



## ICAO Subject Matter Expert (SME) Qualification Process

### 1. Objective

1.1 This document details the ICAO Subject Matter Expert (SME) qualification process, in order to establish and maintain a roster of ICAO qualified SMEs for the development, update, and validation of ICAO Training Packages (ITPs), developed by ICAO or TRAINAIR PLUS Programme (TPP) Members in collaboration with ICAO.

1.2 The Global Aviation Training (GAT) Section is responsible for managing the qualification process of ICAO SMEs through the TRAINAIR PLUS Electronic Management System (TPEMS), in consultation with ICAO Bureaus.

### 2. Responsibilities

2.1 SMEs are defined as highly experienced personnel in aviation specialized fields. Each SME must have successfully completed the ICAO SME qualification process and hold a valid ICAO SME certificate.

2.2 To support the ICAO course development plan and training programmes, SMEs can be assigned for:

- a) providing authoritative technical content for the development of ITPs;
- b) providing subject matter expertise for the update of ITPs;
- c) conducting content validation of ICAO course material to ensure its compliance with the most current and relevant ICAO Standards and Recommended Practices (SARPs) and guidance material; and
- d) contributing to the development of ICAO guidance material and tools.

### 3. Establishment of the SME qualification criteria

3.1 ICAO Bureaus are responsible for establishing the SME qualification criteria in their respective technical areas corresponding to the relevant ICAO Annexes.

Bureaus	Technical Areas	Annexes
Air Navigation Bureau (ANB)	Aerodromes(AGA)	Annex 14, Aerodromes
	Air Navigation Services (ANS)	Annex 2, Rules of the Air
		Annex 3, Meteorological Service for International Air Navigation
		Annex 4, Aeronautical Charts
		Annex 10, Aeronautical Telecommunication
		Annex 11, Air Traffic Services
		Annex 12, Search and Rescue
		Annex 15, Aeronautical Information Services
	Flight Safety and Safety Management (FSM)	Annex 1, Personnel Licensing
Annex 5, Units of Measurement to be Used in Air and Ground Operations		



		Annex 6, Operation of Aircraft
		Annex 7, Aircraft Nationality and Registration Marks
		Annex 8, Airworthiness of Aircraft
		Annex 13, Aircraft Accident and Incident Investigation
		Annex 18, The Safe Transport of Dangerous Goods by Air
		Annex 19, Safety Management
		Unmanned Aircraft Systems
Air Transport Bureau (ATB)	Air Transport (ATR)	
	Environment (ENV)	Annex 16, Environmental Protection
	Facilitation (FAL)	Annex 9, Facilitation
	Security (AVSEC)	Annex 17, Aviation Security
Legal Affairs and External Relations Bureau (LEB)	Aviation Law (AVL)	

3.2 When GAT requires SMEs for ITP development, update, and/or validation, GAT will refer to the roster of ICAO qualified SMEs and coordinate with the responsible Bureau to assign SMEs for a specific ITP project. If GAT cannot identify a SME from the roster, GAT will coordinate with the responsible Bureau to recommend SME candidates. As per Bureau’s recommendation, GAT will contact those SME candidates to submit the ICAO SME online application.

3.3 SMEs who have participated in the development, update, and/or validation of an ITP, can also submit his/her online application to become an ICAO instructor for the specific ITP in a specific language, if he/she meets the instructor qualification requirements for that ITP (refer to the ICAO Instructor Qualification Process).

#### 4. Online application

4.1 Applicants to the ICAO SME qualification process must first set up a personal profile and then complete the SME online application at <https://igat.icao.int/tpems/SmeApplication>

4.2 Before submitting an application, applicants must meet the following criteria:

- a) Recent experience in an ICAO panel/working group, committee or other ICAO bodies relevant to the subject matter;
- b) A first-level university degree in the relevant subject matter area. A technical qualification in aviation, such as an Airline Transport Pilot License, Air Traffic Control License, or Airframe and Power Plant Technician Certification may be accepted in lieu of the first-level university degree;
- c) Considerable experience (10 years or more) in regulatory or operations related to the relevant field. In the legal field, work at an academic institution may be considered;
- d) Successful completion of the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Online Programme in the relevant field;  
*Note: applicable to Safety and Air Navigation-related fields.*
- e) Successful completion of the ICAO Safety Management Training Programme;  
*Note: applicable to Safety and Air Navigation-related field.*
- f) Certifications, licences and other technical qualifications in the relevant field;



*Note: not applicable to Legal SMEs.*

- g) Proven activities and currency in the relevant field, within 2 years prior to the application; and
- h) Applicants working for a TPP Member must obtain a letter of recommendation from their employer to nominate him/her to be qualified as an ICAO SME. This letter is not required if the applicant selects “Not Affiliated” from the drop down menu on the webpage of the ICAO SME online application.

## **5. Review of application**

5.1 Applications will be processed by GAT in the order in which they arrive.

5.2 GAT reviews the application against the SME qualification criteria to ensure its completeness and relevance.

5.3 The ICAO Bureau responsible for the technical area will then evaluate if the applicant’s expertise, work experience, and technical background comply with the SME qualification criteria.

5.4 Following the evaluation of the application, the ICAO Bureau may require the applicant to undergo an SME assessment in the relevant field, if deemed necessary. In these circumstances, the ICAO Bureau is responsible for organizing the SME assessment in coordination with the applicant, and subsequently completes the SME assessment review in TPEMS.

5.5 After receiving ICAO Bureau’s feedback on the SME application, GAT will notify the applicant if he/she does not meet the qualification criteria, and if additional information needs to be provided.

## **6. Approval of ICAO SMEs**

6.1 Based on the ICAO Bureau’s approval on the SME application, GAT will process the approval for the applicant to become an ICAO SME.

6.2 Upon Chief GAT’s approval, the applicant will be qualified to become an ICAO SME. A certificate will be issued and sent to the applicant via an auto message from the TPEMS, and the newly qualified SME will be added to the roster of ICAO SMEs.

6.3 If the ICAO Bureau considers the applicant is not qualified to be an SME, he/she will be notified by GAT and his/her SME application will be terminated. In these circumstances, the applicant may reapply after a period of three years.

## **7. Validity of ICAO SME qualification**

7.1 The ICAO SME qualification is valid for three years from the date of issuance of the certificate.



7.2 For the renewal of an SME certificate, an auto message is sent from the TPEMS to the SME six months prior to the expiration, followed by a monthly reminder. SMEs are required to initiate a certificate renewal request and update their personal profile in TPEMS, either from the link provided in the auto messages, or alternatively from the pending tasks on their TPEMS dashboard.

7.3 The ICAO SME certificate will be renewed every three years, contingent upon the ICAO Bureau's approval through the TPEMS process.

7.4 ICAO SMEs are strongly recommended to keep up-to-date with ICAO SARPs and guidance material, and actively participate in the development, update and validation of ICAO courses in their field of expertise, in order to maintain their competencies.