

# **Association of African Aviation Training Organizations (AATO)**

*Abuja, Nigeria 10-12 April 2013*

## **AATO Procedures Manual**

# Overview

- ❑ The AATO Procedures Manual comprises of the following parts:-
  - ➔ Advocacy Guidelines
  - ➔ Communication Guidelines
  - ➔ Criteria for Selection of the Host Organization
  - ➔ Criteria and Procedures for the Designation of Aviation Training Centers of Excellence
  - ➔ Financial Regulations
  - ➔ Job Descriptions and Role Profiles
  - ➔ Training Policy

# Advocacy Guidelines

- ❑ The Association shall promote the interest of its members and aviation training in Africa.
- ❑ Advocacy is defined as a set of measures taken by a group of individuals, associations or organizations committed to introducing, changing or obtaining support to a policy, a program, some regulations, standpoints or specific cases.

# Communication Guidelines

- ❑ The objective of the communication guidelines is to define the Association's communication principles to ensure efficiency, transparency while making the Association visible.
- ❑ These communication guidelines aim to propose a methodological approach in order to draw up and implement a communication plan for the Association.

# Criteria for Selection of the Host Organization

- ❑ The AATO headquarters will be determined by the Assembly on the basis of a selection process conducted by the AATO Council.
- ❑ Details will be presented in a subsequent presentation.

# Criteria and Procedures for the Designation of Aviation Training Centers of Excellence

- ❑ The objective of creating CoE in any sector is always customer centric and is meant for providing unique solutions to their customers.
- ❑ Designation as a Center of Excellence implies that you are recognized as a premium service provider of your product in your region.

# Financial Regulations

- ❑ The fiscal year of the Association shall be the year commencing on the first day of April and ending on the last day of March.
- ❑ The Council shall establish the membership dues upon recommendation from the Finance Committee.
- ❑ Membership fee and annual subscription structure has been proposed on three tiers of membership.

# Job Descriptions and Role Profiles

- ❑ Job descriptions and Role Profiles have been developed for secretariat positions namely:-
  - Secretary-general (International recruitment)
  - Technical Coordinator (International recruitment)
  - Technical Assistant (Secondment)
  - Administrative Assistant (Secondment)



# Training Policy

- ❑ AATO role shall essentially be achieved through the facilitation, support and harmonization of training efforts made by States and industry; the development of Standards training practices and the provision of advice and guidance material.
- ❑ The training policy is applicable to all training provided by AATO members, and training organizations issuing a certificate of completion or a certificate of achievement with an AATO logo.

Thank you for  
your kind attention