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Government of India
'A' Section

B Block, Rajiv Gandhi Bhawan,
New Delhi, Dated 23.06.2014

Subject: - Policy for Training of Officers under IATA Training
Programmes.

A Policy for Training of Officers under IATA Training
Programmes has been formulated and a copy of the same is
forwarded herewith for information.

(Deepak Israni)
Under Secretary to the Government of India

Encls: As stated above

To

All JSs/EA/ Directors/DSs/USs/PPSs/ Section Officers/ PSs

Copy for information to:-

PPS to Secretary/PPS to AS&FA

Ministry of Civil Aviation

Policy for Training of Officers under
IATA Training Programmes

1. Introduction

The National Training Policy was issued by DOPT in April 1996 through a set of Operational Guidelines for the development of the human resources of the Government. These, along with other changes since then, such as rapid economic growth, devolution of funds, enhanced transparency through the right to information, globalization, climate change and extremism have created a complex and challenging environment in which the civil service has to function at a time when there are increasing expectations of its performance and ability to respond more efficiently and effectively to the needs of governance.

In recent years, the Human Resource Management function has also undergone a significant change. Organisations are attaching tremendous importance to the management and development of their people. There is increasing recognition that the individual in an organisation is a key resource and should not be simply looked upon as a cost.

In civil aviation sector also, it is imperative to move to a strategic human resource management system, which would look at the individual as a vital resource to be valued, motivated, developed and enabled to achieve the Ministry's mission and objectives. With technology and regulatory processes in aviation sector advancing at a fast pace, it is essential to match individuals' competencies with the jobs they have to do and bridge competency gaps for current and future roles through training.

2. Foreign Training

Foreign training fills a crucial gap in the training system. It provides opportunities for officers to gain exposure to the latest thinking on different subjects in some of the leading institutions of the world. It exposes them to experiences and best practices of different countries with differing models of development and governance. There is a need to continue foreign training as well as other similar schemes so that officers have the

opportunity to attend both long-term and short-term programmes to develop in-depth competencies in a range of subjects/areas or specific specialized subjects. This is particularly important for officers who are likely to hold positions at the senior most levels of Government where they need to be aware of, and take into account, the broader global context in policy formulation as well as international best practices.

3. IATA Training

Ministry of Civil Aviation has an approved Plan Scheme on Capacity Building (IT Networking and Capacity Building in Aviation Sector) since 2009-10. Under this scheme, the Ministry facilitates training of officers of the Ministry and those of the DGCA and BCAS. The initiative was supported by an MoU signed between the Ministry of Civil Aviation and IATA in 2009. The training under IATA Programmes has continued and has been institutionalized by signing successive MOUs.

IATA offers world class courses at IATA Training Centres at various locations. IATA also offers discount over the published price of training. Ministry of Civil Aviation provides funds under the Plan Scheme to meet the training requirement. Due to limited availability of resources, a limited number of officers can only be earmarked for attending the training programmes.

4. Guidelines on Procedure to be followed

The following guidelines shall be adhered to for nominations for IATA training:

i) Training programmes are available on the IATA website www.iata.org/training/pages/index.aspx. In case of change in published programmes, IATA normally informs about three weeks in advance.

ii) IATA training courses are categorized as following:
- Industry Sector
- Area of Study
- Level

iii) Training is generally available under various Industry Sectors, namely:

- Airline
- Air Navigation Services
- Airport
- Cargo
- Civil Aviation Authority
- Corporate (general)
- Ground Services

iv) Within the above Industry Sectors, the following areas of study are available:

a) Air Navigation Services
b) Airline Management and Business Development
c) Airport Planning, Management and Operations
d) Aviation Law
e) Aviation Environment and Fuel
f) Aviation Security
g) Cargo
h) Civil Aviation
i) Dangerous Goods Regulations
j) Fares, Revenue Accounting and Control
k) Ground Operations
l) Organization and Human Performance
m) Quality, Audit and Airline Operations
n) Aviation Safety

v) The courses offered are at
- Entry level,
- Professional level, and
- Management level

vi) Options for available IATA training shall be taken from IATA website. Officers may provide choice of their preferred training programmes. For better planning of annual training programmes, officers should submit nominations providing options for training latest by first week of January of the year. A proforma for filing nomination for training is at Annexure 1.

vii) The courses opted for should depend on the specialization and needs of capacity building in the area. Selection of a training programme for

an officer shall be based on the current job profile/ assignment of the officer, his position and the exposure required, and will be based on the content of the course instead of the location and duration of the course. Area of Study and Level will be taken into account while nominating an officer.

viii) Subject to availability of resources, Joint Secretaries may be nominated at least once a year; Directors/Dy. Secretaries/ Under-Secretaries and equivalent may be nominated once a year; and remaining officers may be nominated once in two years. However, officers being nominated once in a year will be offered training organized within India every alternate year as for as possible.

ix) Nominations for IATA training will be made taking into account the need for capacity building in MOCA for meeting the challenges and priorities for policy making in civil aviation sector and its implementation.

x) After approval of the nomination of an officer for a course, intimation will be sent to IATA. If the specific training is not conducted by IATA because of any reason **or** nominated officer is unable to attend the training, the next available option on similar topics at other location may be explored.

xi) Seniority and previous foreign trainings attended by an officer will also be considered while nominating officers for IATA training programmes.

xii) Not more than two officers will be nominated for training for the same duration/period.

xiii) This policy and the prescribed procedure shall be applicable in DGCA and BCAS also.

xiv) The nominations will be finalized with the approval of the Secretary.

5. Monitoring and Evaluation

Monitoring and Evaluation (M&E) is a powerful tool to improve the way governments and organizations achieve results. Effectiveness of training and development is significantly increased if the monitoring and

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evaluation of training programmes is systematically undertaken. Evaluating the effectiveness of training is a very important but difficult aspect of training administration. Senior/reporting officers will evaluate the use and application of the knowledge gained by officers through the training programmes. All officers attending training will submit a report on the training attended and its utility to the Ministry within a week after the training.

'A' Section in the Ministry of Civil Aviation will monitor the implementation of the Training Policy. The Section will also maintain a database of all training and development activities undertaken.

Application for Nomination for Training
under IATA training Programme

i)   Name:

ii)   Designation:

iii)   Current Division(s)/Section(s) assigned:

iv)   Name of Training Course (Use IATA name)

v)   First choice of Training Course:
       Area of Study:
       Level: Entry level/Professional level/ Management level
       Duration _____ days   from _____ to _____.
       How it will be beneficial for the official work?

vi)   Alternate choice of Training Course:
       Area of Study:
       Level: Entry level/Professional level/ Management level
       Duration _____ days   from _____ to _____.
       How it will be beneficial for the official work?

vii)   Previous Trainings attended: (give topics, dates and venue)

       In India:
       Foreign Training:

viii) Total cost of Training:

ix)   Signature of recommending officer:
       (The training should be recommended if the topic of training is relevant to the officer's current charge and the officer's absence for the duration of training will not affect the normal working in the office).

                                                      (Signature)
                                                      Date