



ICAO

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

WORKING PAPER

AIM/FPL/AIDC — WP/04
20/10/17

First Aeronautical Information Management (AIM), Flight Plan (FPL) Error Management and Air Traffic Services Inter-facility Data Communication (AIDC), Meeting (AIM/FPL/AIDC/1)
Tegucigalpa, Honduras, 30 October to 3 November 2017

Agenda Item 4: Review of Draft Doc 9991 and 7192 Part E3 draft review. Discussion and conformation of the AIM staff profile level (Special required trainings in ARO). Inclusion / proposal of amendment to Annex15 / Annex 1.

AIM TRAINING

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents the guidelines to be taken into account when drafting a competence-based training plan for AIS/AIM personnel.	
Action:	Action required in paragraph 4.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• Annex 15 - <i>Aeronautical Information Services</i>• Doc 8126 – <i>Aeronautical information services manual</i>• Doc 9991 – <i>AIM Training Manual</i>• Doc 7192 Part E3 – <i>AIS Training Manual</i>• Doc 9868 – <i>PANS – TRG</i>

1. Introduction

1.1 In the Standards and Recommended Practices(SARPs) related to the Quality System in ICAO Annex 15 – *Aeronautical Information Services*, it is noted that the International Organization for Standardization (ISO) 9001 series of quality assurance standards provide a basic framework for the development of a quality assurance program. (Note to Annex 15 paragraph 3.2.1), and regarding Chapter 3, para. 3.7.4 from Annex 15, mention that will be necessary to identify the competencies, qualifications, skills and associated knowledge required for each AIS (AIM) function, and provide proper training to the personnel assigned to perform such functions, for the implementation of the AIM within the context of the established quality management system.

1.2 Take into consideration that ICAO Doc 8126 – *Aeronautical Information Services Manual*, Chapter 3, para. 3.3.2 indicates that it is necessary to set a common standard for the level of depth and extent of the knowledge, skills and capabilities to be attained by all AIS technical officials, although the operational environment and tasks of AIS (AIM) staff may vary from State to State.

1.3 In addition some other ICAO Documents like 9991, 7192 part E-3 and 9868 , sets the approach to competence-based training and assessment.

2. Discussion

2.1 The second edition of Doc. 7192, Part E 3 - Aeronautical Information Services Officer (unedited) has been developed taking into consideration the changed conditions / requirements mentioned above. It contains training syllabi for AIS/MAP (AIM) officers covering knowledge requirements and job specific applied practical training.

2.2 The document 9868 defines that the ICAO competence framework provides a set of competencies for a given aviation discipline. Each competence has a description and observable behaviours associated to it.

2.3 Competence-based training and assessment will be based on a systematic approach whereby competencies and their performance criteria are defined, training is based on the identified competencies, and assessments are made to determine whether competencies have been achieved. Competence-based training and assessment may be provided by a training organisation or an Air Navigation Service Provider (ANSP), or a combination of both.

2.4 In general terms the competence-based training and assessment principles are as follow:

- Clear definition of relevant competencies.
- Common understanding of competence requirements.
- Competencies can be consistently taught, observed and assessed in a broad range of contexts.
- The training provider establishes clear performance criteria to assess competence.
- Evidence of competent performance is valid and reliable.
- Connection between competencies and training, required performance and assessment.

2.5 To meet the mentioned requirements above, the State's Aeronautical Information Services (AIM) have been divided into the following AIS/MAP functional areas of responsibility:

- AIS/MAP Aerodrome Unit/ARO
- AIS/MAP International NOTAM Office (NOF)
- AIS/MAP Database Unit
- AIS/MAP Publications/Editing/Text producing Unit
- AIS/MAP Aeronautical Cartographic Unit

2.6 Consequently, when determining the scope and depth of skills required of AIS/ARO personnel, it is necessary to analyse the duties and tasks required of them. According to Doc 9991 a summary of the principal tasks are:

AIS Aerodrome Unit/ARO:

- a. Prepare and maintain briefing material
- b. Prepare pre-flight information for aircrew and aircraft operators; Provide face to face briefing to aircrew and aircraft operators; Operate remote briefing equipment
- c. Maintain briefing office displays and wall charts; Clarify publications
- d. Provide in-flight information to air traffic control
- e. Receive post-flight information from aircrew and take appropriate action; Maintain AIS/MAP library of reference material
- f. Provide on the job training

Note: *Where pre-flight and post-flight services are combined with the ATS Reporting Office (ARO) a number of additional functions are required*

3. Conclusion

3.1 The development of an AIM Training Manual aligned with Amendment 5 to the PANS-TRG as well as Doc. 9991 and Doc 7192 parts D-3 and E-3 will be beneficial for the training of AIS/ARO personnel in the competencies required for exercising their duties.

3.2 The competence framework to be created for AIM shall support the establishment of a systematic approach, as mentioned in 2.3, to provide a generic model that should be adapted to the range of situations that exist at global level in AIM.

4. Suggested action

4.1 The Meeting is invited to:

- a) review the information provided in this working paper;
- b) take note of the date in which the Manual will likely be available; and,
- c) take any other action that may deem appropriate.