



**ICAO-ENDORSED GOVERNMENT SAFETY INSPECTOR TRAINING  
FIRST COORDINATION MEETING**

**Montreal, 17 to 21 October 2005**

**Agenda Item 4: Government Safety Inspector Training Programme Communication**

**GSI PROGRAMME COMMUNICATION**

(Presented by the Secretariat)

**1. INTRODUCTION**

1.1 The purpose of this paper is describe and identify means to facilitate communication between endorsed centres and ICAO on critical issues related to the GSI Programme.

**2. DISCUSSION**

2.1 For the GSI Programme to be effective, a means to communicate information safely and efficiently among ICAO and the endorsed centres is required. Updated versions of course materials, schedule of courses, and contact details of endorsed centres should be easily accessible. In addition, the ICAO monitoring function should be as streamlined as possible in order to avoid an undue burden both on the endorsed centres and ICAO's resources.

2.2 The Organization started the development of two tools to facilitate communication and sharing of information. An ICAO public webpage for the GSI Programme and a secure web-based application.

2.3 The public website contains a schedule of GSI courses, requirements for endorsement and a list of endorsed centres. The website can be accessed by clicking "key activities" on the ICAO Website and by selecting the Aviation Training Policy and Standards Unit (ATPS) link. It can also be accessed through the site index on the general ICAO website ([www.icao.int](http://www.icao.int)).

2.4 The secure web-based application is under development. A general structure was established and is functional. However, modifications need to be made to the application to make it more user-friendly to all stakeholders in the GSI course delivery process. The need to facilitate the processes of scheduling, accessing course material and reporting is well recognized within the Organization. However, it is presently not possible to establish a workplan with a clear timeline and commit ICAO resources to finalize this task.

2.5 There are learning management systems (LMS) software available on the market that can provide the functionalities that would support the GSI programme. A learning management system (LMS) is a software application or Web-based technology used to plan, implement, and assess a specific learning process. Among other functionalities, a learning management system facilitates the monitoring of student participation and assessment of student performance. ICAO-endorsed centres may already use LMS software and participants are therefore invited to share their experience and lessons learned with the procurement and implementation of this type of software. If ICAO should procure an LMS software, learning and training policies and standards need to be established to fully benefit from its implementation. The ATPS Unit is in the process of formulating these policies and standards. However, this alternative would not address the immediate need of the GSI Programme.

2.6 Until the secure website or an equivalent LMS is available, participants are strongly encouraged to advise ICAO as early as practicable of their course schedule and to use the attached reporting template for each GSI course delivery. The report template is an interim measure, which will give the endorsed centres and ICAO a means to comply with their respective reporting and monitoring function, and eventually facilitate data input in the system. All course deliveries should be documented using this template until the secure website is operational in January 2006. For previous course deliveries, endorsed centres are requested to provide ICAO with the list of names who participated in the courses, their grades for each module, the names of instructors and their participation in a Train-The-Trainer course. Additionally, participants are strongly encouraged to advise ICAO of their contact details as well as those of the accountable managers within their organizations for the GSI Programme.

### 3. CONCLUSION

3.1 Participants are invited to consider using the reporting template provided in the Appendix to this paper for courses that have been delivered thus far and that will be delivered until January 2006 to provide ICAO with their contact details as well as those of personnel involved in the GSI Programme and to advise ICAO of their upcoming course schedule.

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**REPORT TEMPLATE  
APPENDIX**

1. Training Centre/State:
2. GSI Course, Code and Title:
3. Delivery Date:
4. Instructor(s) Name:
5. Indicate when instructor(s) successfully completed GSI Course conducted:
6. Indicate when instructors went through Train-The-Trainer:
7. Describe through a short narrative, module by module of the conduct of the course and any problems encountered:
8. Participants (attach list of participants with their contact details):
9. Attach results of trainee performance in all end-of-module tests:
10. Attach copies of all end-of-module and course opinion questionnaires:

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