

REVIEW OF CARRY-OVER/OUTSTANDING ACTION ITEMS FROM CAeM-MG-2018

Review of ICAO USOAP CMA Protocol Questions concerning aeronautical meteorological personnel competency and qualification, education and training

(Submitted by the ICAO Secretariat)

Summary and Purpose of Document

This information paper provides the ICAO follow-up to CAeM-MG-2018 Action A05-2018 calling for a review the ICAO USOAP CMA Protocol Questions to determine whether they adequately address competency and qualification, education and training aspects.

ACTION PROPOSED

The Management Group (MG) is invited to note the information contained in this paper.

1. REVIEW OF ICAO USOAP CMA PROTOCOL QUESTIONS

Background

1.1 During the CAeM-MG-2018 meeting in January 2018, following a discussion on the work of the CAeM Expert Team on Education, Training and Competency (ET-ETC), the MG considered whether the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) adequately addresses competency and qualification, education and training aspects as part of the USOAP CMA Protocol Questions (PQs). Through Action A05-2018, the MG requested ICAO to review the PQs in this regard.

Progress report

1.2 The ICAO Secretariat has conducted a review of all the relevant PQs with the assistance of the Safety and Air Navigation Oversight Section (OAS). It is noted that out of 24 PQs dedicated to MET, 10 questions are related to competency and qualification, education and training. These questions are reproduced in the [Annex](#) to this paper for ease of reference.

1.3 It is concluded that, in general, the ICAO USOAP CMA PQs in the MET area adequately address competency and qualification, education and training requirements covering both MET inspectors and service providers. However, there is room for improvement. It is felt that there is a need for a specific focus on ensuring the qualification of MET personnel providing service for international air navigation.

1.4 The foregoing need will be taken into account by ICAO during the next opportunity to modify the PQs.

ICAO USOAP CMA PROTOCOL QUESTIONS RELEVANT TO COMPETENCY AND QUALIFICATION, EDUCATION AND TRAINING

PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.417	Does the State employ a sufficient number of qualified MET inspectors to carry out its safety oversight tasks over the MET authority?	1) Review mechanism established to ensure effective implementation. 2) Review methodology established for determining staffing needs. 3) Review ability to attract new inspectors as well as existing vacancies and level of turnovers in past years. 4) Review ability to carry out all safety oversight-related tasks, including: <ul style="list-style-type: none"> a) review and revision of regulations, b) training of technical staff, c) development of guidance material, d) issuance of approvals, e) conducting of surveillance, and f) resolution of identified safety concerns. 	STD A3 2.1.5 GM Doc 9734 Part A, C3	CE-3
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.421	Have job descriptions been developed for MET inspectors?	Review job descriptions for MET inspectors.	GM Doc 9734 Part A, C3	CE-3
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.423	Has the State established appropriate minimum qualifications and experience requirements for MET inspectors?	Review qualifications and experience criteria established for technical posts.	GM Doc 9734 Part A, C3	CE-4
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.425	Has the State developed a formal training programme detailing the type of training to be provided to its MET inspectors?	1) Review contents of training programme. 2) Confirm inclusion of initial, on-the-job, recurrent and specialized training, including timelines to be provided, as applicable.	GM Doc 9734 Part A, C3	CE-4

PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.427	Does the State develop a periodic training plan detailing and prioritizing the type of training to be provided to its MET inspectors during a specified period?	1) Review most recent training plan. 2) Verify most recent training plan is in accordance with the programme and includes: a) Detailed training types; b) Priorities; and c) Timeframes. 3) Each inspector's training should be detailed.	GM Doc 9734 Part A, C3	CE-4
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.429	Is the training programme appropriately implemented for MET inspectors?	Verify that the type and frequency of training provided (initial, OJT, recurrent and specialized) is sufficient to acquire/maintain the required level of knowledge, skills, competence and qualifications in accordance with the duties and responsibilities assigned to each technical staff.	GM Doc 9734 Part A, C3	CE-4
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.433	Does the MET inspectorate have a system for the maintenance of training records for its technical staff?	1) Review instruction or requirement for the establishment and maintenance of training records. 2) Verify that training records are systematically retained.	GM Doc 9734 Part A, C3	CE-4
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.453	Does the State ensure that the entity providing the MET service has developed job descriptions for its technical staff?	1) Review mechanism established to ensure effective implementation. 2) Review job descriptions and confirm rational application.	STD A3 2.1.5 GM Doc 9734 Part A, C3	CE-6
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.455	Does the State ensure that the entity providing the MET service has established a training programme for its technical staff?	1) Review mechanism established to ensure effective implementation. 2) Review documented	STD A3 2.1.5 GM	CE-6

		training programme and verify if it includes, when applicable, initial, recurrent or specialized training.	Doc 9734 Part A, C3	
PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.457	Does the State ensure that the entity providing the MET service maintains training records for its technical staff?	Review method used by State to confirm that training records are maintained.	GM Doc 9734 Part A, C3	CE-7
