

- Report 1: Analysis
- Report 2: Development and implementation
- Report 3: Evaluation

These reports will be analyzed by an ICAO designated TRAINAIR PLUS evaluator to ensure that the STP meets the TDG requirements. Feedback will be provided to the CDU including corrective actions in a timely manner. Fees will apply.

The development of a first STP can be challenging. TRAINAIR PLUS associate members new to the programme may require the support of a TRAINAIR PLUS expert to assist their CDU in completing the development of a first STP. ICAO strongly recommends this approach. TRAINAIR PLUS Full Members requiring such support should plan their budget accordingly.

### **10.1 STP TECHNICAL BACKSTOPPING**

Upon request by a TRAINAIR PLUS Member, ICAO will coordinate subject matter co- technical backstopping for an STP under development with the appropriate ICAO section. This service may incur various charges. ICAO will provide an estimate of any cost involved in providing such service.

## **11 STP SHARING RULES**

### **11.1 STANDARDS**

Only STPs that conform to the TRAINAIR PLUS Training Development Guideline (TDG) requirements shall be included in the STP sharing system. The updating of STPs shall remain the responsibility of the originator. However, the organization delivering an STP course is responsible for the currency of the STP.

### **11.2 PROCESS**

Only TRAINAIR PLUS members have access to the sharing system.

Members wishing to use STPs included in the sharing pool must do so in writing to AST. This request must be signed by the focal point identified by the Member (refer to section 5 of this document).

### **11.3 MASTER COPIES**

STPs shall remain the property of the organization that developed it. The originating organization shall retain a master hard and soft copy.

To facilitate sharing, adaptation, translation and revision of STPs, the electronic versions shall conform to TRAINAIR PLUS file format standards as contained in the STP Assembly Guideline.

### **11.4 RECORDING**

ICAO shall maintain records of all available STPs and keep members updated on STPs that are planned, in progress and completed.

A soft copy of each new STP must be made available to ICAO free of charge, for recording and reference purposes.

### **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 operated from Least Developed Countries (LDCs). Requests should be addressed to ICAO - TRAINAIR PLUS Programme Manager.