ASSEMBLY — 40TH SESSION

TECHNICAL COMMISSION

Agenda Item 30: Other issues to be considered by the Technical Commission

CONVERSION/VALIDATION OF PERSONNEL LICENCE

(Presented by the United Arab Emirates)

EXECUTIVE SUMMARY
Open the discussion to standardize the practice of converting, validating a foreign license. The mechanism of conversion and validation are quite detailed in the *Manual of Procedures for Establishment and Management of a State's Personnel Licensing System* (Doc 9379), and rely a lot on the information provided by the foreign issuing authority. However, some challenges persist and some clarifications are necessary for the countries to align the practice and understanding of the terminology involved enabling Contracting States to achieve Annex 1 — *Personnel Licensing* obligations. **Action:** The Assembly is invited to: a) instruct ICAO to acknowledge that conversion and validation are essential to some States where their training organisation system is not sufficient to supply the demand of aviation personnel; and b) instruct ICAO to review the guidance for further elaboration and harmonisation of validation or conversion processes with due consideration of item 3.1.1 in Doc 9379, Part II, Chapter 3.
Strategic Objectives: This working paper relates to the Safety, Air Navigation Capacity and Efficiency, and Economic Development of Air Transport Strategic Objectives.
Financial implications: N/A
References: *Manual of Procedures for Establishment and Management of a State's Personnel Licensing System* (Doc 9379),Part II, Chapter 3

1. **INTRODUCTION**

1.1   The aim of this working paper is to open a channel of discussion in creating a standard practice and understanding of the validation and conversion of foreign licences. Enabling Contracting States to achieve their Annex 1 obligations in converting and validating licences.

1.2   The mechanism of conversion and validation are quite detailed in Doc 9379, and rely a lot on the information provided by the foreign issuing authority. However, some challenges persist and some clarifications are necessary for the countries to align the practice and understanding of the terminology involved.

2. **DISCUSSION**

2.1   A process of validation or conversion of foreign licence is heavily depended on the system of the foreign licence and also heavily engage the authority of the State of registry. Even though, the mechanism of conversion and validation are quite detailed in Doc 9379, some additional guidance are necessary to ensure alignment of thoughts among the Contracting States.

2.2   Doc 9379 (2.3.3 Conversion) states that the State who converts a licence is required to confirm that the licence is valid and as ensure that all applicable national and ICAO requirements have been met.

2.3   Doc 9379 (2.3.4 Validation) similarly require such practice when it comes to validation.

2.4   Doc 9379 also refers to the notion of "current licence"; notion that is not defined and may confuse the receiving party. Indeed, "valid" and "current" may be limited to the licence and/or the privileges it carries.

2.5   The term "current" means the licence is not revoked, limited or suspended.

2.6   The term "valid" means the licence is not expired. If there is no expiry date, the licence is valid for perpetuity.

2.7   Other challenges are:

   a)   the need to ensure that ICAO requirements have been meet while electronic filing of differences (EFOD) data may not available or not representative to the personnel looking for the conversion. Consequently it is almost impractical to achieve such objective; and

   b)   the need to submit a letter of verification to verify authenticity of the licence. However such letter is frequently used by States as means to also request the **accident or incident history** of the aviation personnel. Such information could negatively contribute to a global safety culture in particular if the personnel was involved unduly into a serious incident or the serious incident took place a long time before he/she applies for a conversion of his/her license.

2.8   Finally, the above suggest that there is a need to work further and elaborate a general understanding about the conversion and validation processes. These processes are still quite important to

support some service providers and then a global harmonisation could only be beneficial to all, in particular countries where their training organisation system is not sufficient to supply the demand of aviation personnel.

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