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Международная
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منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref: FS 5/3.2 – 18/012

16 January 2018

Subject: ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) (Cairo, Egypt, 5 – 7 March 2018)

Action required: Reply not later than 20 February 2018

Sir,

I have the honour to invite your Administration/Organization to participate in the ICAO Competency Based Training (CBT) Workshop for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) to be convened at the ICAO MID Regional Office, Cairo, Egypt, **5 - 7 March 2018**. The Workshop will be conducted in English, it will start at 08:00 on Monday 5 March 2018, and will end around 15:00, daily.

The objective of the Workshop is to provide guidance for the implementation of competency-based training and assessment for ATCOs and ATSEP as outlined in the fourth amendment to the Procedures for Air Navigation Services Training (ICAO Doc 9868) and the associated ICAO Training Manuals.

This Workshop is addressed to personnel from training Centres, Air Navigation Service Providers and Civil Aviation Authorities responsible for the management of ATSEP and ATCO training, Civil Aviation Authority personnel responsible for the management of ATCO and ATSEP regulation, auditing and oversight of training, Civil Aviation Authority personnel responsible for conducting audits and oversight of ATSEP and ATCO training, ATSEPs/ATCOs, Course Developers, Instructors and Assessors, training managers, regulators, and other personnel involved in the delivery of ATSEP and ATCO training of States within the MID Region. In addition, representatives of international organizations are also invited to attend this event.

The provisional agenda and a tentative programme of the Workshop is provided in **Attachment A**. Administrative arrangements for the Meeting and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: (<http://www2010.icao.int/MID/Pages/MID-Office-Bulletin.aspx>).

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I would appreciate if you could, as soon as possible, preferably not later than **20 February 2018**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment B** to the ICAO MID Office at the following email address (icaomid@icao.int).

Accept, Sir, the assurances of my highest consideration.



Mohamed Khalifa Rahma
Middle East Regional Director

Enclosures:

- A — Draft Agenda and Tentative Programme
- B — Registration Form

PROVISIONAL AGENDA

ICAO COMPETENCY BASED TRAINING (CBT) WORKSHOP FOR ATCO AND
ATSEP PERSONNEL

Objective:	Introduce the Competency-based training (CBT) concept for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) and provide guidance for its implementation, as outlined in the fourth amendment to ICAO Doc 9868 – Procedures for Air Navigation Services – Training (PANS-TRG) and associated training manuals.
Target Audience:	<ul style="list-style-type: none"> • Personnel from training centres, Air Navigation Service Providers (ANSPs) and Civil Aviation Authorities responsible for the management of ATSEP and ATCO training. • Civil Aviation Authority personnel responsible for conducting audits and oversight of ATSEP and ATCO training. • ATSEPs/ATCOs, Course Developers, Instructors and Assessors. • Training managers, regulators, and other personnel involved in the delivery of ATSEP and ATCO training.
Workshop outline:	The workshop will run for three days (5–7 March 2018). The first day of the workshop is common to both ATCOs and ATSEP. The second day and the morning of the third day, ATCO and ATSEP will attend separate sessions. The two groups will re-join for a common session on the afternoon of the third day. The tentative programme is detailed below.

TENTATIVE PROGRAMME

Monday 5 March		Tuesday 6 March				Wednesday 7 March			
0800 0830	Registration	0800 0815	<i>ATCO Workshop</i> • Introduction • Review of day 1	0800 0830	<i>ATSEP Workshop</i> • Introduction • Review of day 1	0800 1000	<i>CBT</i> Instruction/Assessing Exercise	0800 0900	<i>ATSEP</i> • Conversion training • Exercises – Perform conversion training
0830 0845	Opening Ceremony							0900 1000	
0845 0930	Introduction to Workshop	0815 0930	CBT Competencies	0830 1000	Doc 10057 – <i>Training Manual, Questions</i>				
0930 0950	NGAP overview	0930 1030	CBT Training Manual (Doc 10056)	1000 1030	Examples of developing CBT Plan	1000 1030	Review and wrap-up	1000 1030	Review and wrap-up
0950 1030	Competency-Based Training (CBT)								
1030 1100	<i>Coffee Break</i>	1030 1100	<i>Coffee Break</i>	1030 1100	<i>Coffee Break</i>	1030 1100	<i>Coffee Break</i>		
1100 1200	Introduction to PANS TRG document	1100 1230	CBT developing an Adapted Competency Model continued	1100 1230	Exercise: Develop performance criteria Cont.	1100 1230	(ATSEP and ATCO combined) Key points and recommendations to take home Final Review		
1200 1230	General exercise								
1230 1300	<i>Lunch Break</i>	1230 1300	<i>Lunch Break</i>	1230 1300	<i>Lunch Break</i>	1230 1300	<i>Lunch Break</i>		
1300 1430	General exercise (cont.)	1300 1330	CBT developing an Adapted Competency Model continued	1300 1430	Unsuccessful Progression/Questions	1300 1400	Certificates Closure		
1430 1500	Questions and Answers (Q&S)	1330 1430	CBT Instruction and Assessing	1430 1500	Continuation Training				

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

**CBT WORKSHOP FOR ATCO AND ATSEP PERSONNEL
(Cairo, Egypt, 5 – 7 March 2018)**

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name:

Mr. / Mrs. / Ms.

First Name

Middle Name

Last Name

2. Title or Official Position:

3. State/Organization:

4. Mailing Address:

5. Telephone Number:

Mobile Number:

E-mail:

6. Hotel

7. Days 2 and 3 of the workshop will be conducted in two separate groups. You can only participate in one group.

Please select the group you will be attending (circle as appropriate)	ATSEP	ATCO
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If you are attending an **ATCO** group please answer the questions below so that we can tailor practical exercises to your experience and qualifications:

Are you a current holder of an ATC Licence or held it in the past? (circle as appropriate)	Yes	No		
If "Yes" above please circle all relevant ratings.	Aerodrome	Approach Surveillance	Area Surveillance	Other (specify)

When was the last time you were operational? (approximately)	
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Were you ever involved in ATCO training or training design? (circle as appropriate)	Yes	No
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Date: Signature:

After completing, please send to ICAO MID Office at the following e-mail address: (icaomid@icao.int)

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 2: Please download meeting materials from ICAO MID Regional Office website.

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