

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

event that these additional locations are operated by a third-party, then TRAINAIR PLUS membership cannot be granted for these locations, unless the third-party is also a TRAINAIR PLUS member.

The ICAO assessment will be valid for a period of three (3) years. Follow-up assessments will be conducted by ICAO at least every three years, or more frequently if deemed necessary in order to ensure that a training organization complies with the terms of the TRAINAIR PLUS Membership.

Full payment of applicable fees and charges for each enrolment phases shall be made to ICAO. Failing payment, the enrolment process shall be stopped. (Refer to section 8.2 for the list of applicable fees).

9 ASSESSMENT PROCESS

The assessment process consists of four (4) phases: pre-application, application, on-site assessment and post-assessment. The criteria for successful completion of each phase are described in the TRAINAIR PLUS Assessment Guidelines (TPAG) (See appendix XXX). This guideline is based on the Manual on the Approval of Flight Crew Training Organizations (doc 9841) and the Procedures for Air Navigation Services – Training (doc 9868).

9.1 PRE-APPLICATIONS

An organization interested in becoming a TRAINAIR PLUS member shall contact the Aviation Safety Training Section (AST) of ICAO. AST will then provide detailed guidance on the assessment process and membership requirements to the organization.

9.2 APPLICATION

A formal request signed by the most senior officer of the organization or by his/her authorized representative must be sent to ICAO. This request shall include detailed information and documented evidence about the organization as described in the TPAG and must include the full payment of the non-refundable assessment fee (refer to section 12 of this documents for details).

ICAO will evaluate the request based on the documents submitted by the organization. Based on the evidence provided at the application phase, ICAO will decide if the organization can be considered a TRAINAIR PLUS Candidate. If the organization is considered a TRAINAIR PLUS Candidate, ICAO will inform the candidate of:

- A proposed schedule for the on-site assessment; and
- An estimate of travel and living expenses in accordance with UN Staff rules for ICAO official(s) undertaking the on-site assessment to be charged to the candidate.

9.3 ON-SITE ASSESSMENT

The on-site assessment will validate the evidence provided by the candidate during the application phase. The on-site assessment will only be undertaken once the candidate confirms in writing that:

- It agrees to the proposed on-site assessment schedule; and
- It provides contact details of the accountable manager that will receive the invoice from ICAO for travel and living expenses of the assessor.