

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

Montreal, 17 to 21 October 2005

REPORT OF THE MEETING

GENERAL

1. The meeting was opened on 17 October by Mr. William R. Voss, Director of the Air Navigation Bureau (D/ANB). In his opening remarks, D/ANB briefly described the factors affecting the number and competence of qualified technical personnel, especially safety oversight personnel. He described how ICAO's focus was shifting from a prescriptive approach to performance-based safety management approach.

2. The agenda approved by the meeting is shown hereunder:

- Agenda Item 1:** Status Report and Strategies of ICAO-endorsed Government Safety Inspector Training Programme
- Agenda Item 2:** Status Report on Government Safety Inspector Courses
- Agenda Item 3:** Review of the "Requirements to conduct ICAO-endorsed Government Safety Inspector Training on an international basis"
- Agenda Item 4:** Government Safety Inspector Training Programme Communication
- Agenda Item 5:** Future activities of the Government Safety Inspector Training Programme

Agenda Item 1: Status Report and Strategies of ICAO-endorsed Government Safety Inspector Training Programme

1.1 Introduction

1.1.1 The participants of the meeting were reminded that in May 1998, the United States' Federal Aviation Administration (FAA) Academy and ICAO began a cooperative effort to develop the initial GSI course materials. These materials were developed to address one of the shortcomings identified in ICAO safety oversight assessments and audits related to the lack of qualified technical personnel to carry-out safety oversight responsibilities. Initially, ICAO endorsed a limited number of training centres to implement the GSI course materials on an international basis, with the objective of establishing standardized safety inspector training capabilities within each ICAO region.

1.1.2 To date, the following centres have been endorsed: Centro de Instrucción, Perfeccionamiento y Experimentación (CIPE), Buenos Aires, Argentina; Instituto de Aviação Civil (IAC), Rio de Janeiro, Brazil; Federal Aviation Administration (FAA) Academy, Oklahoma City, United States; Instituto Centroamericano de Capacitación Aeronáutica ICCAE-COCESNA, San Salvador, El Salvador; Nederlands Luchtvaart College (NLC), Hooffddorp, the Netherlands;

Singapore Aviation Academy (SAA), Singapore; Air Traffic and Navigation Services Company (ATNS), Johannesburg, South Africa; and National Aviation University (NAU), Kiyv, Ukraine.

1.1.3 In compliance with the requirements for ICAO-endorsed Government Safety Inspector Training Conducted on an international basis two follow-up assessments were conducted in September 2005 and the preliminary findings discussed with the participants. The findings of the follow-up assessments and corresponding conclusions of the meeting are described below.

1.2 Scheduling of GSI courses

1.2.1 The endorsement requirements call for the centres to advise ICAO six-months in advance of GSI courses that are open to international participation. One of the purposes of this advance notification is to disseminate information in a timely manner to a worldwide audience. It is recognized that the number of trainees enrolled in a given course may affect its scheduling and courses may be cancelled or postponed. However, as ICAO has not been consistently advised of the schedule of courses it has not been possible to communicate this information. ICAO disseminates information on the GSI course schedule through two means: a yearly State letter through which the planned courses are listed and a page on the ICAO Public Website (www.icao.int), that should provide the most up-to-date information.

1.2.2 The meeting **agreed** that training centres post their draft schedule on the GSI Secure Website by 1 October for the next year. The final planned schedule should be posted by 1 November for the next year.

1.3 Report of Course Deliveries

1.3.1 As indicated in paragraph 1.1.3 above, ICAO is responsible for monitoring the results of each GSI course conducted on an international basis. Training centres conducting GSI courses should report to ICAO the results of trainee performance in all end-of-module tests; copies of all end-of-module and course opinion questionnaires; a short narrative for each module describing the conduct of the course and any problems encountered; and, a list of participants' names and contact information. GSI course delivery reports have not consistently reached ICAO.

1.3.2 The participants were of the opinion that the course delivery reporting requirements could be simplified. For example, it was indicated that the collection of module opinion questionnaires and course opinion questionnaires would be useful for validation deliveries during which the course materials were tested, but that a course critique summary would suffice for other course deliveries. However, the participants also recognized the importance of collecting course delivery data as a means to measure the effectiveness of the GSI Programme.

1.3.3 The meeting **agreed** that the reporting requirements be simplified by providing a summary of the course critique. It was also agreed that training centres should share and post their reports on the GSI Secure Website within 20 working days of delivery.

1.4 Nominees for Train-The-Trainer Courses

1.4.1 Qualified instructors of GSI courses should meet a number of requirements. They should have a minimum of three years' experience as an operations or airworthiness inspector, keep pace with regulatory changes and developments either through recurrent training or an equivalent, maintain currency by working for at least three months each calendar year as inspectors; and successfully completing the course they will teach, as a trainee, as well as the associated training

programme for instructors. The data concerning instructor compliance with these requirements has not been systematically provided to ICAO. Therefore, ICAO does not have a comprehensive register of qualified instructors as stipulated in the requirements.

1.4.2 While the participants of the meeting recognized the importance of maintaining an up-to-date register of qualified instructors, they also considered that the verification of instructor's compliance with requirements fell under their responsibilities. The participants therefore indicated that the instructors' compliance with requirements should be under their purview and that ICAO should oversight the quality assurance process during follow-up assessments.

1.4.3 The meeting **agreed** that centres provide ICAO with the register of qualified instructors, and that training centres be responsible for the verification and quality assurance of instructor compliance with minimum requirements and currency.

1.4.4 The participants indicated that the existing instructor requirements constrained the training centres by limiting the instructor's associated training programme (train-the-trainer) to a single course. Training centres already conduct train-the-trainer courses of various scope and breadth and therefore considered that a more flexible approach should be accommodated in the requirements.

1.4.5 The meeting **agreed** that endorsed centres deliver the existing train-the-trainer course or an equivalent acceptable to ICAO. The train-the-trainer course should address the specificity of GSI courses and should be no less than 24 class hours.

1.5 **Scheduling of Follow-up Assessments**

1.5.1 The requirements indicate that follow-up assessments are to be conducted at least every two years. They are to be scheduled at the same time as a course. Although some of the endorsed training centres have not yet delivered GSI courses, a follow-up assessment is still considered necessary to establish a plan of action to comply with requirements and begin providing the endorsed training.

1.5.2 As the GSI Programme expands, and given the ATPS Unit's limited resources and increased workload, the participants were advised that new means should be identified to monitor compliance with established requirements. A strategy to address the limited resources of ICAO and maintain high quality is to decentralize certain key functions of the GSI Programme. Follow-up assessments, for example, could be undertaken by peer-endorsed training centres that are actively delivering GSI training and that have undergone at least one follow-up assessment with a positive outcome.

1.5.3 While the participants considered the concept of peer follow-up assessments valuable, they also indicated that the GSI Programme was not yet developed to the level required to implement this strategy. The meeting **agreed** that peer-endorsed follow-up assessments be considered again at the next GSI Coordination Meeting.

1.5.4 It was also suggested that the Organization carry-out follow-up assessments in a three year cycle rather than two years. Expanding the cycle would allow centres and ICAO to better plan assessment missions and maintain rigorous adherence to quality control measures established in the requirements, including a strict reporting schedule. The coordination meetings would continue to be scheduled every three years. This approach would be helpful in planning follow-up assessment activities and would give time to the centres to plan and budget for the assessments at

the same time as a scheduled GSI course.

1.5.5 The meeting **agreed** to conduct follow-up assessments on a three year cycle and that ICAO should advise all endorsed centres of upcoming follow-up assessments.

1.6 **Quality Control**

1.6.1 ICAO-endorsed centres are required to exercise quality control functions for the GSI training that they deliver. The quality control processes should be documented. Quality control documents should address, but not be limited to the following issues: organizational structure of the training centre and link to the civil aviation authority; job descriptions for all posts in the organizational structure; and quality assurance responsibilities of all training management and instructional staff, including evaluation checklists. It was found that the quality control processes are, for the most part, documented, but not organized in an effective way.

1.6.2 The participants indicated that while each training centre uses a quality assurance process covering the elements listed in the requirements document, the quality assurance forms and checklists differ from centre to centre. The standardization of the quality assurance forms among the GSI centres was considered necessary to facilitate monitoring. Participants therefore agreed to the development of an ICAO-endorsed Government Safety Inspector Training Operations Manual. This manual would be developed in English in collaboration with all training centres by December 2006.

1.6.3 In addition, participants advised that training centres should formulate policies on issues that were under their purview and that affected GSI training such as domestic and international agreements (with CAA and other organizations); remedial and recurrent training applicable for trainees and instructors; pricing; management control (including designation of accountable manager); composition and responsibilities of the GSI Steering Committee; attendance policies; course, trainee and instructor evaluation framework.

1.7 **Training Steering Committee**

1.7.1 The instructors delivering the GSI courses are required to be active inspectors, either directly involved in inspections or on-the-job training. It is therefore critical to have close coordination between the endorsed centre and the civil aviation authority to ensure that operations and airworthiness inspectors/instructors are able to perform both their inspection and instruction responsibilities. The participants supported the recommendation to establish a Training Steering Committee in States where ICAO centres are endorsed.

1.8 **Support of COSCAP Projects**

1.8.1 The participants were advised that while the network of endorsed centres has not reached its peak level of activity yet and needs to be consolidated, there is a high demand for GSI training in each region. Increasing the number of endorsed centres could provide trainees with the possibility of participating in courses nearer to their home base and potentially be more cost-effective. The endorsement of centres in sub-regions where Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAP) or existing regional safety oversight organizations are established could be an effective means to meet this need. One objective of COSCAP Projects is to establish self-sustaining sub-regional entities that provide technical services in safety oversight to member States. These sub-regional entities require

standardized training materials that fully reflect ICAO Standards and incorporate best practices, such as the GSI Programme can provide.

1.8.2 While the participants recognized the need for COSCAP to provide GSI training to their sub-region, they also recommended that the number of endorsed centres not be expanded in order not to dilute their training market share in their region. They indicated that the off-site provisions outlined in the requirements document could potentially better serve the training needs of COSCAP because it would not burden the limited resources of the project with administrative tasks related to endorsement. The participants recommended that the training needs of COSCAP be supported through off-site training provided by endorsed centres, who would be responsible for quality control and administration of COSCAP trainees.

Agenda Item 2: Status Report on Government Safety Inspector Courses

2.1 The participants were advised that the need for GSI course materials is expanding. A list of GSI courses that have been developed or are under development to date including the new ICAO Coding Convention can be found in Appendix A to the Report on Agenda Item 2. The list also mentions courses related to Surveillance, which have been identified as an important training need.

2.2 The Government Safety Inspector, Operations – Air Operator Certification and the Government Safety Inspector, Airworthiness – Air Operator and Approved Maintenance Organization Certification Courses were the first GSI courses developed. They have been delivered numerous times in different endorsed centres. As the FAA and ICAO collaborated to develop these course materials, changes were introduced as necessary. However, lacking detailed delivery reports, it has not been possible to consistently address some of the points that have been raised during deliveries from other endorsed centres.

2.3 The course for Government Safety Inspector – Personnel Licensing Officers/Staff was developed in a collaborative effort among the FAA, the Netherlands and ICAO. This type of collaboration proved very beneficial and is encouraged for the development of future GSI courses. In order to facilitate such collaboration, participants recommended that ICAO explore the possibilities of establishing a multi-lateral agreement for all GSI centres which would allow them to exchange resources in amore flexible manner.

2.4 GSI course materials depend on model regulations. These regulations need to be maintained to ensure consistency with ICAO Standards and Recommended Practices (SARPs). With each modification to the model regulations, GSI courses need to be updated. This requires the establishment and implementation of a version control system for GSI courses. This issue is further compounded by the fact that the GSI courses have been translated in the Spanish language and may be translated in the Russian language. The meeting expressed its gratitude to IAC, CIPE and for the interest on the part of NAU. Once updates have been made to the English version of GSI courses, these should be recorded in a systematic manner, translated and provided to the endorsed centres using the language versions.

2.5 While the participants recognized the growing need for additional GSI courses, they also recognized that their limited resources and the extensive work required to review the existing courses to bring them in compliance with the ICAO course development methodology may limit the number of courses available. To this end, the meeting **agreed** that the ICAO Course Development Quality Assurance Checklists documenting the ICAO review of GSI courses be posted on the GSI Secure Website. Additionally, the participants requested clarifications concerning the scope and nature of the proposed Surveillance course. They requested that the FAA Academy provide the job and task analysis material developed to date to the other endorsed centres for their review. Based on their review, further consideration would be given to pursuing the development of this course, pending the finalization of the other courses. In addition, the meeting recommended that ICAO explore the feasibility of developing endorsed GSI training in response to needs identified through the expanded ICAO safety oversight audit areas.

2.6 Participants were advised of the limited translation resources within ICAO. Consequently, translation by ICAO of updated GSI course materials could not be completed in a timely manner. Thus, the language versions would not be in line with the original English version. This lack of synchronization between language versions could negatively impact standardization and course scheduling. It is therefore proposed that the endorsed centres using the language

versions be the focal points for initial translation and maintenance of the translated versions. Originators of course materials will be required to indicate the updates to the course materials and make apparent where the changes have been introduced in order to allow endorsed centres that are language focal points to update the materials.

2.7 The meeting **agreed** that the course materials should be translated into as many ICAO working languages as necessary and agreed that a quality control process for the technical content and version of translated course materials be documented in the GSI Operations Manual. This process should involve fluent subject matter experts in the technical review of the materials to ensure their accuracy. Participants recognized the value of identifying language focal points but indicated that additional measures needed to be taken to ensure that the course materials were of sound quality in all languages. The meeting **agreed** that a review process to update and modify course materials based on training centre's recommendations be documented in the GSI operations manual and conducted on a two year staggered schedule. Agreements concerning the training centres responsible for updates will be coordinated through ICAO. Through this process, the endorsed centres would make recommendations on potential review items through delivery reports. Once the recommendations are gathered and evaluated collectively with ICAO, these would be introduced in the course materials and a new version for the course issued. A training centre shall be designated as a focal point for the collection and analysis of recommendations on an ongoing basis.

2.8 **Train-the-Trainer Course**

2.8.1 Instructors who deliver the GSI courses need to meet a number of requirements, among them successfully completing the GSI course that they will teach as well as an associated train-the-trainer course. The purpose of this train-the-trainer course is to ensure that prospective instructors are familiar with the design, instructional techniques, and underlying principles specific to GSI courses.

2.8.2 The GSI courses have been developed using the ICAO Course Development Methodology. The ATPS Unit has reviewed and approved in August 2005 a new Instructor Training Course (ITC) aimed at providing prospective instructors with the skills, knowledge and attitudes to deliver competency-based training such as GSI courses. The ITC course could therefore be adapted for the purpose of GSI course instruction because it addresses the delivery of competency-based course materials such as the GSI courses. Furthermore, the ITC could be distributed to all centres if need be.

2.8.3 Alternatively, an equivalent to the train-the-trainer course could be acceptable if it holds the same characteristics of the modified GSI/ITC course. Before an alternative train-the-trainer course is used, it would have to be evaluated by ICAO to ensure it can be considered as an acceptable means of compliance.

2.8.4 The participants agreed in principle to use ICAO's Instructor Training Course (ITC) either as is or as a benchmark for an alternative means of compliance for their train-the-trainer course. The participants requested that the ITC Course be uploaded on the GSI secure website so that endorsed centres can evaluate it.

Appendix A to the Report on Agenda Item 2

ICAO-endorsed Government Safety Inspector (GSI) Courses

Course Coding Convention

Title	ICAO Code
Government Safety Inspector, Operations – Air Operator Certification	ICAO/GSI/OPS/CERT
Government Safety Inspector, Airworthiness – Air Operator and Approved Maintenance Organization Certification	ICAO/GSI/AIR/CERT
Government Safety Inspector, Operations – Flight Crew Licensing	ICAO/GSI/OPS/FCL
Government Safety Inspector, Airworthiness – Maintenance Engineer/Technician Licensing	ICAO/GSI/AIR/MTL
Government Safety Inspector – Personnel Licensing Officers/Staff	ICAO/GSI/PEL/OFFICER
Government Safety Inspector – Personnel Licensing Medical Staff/Examiners	ICAO/GSI/PEL/MED/EXAM
Government Safety Inspector, Operations – Approved Training Organization Certification	ICAO/GSI/OPS/ATO/CERT
Government Safety Inspector, Airworthiness – Approved Training Organization Certification	ICAO/GSI/AIR/ATO/CERT
Government Safety Inspector, Operations – Surveillance	ICAO/GSI/OPS/SURV
Government Safety Inspector, Airworthiness – Surveillance	ICAO/GSI/AIR/SURV

Agenda Item 3: Review of the "Requirements for ICAO-endorsed Government Safety Inspector training conducted on an international basis"

3.1 The participants were advised that since 1 January 2005, the Aviation Training Policy and Standards Unit (ATPS) manages the GSI Programme. The Section in which the Unit resides is also responsible for the proposed *Procedures of Air Navigation Services – Training* (PANS-TRG) Document, which outlines inter alia ICAO's course development methodological standards and competencies for course developers and instructors. While the implementation of the methodological principles originated in the TRAINAIR Programme and were applied to Standardized Training Packages, they have now been documented in the PANS-TRG Document. These principles apply to all competency-based training for which the Organization is responsible including the GSI Programme. The participants reviewed the proposed modified version of the "Requirements for ICAO-endorsed Government Safety Inspector training conducted on an international basis".

3.2 Based on the discussions on Agenda Items 1 and 2, the meeting **agreed** to the following additional modifications:

- a) that provisions concerning the issuance of certificates be included in the requirements;
- b) that all course materials, including certificates, use the ICAO GSI course code;
- c) that only the ICAO logo and the training centre's logo should appear on the GSI course materials;
- d) that ICAO provide the endorsed centres with a letter indicating that they are authorized to reproduce course materials bearing the ICAO logo;
- e) that a flexible approach be taken concerning the scheduling of a train-the-trainer course, whereby instructors should successfully complete the GSI course and the associated train-the-trainer course (or equivalent) within a six-month period; and
- f) that a minimum number of class hours be specified for each GSI course, with provisions to review this minimum on a regular basis.

3.3 The meeting **agreed** to the revised version of the "Requirements for ICAO-endorsed Government Safety Inspector Training conducted on an international basis".

Agenda Item 4: Government Safety Inspector Training Programme Communication

4.1 The participants considered that effectiveness of the GSI Programme depended on the secure and efficient flow of communication among the endorsed centres and ICAO. Information such as updated versions of course materials, schedule of courses, and contact details of endorsed centres should be easily accessible. In addition, the communication tools should facilitate and streamline monitoring functions in order to avoid placing an undue burden both on the endorsed centres and ICAO's resources.

4.2 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.

4.3 The public website contains a schedule of GSI courses, requirements for endorsement and a list of endorsed centres. The website can be accessed through the site index on the general ICAO Website (www.icao.int).

4.4 A GSI Secure Website was established and elements of a monitoring application residing on this website were developed. While a general structure was established and functional, the application is not yet user-friendly to all stakeholders in the GSI course delivery process. Given the limited resources that ICAO could dedicate to this type of development work, the meeting was advised that it was not possible to finalize the work in the foreseeable future.

4.5 The participants were advised that there were Learning Management Systems (LMS) software available on the market that can provide the functionalities that would support the GSI Programme. 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. The participants indicated, however, that they did not presently use this type of software.

4.6 Participants were strongly encouraged to advise ICAO as early as practicable of their course schedule and to submit reports for each course delivery. To this end a reporting template was discussed and agreed upon and can be found at Appendix A to the Report on Agenda Item 4. For course deliveries prior to October 2005, endorsed centres agreed to provide ICAO with the list of names who participated in the courses, their grades for each module, the names of instructors. Additionally, participants were strongly encouraged to advise ICAO of their contact details as well as those of the accountable managers within their organizations for the GSI Programme.

4.7 The meeting **agreed** that ICAO establish a secure-web-based means to communicate and share information based on the existing models of the Organization and maintain an up-to-date e-mail contact list.

4.8 In discussing other GSI-related materials and documentation that could be shared among endorsed centres and ICAO which would support the management of the programme and facilitate collaborative work in GSI course development, the meeting **agreed** that follow-up assessment reports be shared with all training centres on the GSI Secure Website.

4.9 Throughout the meeting, participants indicated that additional means should be found to advise the international aviation community of the GSI Programme and courses. The

participants agreed to collaborate to write an article for the ICAO Journal in accordance with the publication schedule of the journal. The participants also recommended that ICAO explore the possibility of a one-page ad in the ICAO journal to promote GSI courses.

4.10 Several participants indicated that industry had expressed interest in attending courses and advised that their participation could be beneficial for both the endorsed centres and the industry as it would expand the potential trainee base and provide industry with a better understanding of inspection requirements. Other participants were of the opinion that trainees from industry did not belong to the primary target population of GSI courses and would therefore require a modified course. The meeting **agreed** that ICAO should send out a letter indicating that centres may wish to offer GSI training to industry. However, the same standards applied to government personnel should apply to industry participants. Inclusion of industry participants is not mandatory and should be carried out on a trial basis and reviewed during the second GSI Coordination Meeting.

4.11 While the need for GSI training was clearly identified, releasing inspectors to attend two to three weeks of training proved challenging in many States. This challenge in combination with the costs (travel, living, and tuition) involved in GSI training were limiting access to GSI courses. The participants recommended that ICAO explore the possibility to conduct an electronic market survey for inspector training which would include items concerning financial constraints. The meeting also agreed that ICAO support and strongly encourage CAAs in seeking donor funding for training and scholarship programmes. They also agreed that a GSI brochure publicizing the availability of training be prepared through a collaborative effort of the training centers and ICAO.

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Appendix A to the Report on Agenda Item 4

**GOVERNMENT SAFETY INSPECTOR TRAINING
REPORT TEMPLATE**

1. Training Centre/State:
1. GSI Course, Code and Title:
2. Delivery Date:
3. Instructor(s) Name:
4. Describe through a short narrative, module by module of the conduct of the course and any problems encountered:
5. Attach results of trainee performance in all end-of-module tests:
6. Attach summaries of course critique and course opinion questionnaires:

Agenda Item 5: Future activities of the Government Safety Inspector Training Programme

5.1 The participants reviewed and approved the final conclusions of the meeting as listed in Appendix A to the report on Agenda Item 5.

5.2 The meeting **agreed** to conduct the second GSI Coordination Meeting during the Fourth Quarter of 2008 at ICAO Headquarters.

Appendix A to the Report on Agenda Item 5

FINAL CONCLUSIONS

Agenda Item 1: Status Report and Strategies of ICAO-endorsed Government Safety Inspector Training Programme

The meeting **agreed**:

- a) that training centres post their draft schedule on the GSI Secure Website by 1 October for the next year. The final planned schedule should be posted by 1 November for the next year;
- b) that the reporting requirements be simplified by providing a summary of the course critique;
- c) that training centres should share and post their reports on the GSI Secure Website within 20 working days of delivery;
- d) that centres provide ICAO with the register of qualified instructors, and that training centres be responsible for the verification and quality assurance of instructor compliance with minimum requirements and currency;
- e) that endorsed centres deliver the train-the-trainer course or an equivalent acceptable to ICAO. The train-the-trainer course should address the specificity of GSI courses and should be no less than 24 class hours;
- f) that the next GSI Coordination Meeting consider peer-endorsed follow-up assessments;
- g) to conduct follow-up assessments on a three year cycle and that ICAO should advise all endorsed centres of upcoming follow-up assessments; and
- h) to the development of a ICAO-endorsed Government Safety Inspector Training Operations Manual. This manual would be developed in English in collaboration with all training centres by December 2006.

The participants recommended that the training needs of COSCAP be supported through off-site training provided by endorsed centres, who would be responsible for quality control and administrative tasks of COSCAP trainees.

Agenda Item 2: Status Report on Government Safety Inspector Courses

The meeting **agreed**:

- a) that the ICAO Course Development Quality Assurance Checklists documenting the ICAO review of GSI courses be posted on the GSI Secure Website;
- b) that the course materials should be translated into as many ICAO working languages as necessary;
- c) that a quality control process for the technical content and version of translated course materials be documented in the requirements document;
- d) that a review process to update and modify course materials based on training centre's recommendations be documented in the GSI Operations Manual and conducted on a two-year

staggered schedule. Agreements concerning the training centres responsible for updates will be coordinated through ICAO. Through this process, the endorsed centres would make recommendations on potential review items through delivery reports. Once the recommendations are gathered and evaluated collectively with ICAO, these would be introduced in the course materials and a new version for the course issued. A training centre shall be designated as a focal point for the collection and analysis of recommendations on an ongoing basis; and

- e) in principle to use ICAO's Instructor Training Course (ITC) either as is or as a benchmark for an alternative means of compliance for their train-the-trainer course. The participants requested that the ITC Course be uploaded on the GSI Secure Website so that endorsed centres can evaluate it.
- f) that ICAO explore the feasibility of developing endorsed GSI training in response to needs identified through the expanded ICAO safety oversight audit areas; and
- g) that ICAO explore the possibilities of establishing a multi-lateral agreement in all GSI centres which would allow them to exchange resources in a more flexible manner.

Agenda Item 3: Review of the "Requirements for ICAO-endorsed Government Safety Inspector training conducted on an international basis"

The meeting **agreed**:

- a) that provisions concerning the issuance of certificates be included in the requirements;
- b) that all course materials, including certificates, use the ICAO GSI Course Coding Convention;
- c) that only the ICAO logo and the training centre's logo should appear on the GSI course materials;
- d) that ICAO provide the endorsed centres with a letter indicating that they are authorized to reproduce course materials bearing the ICAO logo;
- e) that a flexible approach be taken concerning the scheduling of a train-the-trainer course, whereby instructors should successfully complete the GSI course and the associated train-the-trainer course (or equivalent) within a six-month period;
- f) that a minimum number of class hours be specified for each GSI course, with provisions to review this minimum on a regular basis; and
- g) to the revised version of the "Requirements for ICAO-endorsed Government Safety Inspector training conducted on an international basis".

Agenda Item 4: Government Safety Inspector Training Programme Communication

The meeting **agreed**:

- a) that ICAO establish a GSI secure-web-based means to communicate and share information based on the existing models of the Organization and maintain an up-to-date e-mail contact list;
- b) that follow-up assessment reports be shared with all training centres on the GSI Secure Website;
- c) to collaborate among the GSI centres in order to write an article for the ICAO Journal in accordance with the publication schedule of the Journal;
- d) that ICAO should send out a letter indicating that centres may wish to offer GSI training to industry. However, the same prerequisite standards applied to government personnel should apply to industry participants. Inclusion of industry participants is not mandatory and should be carried out on a trial basis and reviewed during the second GSI coordination meeting;
- e) that ICAO support and strongly encourage CAAs in seeking donor funding for training and scholarship programmes; and
- f) that a GSI brochure publicizing the availability of training be prepared through a collaborative effort of the training centers and ICAO.

The participants also recommended:

- a) that ICAO explore the possibility of a one-page ad in the ICAO Journal to promote GSI courses; and
- b) that ICAO explore the possibility to conduct an electronic market survey for inspector training which would include items concerning financial constraints.

Agenda Item 5: Future activities of the Government Safety Inspector Training Programme

The meeting **agreed** to conduct the Second GSI Coordination Meeting during the Fourth Quarter of 2008 at ICAO Headquarters.

— END —