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When replying please quote

Reference : EUR/NAT 10-0176.TEC (KOV/SUL) /01/2010
TEC/LAN/Rome

29 January 2010

Subject : **Language Proficiency Requirements Implementation workshop
(Rome, Italy, 3-5 March 2010)**

Action
required : as per para. 5 and 7 below

Sir/Madam,

1. I have the honour to refer to my letter dated 11 January 2010 (reference EUR/NAT 10-35.TEC) inviting your Administration to participate in the Language Proficiency Requirements Implementation workshop that, upon kind invitation of Italy, shall be held in Rome on 3-5 March 2010.

2. The Workshop will provide the opportunity to States to exchange information and experience on training issues related to language proficiency requirements implementation, such as States' regulations on training and the role of the civil aviation authorities, service providers and aircraft operators. The workshop is intended for the representatives of States' authorities, training managers of air navigation service providers and aircraft operators and teachers of aviation English.

3. The workshop will be conducted in the English language. For the benefit of all, nomination of English proficient participants is strongly encouraged. If specifically requested, and on an exceptional basis, Russian interpretation could be made available.

4. The workshop will address the following main items:

- ICAO policy and recommendations in the final rundown to March 5th 2011
- ICAO Guidelines in support of LPR implementation (Rating Scale, ICAO Circulars 318 & 323)
- Issues in teaching aviation English (teaching & maintaining language proficiency, teaching methodologies and qualifications for teachers).

5. States are strongly encouraged to present a report on their LPR implementation. These presentations are limited to 10 minutes per State, and are to be focused on status, difficulties, tests implemented, type of training provided and national implementation plan published/regularly updated. To ensure uniformity of approach, please complete the Recommended Language Proficiency Requirements Implementation Checklist provided in **Attachment D**.

.../...

Distribution: EUR/NAT States of accreditation, EANPG Regular participants

.../...

6. Detailed programme is enclosed in **Attachment A**. Please note that the workshop agenda will not include commercial presentations. However, there will be an area outside of the meeting room where organizations may present their products. All coordination on this matter should be carried out with the ENAC contacts below (see para. 7).

7. May I remind you that, to enable timely preparation, I shall be grateful if you confirm the participation of your administration/organization, completing the attached registration form (**Attachment B**) at your earliest convenience, but in any event, **not later than 24 February 2010**. In case you require visa assistance, in addition to the Registration form, Visa assistance request should be completed (**Attachment C**). Both forms are to be completed on your official letterhead and duly signed and stamped.

8. All registration and visa assistance request forms should be sent via email to both the Host State and this office at the following email addresses

<p>ENAC, Italy</p> <p>Mrs Elisabetta TIBERINI Tel +39 6 44 185 613 Email: e.tiberini@enac.gov.it</p> <p>Mrs Carla IPPOLITO Tel +39 6 44 185 722 Email: c.ippolito@enac.gov.it</p>	<p>ICAO Europe and North Atlantic Office</p> <p>Ms Leyla SULEYMANOVA Tel: +33 1 4641 8590 Fax: +33 1 4641 8500 Email: Lsuleymanova@icao.paris.int and icaoeurnat@paris.icao.int</p>
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9. The workshop shall be held at the Casa de l'Aviatore. You can obtain more details from the web-page at www.casaviatore.it. So far as accommodation, transport and other logistic details are concerned, you are invited to consult a dedicated web-page at www.enac-italia.it .

Please accept, Sir/Madam, the assurances of my highest consideration.

Karsten Theil
ICAO Regional Director
Europe and North Atlantic

ATTACHMENT A

ICAO WORKSHOP ON LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION
(Rome, Italy, 03- 05 March 2010)
DRAFT PROGRAMME

Day 1 – Wednesday, 03 March 2010

Time	Activity
09:00 – 09:30	Registration
09:30 – 10:30	Opening session Address by Mr. Alessio Quaranta, Director General and Mr. Giuseppe Daniele Carrabba, Head of Safety Department (ENAC), Mr Karsten Theil (ICAO RD EUR/NAT) Introduction of participants, administrative arrangements
10:30 – 11:00	COFFEE BREAK
11.00	CURRENT STATUS ON THE LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION
11:00 – 11:30	ICAO policy and recommendations in the final rundown to March 5 th 2011
11:30 – 12:15	Summary of salient points of ICAO Circular 318 (Language Testing Criteria for Global Harmonisation)
12:15 – 13:00	Summary of salient points of ICAO Circular 323 (Guidelines for Aviation English Training Programmes)
	LUNCH
14.00	REPORTS FROM STATES ON ISSUES AFFECTING LPR IMPLEMENTATION
14:00 – 15:00	<i>Each State - 10 min - Status, difficulties, tests implemented, type of training provided, national implementation plan published/regularly updated</i>
15:00 – 15:30	COFFEE BREAK
15:30 – 16:30	<i>Each State - 10 min - Status, difficulties, tests implemented, type of training provided, national implementation plan published/regularly updated</i>
16:30 – 17:00	SUMMARY OF AFTERNOON SESSIONS

Day 2 – Thursday, 04 March 2010

	TEACHING ENGLISH for AVIATION – WHAT & WHO?
09:30 – 10:00	Training for proficiency or training for success in a test?
10:00 – 10:30	Defining precise training objectives
10:30 – 11:00	Aviation English trainers – background, qualifications, attitude.
11:00 – 11:30	COFFEE BREAK
11:30 - 12:00	Q & A and open discussion
	TEACHING ENGLISH for AVIATION – HOW?
12 :00 – 12:30	Communicative approach to the teaching of Aviation English
12:30– 13:00	Content based language learning
13:00 – 14:00	LUNCH
14:00 – 14:30	Q & A and open discussion.
	MAINTAINING LANGUAGE PROFICIENCY
14:30 – 15:00	Training and supporting Aviation English language trainers
15:00 – 15:30	COFFEE BREAK
15:30 – 16:00	How do we know we are getting the training right?
16:00 – 16:30	Regulation and language training. Is there a case for it?
16:30 – 17:00	Q & A and open discussion

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Day 3 – Friday, 05 March 2010

UPDATE ON TESTING FOR LANGUAGE PROFICIENCY IN AVIATION	
09:30 – 10:00	Air Traffic Controllers
10:00 – 10:30	Flight Crews
10:30 – 11:00	Regulatory issues on testing
11:00 – 11:30	<i>COFFEE BREAK</i>
11:30 – 12:00	Language Proficiency Requirements Implementation Developments and challenges
12:00 – 12:30	Open discussion: Have we got it right? Is today's Aviation English training providing the short and long term results expected?
12:30 – 13 :00	CLOSING SESSION: CONCLUSIONS AND RECOMMENDATIONS

ATTACHMENT B

ICAO WORKSHOP ON LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION
(Rome, Italy, 03- 05 March 2010)

REGISTRATION FORM

FULL NAME	
JOB TITLE	
NOMINATED BY (AUTHORITY)	
SPEAKING/PRESENTING AT THE WORKSHOP	
CONTACT DETAILS	Telephone: Fax: Email: Postal address:
VISA REQUIRED	YES NO
HOTEL BOOKING REQUIRED	YES NO

ATTACHMENT C

ICAO WORKSHOP ON LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION
(Rome, Italy, 03- 05 March 2010)

VISA ASSISTANCE REQUEST

FULL NAME	
JOB TITLE	
NOMINATED BY (AUTHORITY)	
DATE OF BIRTH	
PLACE OF BIRTH	
CITIZENSHIP	
PASSPORT NUMBER	
PASSPORT ISSUED ON (DATE)	
PASSPORT ISSUED BY (AUTHORITY)	
PASSPORT VALID UNTIL (DATE)	
ARRIVING TO ROME, ITALY ON (DATE)	
LEAVING ROME, ITALY ON (DATE)	
STAYING AT (HOTEL NAME AND ADDRESS)	
INVITATION LETTER TO BE ADDRESSED/SENT TO:	
CONTACT FAX AND EMAIL:	

ATTACHMENT D

ICAO WORKSHOP ON LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION
(Rome, Italy, 03- 05 March 2010)

**RECOMMENDED LANGUAGE PROFICIENCY
REQUIREMENTS IMPLEMENTATION CHECKLIST**

<i>N</i>	<i>Aspects to be reported</i>	<i>Pilots Status of implementation</i>	<i>ATCOs Status of implementation</i>	<i>Response/Comments</i>
	<i>Awareness</i>			
1	Stakeholders are familiar with the ICAO language proficiency requirements (pilots, air traffic controllers, language teachers, regulators etc.)	Yes No	Yes No	
	<i>Promulgation, legislation and responsibility</i>			
2	ICAO language proficiency requirements (Amendment 164 to Annex 1) have been incorporated into national legislation	Yes No	Yes No	
3	State has identified and approved the minimum level of language proficiency for <i>ab initio</i> training for ATCOs and pilots	Yes No	Yes No	
	<i>National coordinator(s)</i>			
4	State has nominated a contact person(s) within the State Authority, airline or ANSP(s) to be responsible for coordination of matters at the national level dealing with the implementation of the ICAO language proficiency requirements	Yes No	Yes No	
	<i>National implementation plan</i>			
5	State has developed, approved, published on the ICAO web-page and is regularly updating the national plan of implementation of the ICAO language proficiency requirements	Yes No	Yes No	
	<i>English language training</i>			
6	English language training packages are in place to meet and maintain ICAO level 4 requirements	Yes No	Yes No	
	<i>Resources for implementation</i>			
7	State has assessed and secured the resources needed to meet the ICAO language proficiency requirements	Yes No	Yes No	

<i>N</i>	<i>Aspects to be reported</i>	Pilots Status of implementation	ATCOs Status of implementation	<i>Response/Comments</i>
	<i>Testing (tests, raters, interlocutors)</i>			
8	State has selected and accredited at national level the following Language proficiency tests	Yes (specify) - (name) - (name) No	Yes (specify) - (name) - (name) No	
9	State has an approved programme of accreditation for testing personnel	Yes No	Yes No	
10	Raters and interlocutors attend regular refresher courses to maintain standards	Yes No	Yes No	
11	What percentages of air traffic controllers and pilots in the State have already have achieved ICAO level 4 in language proficiency tests?	____%	____%	
	<i>Maintenance programmes</i>			
12	Language training packages to maintain language proficiency at level 4 or above have been implemented	Yes No	Yes No	
	<i>Any other comments</i>			
13				

– END –