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航空组织

Ref.: T 2/4.2 – AP071/19 (FS)

23 July 2019

**Subject:** ICAO Language Proficiency Requirements –  
Workshops on test design guidelines  
(Bangkok, Thailand, 28 to 30 October 2019)

**Action Required:** Please reply by 23 September 2019

Sir / Madam,

To improve the effective global harmonization of the Language Proficiency Requirements (LPRs), ICAO Headquarters has been working with the International Civil Aviation English Association (ICAEA) in developing guidelines for test development that conform with Annex 1 — *Personnel Licensing*. ICAEA has been actively involved in supporting the implementation of LPRs and contributed considerably in the development of the ICAO Rated Speech Samples Training Aid (RSSTA) and ICAO Guidelines for Aviation English Training Programmes (Circular 323).


As we focus more on LPRs implementation, and in order to support Member States, ICAEA is organizing workshops to provide hands-on guidance on developing "*Test Design Guidelines*" for LPRs. These workshops are specifically for CAA personnel responsible for ICAO LPR testing and licensing issues.

Invitations for two Workshops have already been coordinated with the EUR/NAT Regional Office. A Workshop is being organized in the APAC Region, in Bangkok, from 28 to 30 October 2019 kindly hosted by Aeronautical Radio of Thailand. Please find, in the **Attachments A and B** to this State Letter, Hotel information and Program that may be useful for such invitation.

1. The objective of the Workshop: to provide technical assistance to States in the ICAO Asia Pacific Region, through dedicated Workshop and to support the implementation of aviation language testing and training best practices in accordance with ICAO Manual on the Implementation of ICAO Language Proficiency Requirements (Doc 9835).
2. In line with the ICAO Language Proficiency Requirements (ICAO LPRs) framework, ICAEA is developing a Test Design Guidelines to assist with this process by putting test design central to the quality of any LPR testing system. The Test Design Guidelines have been developed to assist civil aviation authorities and organizations involved in the design of LPR tests recognize and understand key issues related to the design of LPR tests and their impact on overall LPR testing practices.

3. Therefore, I wish to invite your Administration/Organization to nominate qualified participants to take part in the Workshop (see enclosed Nomination Form). The target audience of the Workshop are Regulators/CAAs in the Asia-Pacific Region responsible for the oversight/selection of language proficiency tests in accordance with the ICAO LPRs. The participants should be involved within State authorities or designated nominees responsible for ICAO LPR testing and licensing issues for Pilots and Air Traffic Control Officers (ATCOs), according to the ICAO SARPs Annex 1 (up to two qualified participants from a State). The Workshops aim to support CAAs in evaluating the tests developed and approved for licensing purposes in order to gain confidence in the selection, evaluation and auditing of LPR tests. To support the participation of the CAA's representatives, ICAEA agrees that the CAA LPR focal points in the licensing department are exempt from the Workshop registration fee. Registrations will be on a first-come, first-served basis and online registration is available at: <https://www.icaea.aero/icao-lpr-tdg/workshops/asia-pacific/>.
- 5 Please nominate up to two personnel to attend by registering online at the ICAEA website (<https://www.icaea.aero/icao-lpr-tdg/workshops/asia-pacific/>) no later than **23 September 2019**. The ICAO Regional Office focal point for this activity is Mr. S M Nazmul Anam ([apac@icao.int](mailto:apac@icao.int)). For further information, please contact Mr. Michael Kay ([Michael.kay@icaea.aero](mailto:Michael.kay@icaea.aero)) and Mr. Terence Gerighty ([terence.gerighty@icaea.aero](mailto:terence.gerighty@icaea.aero)).
- 6 To facilitate information sharing, the following link can be used in addition to the required nomination form above-mentioned: <https://www.icaea.aero/icao-lpr-tdg>. Discounted room rates at the venue (Banyan Tree Hotel, Bangkok) are available to workshop attendees (<https://www.icaea.aero/wp-content/uploads/2019/06/ICAEA-TDG-Workshop-3-BKK-Banyan-Tree-Hotel-Rates-Booking-Form.pdf>).
- 7 In conclusion, I would like to thank you for the continuous support to ICAO, which I am confident shall continue in the future.

Accept, Sir/Madam, the assurances of my highest consideration.



Arun Mishra  
Regional Director

**Attachments:**

- A — General/Hotel Information
- B — Programme of the Workshop

## Provisional Workshop Programme

### Day 1

8.00-8.30	<b>Workshop check-in:</b> Collection of name badges and workshop participant booklets
8.30-8.45	<b>Workshop opening</b>
<b>Session 1</b>	
8.45-11.00 (Main room)	Achievements and challenges with LPRs (2011-2019): Interactive survey with participants to share stakeholder insights into LPR testing systems in use

*Coffee break*

<b>Session 2</b>	
11.30-12.30	Revisiting key aspects of the ICAO LPRs: How do these relate to test instrument design?
<b>Session 3</b>	
12.30-13.00	<i>The Test Design Guidelines:</i> Purpose, uses and how they can be applied <b>The test instrument: the essential requirement for an effective LPR testing system</b> Introduction to essential terms in language testing

*Lunch break*

<b>Session 4</b>		
14.00-15.00 (Workshop rooms)	<b>Workshop A:</b> <b>Criterion 1</b> <ul style="list-style-type: none"> <li>• <i>Separate test instruments need to be designed for pilots and air traffic controllers.</i></li> </ul> <b>(Group 1)</b>	<b>Workshop B:</b> <b>Criterion 3</b> <ul style="list-style-type: none"> <li>• <i>Test instruments need to include items, tasks, and components to differentiate between proficiency levels.</i></li> </ul> <b>(Group 2)</b>
15.15-15.45	<b>Workshop A:</b> Debrief and Q&A	<b>Workshop B:</b> Debrief and Q&A

*Coffee break*

15.45-16.45 (Workshop rooms)	<b>Workshop A:</b> <b>Criterion 1</b> <b>(Group 2)</b>	<b>Workshop B:</b> <b>Criterion 3</b> <b>(Group 1)</b>
16.45-17.00	<b>Workshop A:</b> Debrief and Q&A	<b>Workshop B:</b> Debrief and Q&A

## Day 2

Session 5		
8.45-9.00 (Main room)	ICAEA Survey results: ATC and PILOT perceptions of radio communications	
Session 6		
9.00-10.30	<b>Workshop C: Criteria 2 and 4</b> <ul style="list-style-type: none"> <li>• <i>Test instruments need to include tasks that assess the type of language and how it is used by test-takers for radiotelephony communication.</i></li> <li>• <i>Test instruments need to contain appropriate task types that reflect test takers' abilities to understand and communicate in real-world contexts.</i></li> </ul> <b>(Group 1)</b>	<b>Workshop D: Criterion 6</b> <ul style="list-style-type: none"> <li>• <i>Test instruments need to contain test tasks dedicated to assessing listening comprehension, separately from tasks designed to assess speaking performance.</i></li> </ul> <b>(Group 2)</b>
10.30-10.45	<b>Workshop C:</b> Debrief and Q&A	<b>Workshop D:</b> Debrief and Q&A
<i>Coffee break</i>		
11.15-12.45	<b>Workshop C: Criteria 2 and 4 (Group 2)</b>	<b>Workshop D: Criterion 6 (Group 1)</b>
12.45-13.00	<b>Workshop C:</b> Debrief and Q&A	<b>Workshop D:</b> Debrief and Q&A
<i>Lunch break</i>		
Session 7		
14.00-14.30 (Main room)	Interactive Q&A panel discussion: Exchange of ideas and experiences: CAA experiences in selecting, approving tests	
Session 8		
14.45-15.45  (Workshop rooms)	<b>Workshop E: Criterion 5</b> <ul style="list-style-type: none"> <li>• <i>Test instruments need to comprise distinct sections with a range of appropriate test task types.</i></li> </ul> <b>(Group 1)</b>	<b>Workshop F: Criterion 7</b> <ul style="list-style-type: none"> <li>• <i>Test instruments need to include test tasks that allow test takers to engage in negotiated and extended communication.</i></li> </ul> <b>(Group 2)</b>
15.45-16.00	<b>Workshop E:</b> Debrief and Q&A	<b>Workshop F:</b> Debrief and Q&A
<i>Coffee break</i>		
16.30-17.30 (Workshop rooms)	<b>Workshop E: Criterion 5 (Group 2)</b>	<b>Workshop F: Criterion 7 (Group 1)</b>
17.30-17.45	<b>Workshop E:</b> Debrief and Q&A	<b>Workshop F:</b> Debrief and Q&A
17.30-17.45	<b>Workshop E:</b> Debrief and Q&A	<b>Workshop F:</b> Debrief and Q&A
18.30-21.30	Social event: Chao Praya River cruise and dinner (19.00-21.00)	

Session 9	
9.00-10.00 (Main room)	Recap of criteria 1-7
Session 10	
9.30-9.50 (Main room)	<b>Interactive presentation: Criterion 8</b> <ul style="list-style-type: none"> <li>• <i>Test banks need to comprise a sufficient number of equivalent versions, with each version of the test representing the test instrument in the same way.</i></li> </ul>
Session 11	
9.50-10.30 (Main room)	Applying the <i>ICAO LPR Test Evaluation Toolkit</i>
<i>Coffee break</i>	
Session 12	
11.00-11.40 (Main room)	Feedback and discussion: Implementing the TDGs using. What's next?
11.40-12.00 (Main room)	Workshop closing: Issuing of <i>Certificates of Participation</i> Exchange of contact details for follow up discussion and closing
<i>Lunch break</i>	
14.00-16.30	<i>Optional visit to Aeronautical Thailand ATC facilities: Area Control Centre (Bangkok)</i>