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