INTERNATIONAL CIVIL AVIATION ORGANIZATION

Twenty-Seventh Meeting of the AFI Planning and Implementation Regional Group (APIRG/27)

5 to 6 November 2024

Agenda Item 3: Implementation of air navigation goals, targets and indicators, including the priorities set in the Regional Air Navigation Plan

Aeronautical Information Management Competency Framework implementation

(Presented by Kenya)

SUMMARY
This paper discusses the process of Competency Training and Assessment of Aeronautical Information Management (AIM) Officers in compliance with the ICAO standards on need for initial and periodic assessment to demonstrate the required skills and competencies. It outlines the activities and steps carried out by Kenya in conducting AIM competency Training, Assessment and Certification of AIM personnel. Action by the Meeting is at paragraph 3.

Strategic Objectives	This paper relates to the following Strategic Objectives: • Safety • Air Navigation Capacity and Efficiency • Facilitation • Economic development
References:	• ICAO Annex 15, 16th edition, 2018 • ICAO Doc 8126, 7th edition, 2022 • ICAO PANS-AIM, DOC 10066, 1st edition, 2018 • AIM QMS Manual Doc 9839, 1st edition, 2022. • AIS Training Manual ICAO Doc 9991, 1st edition, 2023

1. INTRODUCTION

1.1 The need for initial and periodic assessment, and the requirement for AIM personnel to demonstrate the required skills and competencies came as a result of the Recommendations 1.2/1, 3.3/2 and 4.1/2 of the AIS/MAP Divisional Meeting held at Montreal in 1998. The requirements were published as Amendment 30 to the tenth Edition of ICAO Annex 15 in the year 2000.

1.2 Given the increasing reliance on digital data supplied by an AIS (Aeronautical Information Service) provider, the Air Navigation System safety considerations are of paramount importance. Corrupt, erroneous, late or missing aeronautical data and aeronautical information can potentially affect the safety of air navigation (ICAO DOC 8126 3.2.5.1).

1.3   Within the context of the established quality management system, the competencies and the associated knowledge, skills and abilities required for each AIS function shall be identified, and personnel assigned to perform those functions shall be appropriately trained (ICAO Annex 15 para 3.6.4). All main functions, roles or tasks performed in a specific AIS organization must be identified including any additional tasks. If such tasks are delegated to an AIS provider, it is recommended to formalize their delegation and establish appropriate agreements with the responsible service units (ICAO Doc 8126 para 3.4.4.4).

1.4   All AIS personnel should possess the required competences necessary to operate within the AIS environment (DOC 8126, 3.2.4.8). Processes (that is, training, assessment plans, etc.) must be established and followed to ensure all AIS technical personnel are properly trained and assessed to perform their assigned functions (ICAO DOC 9991 Clause 1.3).

1.5   The AIS competency framework assists State authorities, AIS management and AIS training organizations to develop and implement competency-based training and assessment for AIS professionals. (ICAO Doc 8126 para 3.4.3.1)

1.6   Within the context of the Quality Management Service (QMS), AIS management must ensure that tasks are performed only by competent personnel. There is therefore a need to identify tasks and assess the required competencies. Clear performance criteria must be established to assess the competencies while the assessment must be based on multiple observations covering a range of different conditions. (ICAO Doc 8126 para 3.4.4.1)

1.7   AIS management must ensure that required competencies are trained, observed and assessed consistently within the AIS organization. Each party involved in the process including the trainee, instructor, training organization, operator and regulator must have a common understanding of the AIS competency requirements. (ICAO Doc 8126 para 3.4.4.2)

2. DISCUSSION

2.1 In Kenya, the journey towards the implementation of the ICAO requirement to have AIS competency framework in place started by benchmarking with the State that had already implemented an AIM competency framework.

2.2 The AIM department identified AIM functions including the delegated functions. The associated knowledge, skills and abilities required for each function was identified. Among the functions identified include:
- Flight plan operations ;
- Briefing operations;
- NOTAM operations;
- Aeronautical Data and publications operations;
- Aeronautical Charts operations;

2.3 Kenya as an ICAO contracting State domesticated the requirement (ICAO Annex 15 paragraph 3.6.4) through the Kenya Civil Aviation Regulations. Afterwards, a policy was developed to guide the implementation of the AIM Training and Competency assessment process including the criterion to be applied for the Training as well as the initial and periodic assessment for endorsement and issuance of Certificate of Competency on the functional areas.

2.4 In addition, related items to support the policy were developed including;
   a) A pool of questions for each functional areas for the online Knowledge assessment
   b) On Job Training (OJT) Programme
   c) The procedure and training manual

2.5 A three-tier assessment was implemented to enable AIM Personnel to demonstrate required competencies leading to the award of a Certificate of Competency and endorsement for a specific functional area.

   a) **First tier –A Local assessment** -Conducted by a local competent assessor (also known as On Job Training Instructor (OJTI) using the approved OJT Program and includes direct observation of practical performance. After completion of the OJT program, the AIM Personnel undergo the OJT Local assessment.

   b) **Second tier –online assessment**.
   On successful completion of the OJT local assessment, the AIM Personnel is referred to AIM Station In-charge who liaises with Head of AIM Department for Online Knowledge Assessment. Upon passing the online Knowledge Assessment, the AIM Personnel is referred to the regulator for oral/practical assessment.

   c) **Third tier – Oral/ Practical assessment**.
   Oral/Practical Assessment is conducted by the regulator as a final assessment prior to issuance and/or renewal of the certificate of competency with a specific endorsement type. The Oral/Practical Assessment involves oral and/or practical demonstration of skills and competencies associated with specific endorsement type.
   An ad-hoc Assessment panel, constituted by the regulator and consisting of relevant subject matter experts conducts the Oral/Practical Assessment.

2.6 Kenya developed an AIM Competency Assessors Course (AIMCA) to guide the assessors in conducting the assessments. The ICAO Standard Training Package (STP) Course is available in the ICAO portal.

2.7 Lessons learnt
   a) As part of this process, States must establish within their regulatory framework the requirements for the competency level of technical personnel in charge of various functions associated with the provision of AIM services.

   b) As an integral part of the QMS, States must ensure all AIM personnel possess the required competencies necessary to operate within the AIM environment.

   c) AIS/AIM of states must identify the competencies needed to perform the duties with their associated description and performance criteria based on the established AIM competency framework.

3.0 ACTION BY THE MEETING

The meeting is invited to:
   a) Note the information provided in this paper; and

   b) Encourage States to implement AIM competency Training and Assessment as per the ICAO requirement

   c) Invite States wishing to build capacity in AIM Competency Training and Assessment and to enroll for the ICAO AIM Competency Assessors Course at East African School of Aviation (EASA).

   d) Encourage States to seek support from member states in the AFI-Region such as Kenya that have successfully implemented the AIM Competency Training and Assessment.

   e) Consider incorporating AIM Competency Training and Assessment within the performance framework of APIRG Infrastructure and Information Management sub-group projects for support and operationalization of AIM Competency Training and Assessment within the AFI-States.