

#### 4 MEMBERSHIP CATEGORIES

The TRAINAIR PLUS Programme is a cooperative network open to any private or public organization involved in civil aviation training in ICAO's Contracting States. The cooperative system provides three categories of membership:

- a) Full Member: training organizations that use and develop STPs
- b) Associate Member: organizations that use STPs
- c) Corporate Member: any organization that wishes to participate in the various TRAINAIR PLUS activities

#### 5 MEMBERSHIP REQUIREMENTS

In order to qualify as a full member, an organization must:

- Agree in writing to abide by the rules of that Programme as described herein. The most senior manager or officer of the organization or his/her authorized representative must sign this agreement;
- Undergo an initial TRAINAIR PLUS assessment and follow up assessments every three years;
- Produce at least one validated STP every three years;
- Establish and maintain a course development unit (CDU) with active course developers that successfully completed the Course Developers Workshop;
- Designate an accountable focal point for all TRAINAIR PLUS issues; and
- Pay the TRAINAIR PLUS Full member fees.

In order to qualify as an associate member, an organization must:

- Agree in writing to abide by the rules of that Programme as described herein. The most senior manager or officer of the organization or his/her authorized representative must sign this agreement;
- Undergo an initial TRAINAIR PLUS assessment and follow up assessments every three years;
- Demonstrate its capability to deliver an STP;
- Designate an accountable focal point for all TRAINAIR PLUS issues; and
- Pay the TRAINAIR PLUS Associate member fees.

In order to be considered as a corporate member, an organization must:

- Agree in writing to abide by the rules of that Programme as described herein. The most senior manager or officer of the organization or his/her authorized representative must sign this agreement;
- Contribute to the programme by sharing relevant resources such as non-STP courses;
- Designate an accountable focal point for all TRAINAIR PLUS issues; and
- Pay the TRAINAIR PLUS Corporate member fees.

An organization is considered a full or associate member only once the assessment process is completed, payment is made, and the conditions for the membership level sought are met.

An organization seeking TRAINAIR PLUS membership cannot extend its membership to any activity made in association with any other non-TRAINAIR PLUS organization. Training

activities conducted by a third party on behalf of the training organization seeking TRAINAIR PLUS membership cannot be considered in the process, and therefore TRAINAIR PLUS membership cannot be granted to the third party.

## **6 ROLE OF ICAO**

ICAO's responsibilities include but are not limited to the following:

- Ensure that Course Developers Workshops (CDW) are delivered on a regular basis.
- Maintain a list of designated TRAINAIR PLUS Evaluators, potential TRAINAIR PLUS Experts and qualified course developers.
- Train TRAINAIR PLUS evaluators.
- Coordinate with TRAINAIR PLUS evaluators for the provision of timely responses to phase reports.
- Maintain records of all available STPs and keep members updated on STPs that are planned, in progress and completed.
- Administer the TRAINAIR PLUS website.
- Communicate on a regular basis with all TRAINAIR PLUS focal points.
- Advise on all charges related to the TRAINAIR PLUS Programme.

## **7 LANGUAGE OF COMMUNICATION**

Communication between ICAO and TRAINAIR PLUS candidates or members should preferably be in the English language or in one of the other ICAO official language (Spanish, French, Arabic, Chinese and Russian). It should be noted that the use of one of this language may result in additional delays due to translation. This requirement applies to any official document requested by ICAO during the assessment process, which must be translated if it is not available in one of the ICAO languages.

Assessments will be conducted in English, Spanish or French. During the on-site assessment, it is essential that the candidate member identifies a focal point able to communicate effectively in one of these languages.

## **8 ASSESSMENT PRINCIPLES**

Only organizations seeking TRAINAIR PLUS full or associate memberships are subject to an ICAO assessment.

The successful completion of an ICAO assessment may include, but is not limited to, the review of the organization's facilities, organizational structure, training aids, curricula, instructors, evaluation plans, records technology for training, Computer Based Training capability, simulators, e-learning systems, trainees programmes, quality assurance programme, etc...

The TRAINAIR PLUS assessment is linked to a specific location. If an organization seeking TRAINAIR PLUS membership operates in more than one location, the on-site assessment will be randomly selected by ICAO, provided that the additional locations are directly operated by the training organization seeking TRAINAIR PLUS membership. As described in section 5, in the