11.5 FUTURE STPS

Members may develop STPs on any topic to suit their training requirements. ICAO shall be notified prior to any course development in order to list a proposed STP in the STP Register and therefore avoid duplication of effort. ICAO will assign an STP number once it has approved Report 1.

Only once an STP number is assigned, will it be considered reserved by a Member. If another Member is interested in developing a course for which an STP number has not yet been assigned, ICAO will discuss this issue with the two organizations involved to determine the best course of action.

11.6 IMPLEMENTATION

If requested, originators of an STP should assist recipients of an STP for its effective implementation. However, any costs involved in the implementation process shall be borne by the party that requested the assistance.

11.7 ADAPTATION AND TRANSLATION

There are two levels of adaptation of an STP:
- Minor adaptation to address local conditions but that will not change the structure of the STP
- Major adaptation that require a revision of the structure of the STP. This level of adaptation will require the allocation of a new STP number.

An STP that is adapted shall be assigned a new STP number when:
a) it has been translated;
b) adaptation of the STP results in a change of a task, objective, or target population; and
c) the STP is adapted for other specific equipment types.

A copy of an STP that has been assigned a new STP number shall be forwarded to ICAO for recording. The Member responsible for the adaptation and/or translation shall retain the new master copy.

Major adaptations require a TRAINAIR *PLUS* course development capability. Therefore, only full members can carry out major adaptations and request a new STP number. Associate members can:
- carry out minor adaptations
- carry out major adaptation as part of a project to become a full member. In this case, the associate member should establish a course development unit.

12 PROGRAMME FEES

The TRAINAIR *PLUS* Programme goal states that the programme should be managed in a cost-effective manner. Therefore, fees will apply to make it sustainable.

Financial support to enter the Programme may be provided to training organizations that are government-owned and/or operatated from Least Developed Countries (LDCs). Requests should be addressed to ICAO - TRAINAIR *PLUS* Programme Manager.

Fees are reviewed yearly, adjusted as needed and will be published on the ICAO TRAINAIR *PLUS* website. Revised fees automatically apply to new applications and to renewals.

12.1 MEMBERSHIP FEES

Annual membership fees will apply to the TRAINAIR *PLUS* Programme, as presented in the table below:

Membership Category		Membership Annual Fee ($US)
Full Member	Governmental	$10,000
	Private	$12,500
Associate Member*	Governmental	$15,000
	Private	$18,750

* Full Members which are temporarily considered as Associate Members because they have not yet completed an STP will be charged a Full membership fee for the first year.

Payment of annual fees shall be made to ICAO upon completion of the assessment.

12.2 ASSESSMENT FEES

Applicable fees are comprised of two categories:

a) a non-refundable fixed fee of $10,000 USD to cover all administrative tasks, payable at the start of the pre-assessment phase; and

b) a variable fee covering all transportation, daily subsistence allowance and terminal expenses for the ICAO staff or evaluators. ICAO will invoice the TRAINAIR *PLUS* Candidate for these expenses which will be in accordance with ICAO's Staff Rules and United Nations daily subsistence allowance rates. All efforts will be made to minimize the costs to the organization.

TRAINAIR *PLUS* Candidates will be levied separate charges when their assessment failed and request another assessment, which may be limited to specific areas. These charges will be determined on a case-by-case basis.

12.3 ADDITIONAL EXPENSES

In addition to the membership and assessment fees, TRAINAIR *PLUS* members may consider other additional expenses in their budget, such as:
1. The provision of a TRAINAIR expert for STP development for new Full Members
2. The training of Course Developers in a Course Developers Workshop
3. The assistance of ICAO or any subject matter expert in their STP development