



International
Civil Aviation
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LT 2/3A.80 – SA296

Lima, 7 August 2019

To: Mr. Frédéric Guignier, Regional Director of Civil Aviation Authority (DSAC)
for French Antilles and French Guiana
Mr. Jerome Journet, Regional Director, West Indies and French Guiana
Lt. Col. Egbert Field, Guyana Civil Aviation Authority
Eng. Patrick Pengel MBA, Ministry of Public Works, Transport and Communications,
Suriname

Subject: **ICAO Language Proficiency Requirements (LPR) – Workshop on test design
guidelines for LPRs**
(Buenos Aires, Argentina, 20 to 22 November 2019)

Action

Required: Please reply by 15 October 2019

Dear Sir,

I am pleased to inform you that, 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 ICAO Member States, ICAEA is organizing a series of workshops to provide hands-on guidance on developing "*Test Design Guidelines*" for LPRs. In the case of SAM Region, an ICAEA workshop is schedule in Buenos Aires, Argentina, from 20 to 22 November 2019, kindly hosted by CEFEPRA Aerolíneas Argentinas. The working language of the workshop will be English.

The objective of the workshop is to provide technical assistance to States in the ICAO South American 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). The Workshop aims to support Civil Aviation Authorities (CAAs) in evaluating the tests developed and approved for licensing issuance purposes in order to gain confidence in the selection, evaluation and auditing of LPR tests.

In line with the ICAO Language Proficiency Requirements (ICAO LPRs) framework, ICAEA is developing 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 CAAs 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.

The target audience of the workshop are CAAs in South American Region responsible for the oversight/selection of language proficiency tests in accordance with the ICAO LPRs. The participants should be part of the 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 Standards and Recommended Practices (SARPs) established in Annex 1 to the International Civil Aviation Convention.

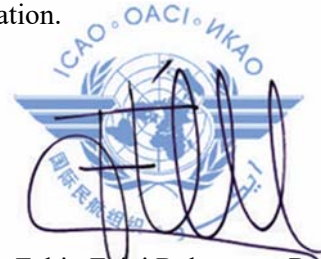
Your Administration is invited **to nominate up to two qualified delegates** to participate in the referred workshop, sending back to us the attached registration form through our email icaosam@icao.int **not later than 15 October 2019**.

To support the participation of the CAA's representatives, ICAEA agrees that the LPR focal points in the licensing department of CAAs are exempt from the workshop registration fee.

For more information, you can use the following links: <https://www.icaea.aero/icao-lpr-tdg> and <https://www.icaea.aero/icao-lpr-tdg/workshops/americas/>

The ICAO South American Regional Office focal point for this activity is Mr. Marcelo Ureña (murena@icao.int). For further information, you can also contact Mr. Michael Kay (Michael.kav@icaea.aero) and Mr. Terence Gerighty (terence.gerighty@icaca.aero).

Please accept, the assurances of my highest consideration.



Fabio Fa'zi Rahnemay Rabbani
Regional Director
ICAO South American Office
Lima

Enclosure: *As indicated*

cc: Mr. Patrick Pezzeta, Deputy Director, Antilles-Guyane, French Antilles
Mr. Frédéric Danloux, Head of French Guiana Air Control Centre Cayenne-Félix Eboué Airport, Head of the Aircraft Search and Rescue RCC
Mr. Jean-Jacques Deschamps, Directeur Adjoint, ANSP Martinique, French Antilles-Guyane
Dr. Joyce Blokland-Wijnstein, Permanent Secretary, Directorate of Transport and Communication, Suriname
Mr. Faizel Baarn, Director of Civil Aviation Department, Suriname
Mr. Anjulio R. Wolf, Director, CASAS, Suriname
Mr. Marcus Doller, Air Safety Support Intl. (ASSI), United Kingdom
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom



ICAO SOUTH AMERICAN REGIONAL OFFICE

MNEMONIC NOTE PAPER

Workshop on test design guidelines for language proficiency requirements (LPR) Buenos Aires, Argentina, from 20 to 22 November 2019	
Regional strategy to support SAM States in the presentation of information related to USOAP CMA activities	<p>This strategy has been designed to contribute to the ICAO objectives referred to the improvement of language proficiency tests and the achievement of effective global harmonization of the LPR requirements of Annex 1 on personnel licenses in the South American Region, which includes:</p> <ul style="list-style-type: none"> ✓ Training: Develop skills in the CAA staff for the improvement and updating of LPR tests, applying the new guidelines developed by the International Civil Aviation English Association (ICAEA). ✓ Technical assistance: The SAM Regional Office will provide direct technical support to the States to accompany them in the process of application of best practices recommended worldwide by ICAO, through the ICAEA, that allows the review and optimization of the LPR tests applied by the South American States. ✓ Implementation: Carry out a joint work with the States to raise the level of compliance with the LPRs established in Annex 1, which allows pilots and air traffic controllers to have a Level 5 language proficiency at least within a period of five years, with the commitment of air service operators and air navigation service providers.
Objectives of the workshop	<ul style="list-style-type: none"> ✓ Provide technical assistance to the States of the ICAO South American Region, through the ICAEA, to support the implementation of best practices in aviation language testing and training, in accordance with the Manual on the implementation of the requirements for ICAO language proficiency (Doc 9835). ✓ Provide practical guidance on the development of "test design guidelines" for LPRs developed by ICAEA in support of ICAO.
Nature of the workshop	<p>This workshop is addressed to the staff responsible for the supervision and selection of language proficiency tests in accordance with ICAO LPRs.</p> <p>Participants must be part of the State Authorities or responsible for testing ICAO LPRs, and issuing licenses for pilots and air traffic controllers (ATCO), in accordance with recommended standards and methods (SARPS) established in Annex 1 to the Convention on International Civil Aviation</p>
Competencies to be generated by the workshop	<p>The personnel responsible for the supervision, selection and performance of the LPR tests, will acquire knowledge and practical skills to improve the language proficiency assessment system in their States, considering the following:</p> <ul style="list-style-type: none"> ✓ Understand the approach of the new guidelines developed by the ICAEA to improve and update LPR tests.

	<ul style="list-style-type: none"> ✓ Optimize the skills to implement new LPR tests in order to contribute to the effective application of ICAO Recommended Standards and Methods (SARPs) regarding LPR. ✓ Recognize and understand the key problems related to the design of LPR tests and their impact on safety to develop mitigation strategies through the development of new tests.
<p>Participants' profile</p>	<ul style="list-style-type: none"> ✓ This course is aimed at staff responsible for the supervision and selection of language proficiency tests in accordance with ICAO LPRs. ✓ Participants must be part of the State Civil Aviation Authorities or responsible for the ICAO LPR tests for pilots and air traffic controllers (ATCO), in accordance with the SARPS established in Annex 1 to the Aviation Convention International Civil
<p>Next steps for the development of the strategy</p>	<ul style="list-style-type: none"> ✓ Form a joint work team with SAM States, air service operators and air navigation service providers to optimize the evaluation and training of pilots and ATCOs. ✓ Carry out a diagnosis of the level of language proficiency achieved by pilots and ATCOs in each SAM State. ✓ Based on the diagnosis, develop a work plan with each SAM State to promote improvement in the levels of language proficiency, in order to reach Level 5 objective within a period of 5 years, setting annual goals according to the State current situation. ✓ Support States to achieve the Level 5 objective through technical assistance. ✓ Identify hazards and evaluate the risks in each State caused by the lack of fluency or understanding of the English language by pilots and ATCOs. ✓ Based on the risks detected, establish mitigation measures that prevent the recurrence of serious incidents or incidents. ✓ Monitor the effectiveness of mitigation measures and assess persistence of residual risks to establish new mitigation measures. ✓ Contribute to the State safety programmes (SSP) of each State, providing safety data on serious incidents and incidents related to language proficiency and collected through the voluntary and mandatory SMS safety notification systems of air services operators or air traffic services providers (ATS). ✓ Plan a seminar at the regional level in the coming years based on the strategy and progress achieved.
<p>Contact person in the SAM Office</p>	<p>Mr. Marcelo Ureña Logroño Flight Safety Regional Officer ICAO South American Regional Office murena@icao.int</p>