



ICAO

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

ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) (CBT Ws)

Summary of Discussions

Mexico City, Mexico, 21 to 23 September 2016



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) (CBT Ws)

Summary of Discussions

Date	21 to 23 September 2016
Location	ICAO NACC Regional Office, Mexico City, Mexico
ICAO officer attended:	Mr. Victor Hernandez, Regional Officer, Air Traffic Management and Search and Rescue (ATM/SAR), Mr. Eduardo Chacin, Regional Officer, Flight Safety; and Ms. Mie Utsunomiya, Regional Officer, Communication, Navigation and Surveillance (CNS) from NACC Regional office (RO) The Officers were assisted by Next Generation of Aviation Professionals (NGAP) Task Force Implementation Working Group members as follows. <ul style="list-style-type: none">• Mr. Doug Andresen (FAA Academy International Training)• Mr. Jean-Francois Lepage (International Federation of Air Traffic Controllers' Associations (IFATCA))• Ms. Mary Nelson (FAA Academy International Training)• Ms. Mary-Anne Sievers (NZ Civil Aviation Authority)• Mr. Michel Gaulin (International Federation of Air Traffic Safety Electronics Associations (IFATSEA))• Mr. Patrick Delaney (IFATSEA)• Mr. Robert Scott Burke (IFATSEA)
States / International Organizations:	The Workshop was attended by 35 representatives of the NAM/CAR Regions and 3 International Organizations of the Regions. The list of participants appears as Appendix A to this document.

Objective, Purpose and Scope of Event (attach final agenda / programme):

The workshop was conducted by ICAO and had the following objectives:

- a) introduce the Competency-Based Training (CBT) concept for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP); and
- b) provide guidance for its implementation and assessment as outlined in the fourth amendment to the ICAO Doc 9868 - *Procedures for Air Navigation Services — Training* (PANS-TRG), applicable in November 2016, and associated training manuals (ICAO Doc 10056 – Manual on Air Traffic Controller Competency-based Training and Assessment and ICAO Doc 10057 - Manual on Air Traffic Safety Electronics Personnel Competency-based Training and Assessment) to be published later in 2016.

This Workshop was conducted based on the ICAO provisions above-mentioned. The programme is presented as **Appendix B** to this summary.

Web page link for documentation / presentations:
<http://www2010.icao.int/NACC/Pages/meetings-2016-cbt.aspx>

Summary

a) Based on the presentations and hand on exercises, the participants learned that the introduction of CBT for ATCO and ATSEP would provide several benefits, which include:

- Its effectiveness to deal with shortage skilled aviation professionals in the near future and to facilitate the free-flow of professionals
- Making solid foundation for enabling ATM professionals to have a shared understanding of what is expected of them in terms of performance in order to support a globally interoperable system and to achieve optimum capacity within acceptable safety limits
- Adaptability and flexibility of CBT procedures, which allow organizations to tailor the training to its goals and values ; and
- Practicality of CBT procedure for many States in NAM/CAR regions, considering that States and operational air traffic control units in the regions have different regulatory, operational, technical and organizational environment.

b) With the recognitions of significant traffic growth expected, diversity of States in the NAM/CAR regions, and the practicality of CBT procedures, implementation of the CBT procedures was recommended for States in the regions.

c) The manuals (Doc 10056 and Doc 10057) provide appropriate authorities with guidance on how to identify the ATCO/ATSEP competencies that are necessary for their environment and then design the training and assessment that is needed for the various stages of their responsibility.

**Follow-up actions
by ICAO:**

d) The manuals also describe how appropriate authorities can establish an adapted competency model that is appropriate for their specific environment. It was clarified that implementation of such training is optional but recommended due to several benefits expected for organizations. It was also clarified that a training programme can be a combination of both legacy training and CBT.

a) ICAO to continue to promote Competency-Based Training Concept as outlined in PANS-TRG amendment and in the new training manuals developed by Next Generation of Aviation Professional (NGAP) task force;

b) ICAO to continue delivering CBT workshops globally; and

c) ICAO to continue to provide supports members States on the CBT implementation.



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Oficina para Norteamérica, Centroamérica y Caribe (NACC)

ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP)
Taller de la OACI sobre instrucción basada en la competencia para Controladores de tránsito aéreo (ATCO) y Especialistas en sistemas electrónicos para la seguridad operacional del tránsito aéreo (ATSEP)
(CBT Ws)

Mexico City, Mexico, 21 - 23 September 2016 / Ciudad de México, México, del 21 - 23 de septiembre de 2016

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APPENDIX B
PROGRAMME

Wednesday, 21 September	Thursday, 22 September		Friday, 23 September	
08:00 – 08:30 Registration	<i>ATCO workshop</i> (start at 8:30 am)	<i>ATSEP workshop</i> (start at 8:30 am)	<i>ATCO workshop</i> (start at 8:00 am)	<i>ATSEP workshop</i> (start at 8:00 am)
08:30-09:00 Opening ceremony - Photo group	08:30-08:45 • Introduction (Module 7) • Review of day 1 (Module 8)	08:30-09:00 • Introduction (Module 15) • Review of day 1 (Module 16)	08:00-10:00 (Module 13) CBT, Instructing/Assessing Exercise	08:00-09:00 • Conversion Training (Module 22) • Exercises – Perform Conversion Training (Module 23)
09:00-10:00 (Module 1) Introduction to Workshop	08:45-10:00 (Module 9) CBT competencies	09:00-10:00 (Module 17) Doc 10057 – Training Manual/Questions		09:00-10:00 (Module 24) • Developmental training
10:00– 10:15	<i>Coffee break</i>			
10:15 –10:35 (Module 2) NGAP overview	10:15–11:30 (Module 10) CBT training manual	10:15–11:00 (Module 18) Examples of developing CBT plan	10:15-11:00 (Module 14) Review and wrap-up	10:15-11:00 (Module 25) Review and wrap-up
10:35–11:05 (Module 3) Competency-Based Training (CBT)	11:30–12:30 (Module 11) CBT Developing an Adapted Competency Model			
11:05 – 12:00 (Module 4) 11:05-11:50 Introduction to PANS TRG document 11:50- Question Session				
12:00 – 12:30 (Module 5) General exercise				
12:30 – 13:30 Lunch break				
13:30 – 14:50 General exercise (cont.)	13:30 – 14:30 CBT Developing an Adapted Competency Model (Cont.)	13:30 – 14:30 Exercise (Cont.)	11:00-12:00 (Module 26) (ATSEP and ATCO combined) Key Points and Recommendations to Take Home	
		Exercise Debrief/Questions		
14:50 – 15:05 <i>Coffee Break</i>	14:30 – 14:45 <i>Coffee break</i>		12:00 – 12:30 <i>Coffee break</i>	
15:05 – 16:00 (Module 6) Question and Answer (Q&S)	14:45 – 15:45 (Module 12) CBT Instruction and assessing	14:45 – 15:15 (Module 20) • Unsuccessful Progression/Questions	12:30 – 13:00 Final review (Module 27)/ Closure	
		15:15 – 15:45 (Module 21) • Continuation Training		