invited to:

- a) Take note of the related activities of this working paper;
- b) Make use of the aforementioned mechanisms to facilitate the definition and implementation of national, regional, and global plans and strategies that will permit a more participatory involvement of ICAO.; and
- c) Consider joining the ICAO TRAINAIR PLUS programme to facilitate and improve the quality and capacity of CATCs; interact with, access, exchange best practices with, and contribute to the global network of TRAINAIR PLUS centres; develop competency- and material-based training; and obtain ICAO instructor qualification.



Benefits and Requirements of TRAINAIR PLUS Affiliate Membership

To increase the number of qualified and competent aviation professionals, aviation institutions and operators must strengthen their human resources development strategies. To help meet these needs, the International Civil Aviation Organization (ICAO) Global Aviation Training (GAT) Office is launching the Affiliate Membership, a new membership category under the TRAINAIR PLUS Programme (TPP). Affiliate Members will benefit from cost-effective training programmes, such as Standardized Training Packages (STPs) developed by TRAINAIR PLUS Full Members, as well as ICAO courses and expertise in training, capacity-building, human resources development, and planning.

Affiliate Membership Benefits

- 1) A Training Needs Analysis conducted on a cost-recovery basis for the Affiliate Member during the first year of membership.
- 2) ICAO-specialized consultancy services, expertise, and technical support in training, human resource development, and capacity-building, including:
 - training plans;
 - training proposals;
 - skills reviews;
 - training needs analyses;
 - job descriptions;
 - performance evaluation systems;
 - organization analyses;
 - human resources needs assessments; and
 - consultancy in the establishment and development of civil aviation training centres (CATCs).
- 3) Access to a wide range of courses (available at TPP rates) developed by ICAO and its TRAINAIR PLUS Members, including classroom, e-learning, and blended learning.
- 4) The opportunity for the Affiliate Member to train its staff using ICAO recognized training packages. The courses can be hosted by the Affiliate Member or organized by ICAO with support from other Affiliate or TPP Members at suitable locations pre-approved by ICAO, to meet specific training needs.
- 5) Continuous access to the TRAINAIR PLUS Electronic Management System (TPeMS), a comprehensive, efficient and continuously available web-based suite of applications.
- 6) Link to the Member's website via the TRAINAIR PLUS website. Opportunities available to promote the Affiliate Member and its services within the TPP network.
- 7) Facilitation of partnerships and joint projects with other TPP Members and ICAO.
- 8) Recognition as a Member of the TRAINAIR PLUS network.

All TRAINAIR PLUS activities are conducted using a cost-recovery mechanism. Members are responsible for supporting the cost of specific services they require.

Prerequisites

The applicant should be:

- 1) a governmental organization, such as a Civil Aviation Authority; or
- 2) legally registered in an ICAO Member State, such as an airline operator, aerodrome operator, air navigation service provider, or any other official entity in the civil aviation field that does not operate a training centre.

Requirements

The applicant must:

- 1) agree in writing to abide by TPP rules and guidelines as described in the TRAINAIR PLUS Operations Manual (TPOM);
- 2) actively contribute to TPP by undertaking at least one yearly training activity listed in the *Benefits* Section 2) or 3) above;
- 3) respect its financial obligations to the Programme (payment of annual membership fee of US\$10 000 for governmental Members and US\$15 000 for private Members);
- 4) participate, on a regular basis, in TPP regional and global activities and promote TPP, when appropriate; and
- 5) designate a Focal Point for all ICAO training activities.

Membership Procedure

The applicant achieves Affiliate Membership upon:

- 1) completion of the application form by the applicant;
- 2) review of the application form by the ICAO GAT Office;
- 3) approval by ICAO;
- 4) payment of the annual membership fee; and
- 5) issuance of a certificate by ICAO with a one-year validity period.