EAD Client Training Programme

2024

WELCOME TO
TRAINING WITH GROUPEAD!

GroupEAD

Welcome to another year of training opportunities within the EAD. We are pleased to offer you the latest update of training courses for 2024, regardless if your organization is newly migrated or already using the EAD and needing training for new staff or a refresher! If you don't find what you are looking for, do not hesitate to contract us for a custom training solution.

A LITTLE ABOUT US

GroupEAD Europe S.L. founded in 2001 and contracted by EUROCONTROL in 2003 to provide the Data Operations and Training services of the European AIS Database (EAD) Service (service owned and funded by EUROCONTROL). With these responsibilities we have greatly contributed to the safe and efficient provision of aeronautical information services of the EAD. The corporate structure selected for GroupEAD Europe S.L. has been regarded as a pilot case for a multinational service provision in European Countries.

Our highly qualified pool of multinational instructors have a vast experience with EAD operations and technical backgrounds from working in different ANSPs. Our strengths lie in providing instruction based on a sound EAD operation background and current knowledge. Our instructors maintain and apply their operational knowledge by working as administrators of the EAD (in the two Data Operation Centres). You may have already talked to your trainer via the Service Desk!

GroupEAD Europe S.L. offers different training courses for:
• Standard training courses designed to serve all clients on a generic level;
• Refresher training courses designed to serve already working clients;
• Tailored training courses which will fit to the special needs of a single client.

In addition to our classroom trainings, we offer Virtual Trainings for our clients.
We believe by offering this training modality, we provide a convenient service, if travel of trainees to classroom locations is not feasible (see also page 5).

For further information please contact us:
training@groupead.com
www.groupead.com

In close cooperation we will try to develop courses that fit to your needs.

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CONTENTS

GENERAL INFORMATION

TRAINING CENTRE ESCHBORN AND MADRID
The EAD Training Centre is located in Eschborn, Germany and we have an additional Training location at our Madrid Operations Centre in Spain. All of the training courses will be conducted out of these two locations except AIP and Charting which take place in Edinburgh, Scotland (AIP) and Vianen, The Netherlands (Charting). EAD training provides a dedicated training system to facilitate specific scenarios for training courses. The training facility has been set up with ECIT-s (EAD Pro) to create a realistic environment for the client – be it a data provider or data user – to access and use the EAD service.

TRAINING ON YOUR LOCATION
GroupEAD is also pleased to provide training at your location upon request. For training at your location, you provide the classroom and computers (minimum one per 2 trainees). We'll coordinate with you how to set up the connection to the training system. The full requirements are included in our Terms and Conditions page later in this programme. Contact us for more information if this is an option that is of interest for you.

PREREQUISITES
The standard language of the training material and courses is English. GroupEAD is happy to offer training in additional languages based on our multi-lingual instructors. Please contact us to inquire if we can offer the training in your home language. Please be aware however; that all training material remains in English.

As the EAD courses are application based courses, the basic knowledge of AIS and working in AIS is expected as a prerequisite. If your staff needs basic knowledge training or refresher training in advance of EAD training, contact us, we will be happy to help.

COURSE ENROLMENT
1.Enrolment on our website – please join us at www.groupead.com and click on the "AIM Training Academy" button in the top row. This link will take you to our training portal where you can explore and sign up for courses with your own login.

2. Electronically – you can download our enrolment form in pdf from our website or request in an e-mail to training@groupead.com. Just print, fill it in and e-mail it back to us and we will enrol you in the classes of your choice.

3. If you are not able to enrol in our website or send us an e-mail, we can still receive your enrolment form by regular mail (see contact details on page 38). A copy of the enrolment form is also available in this book on page 35.

> Please plan your enrolments so that it reaches us at minimum 35 days in advance to the course start date. Once we receive it, we will always reply with a confirmation e-mail within 5 business days, so if you see nothing from us, send us an e-mail in case it was lost in transit!

If you would like to book within 35 days of the course start date, contact us to see if we still have seats available. If we do, we will be happy to include you in the training.

TRAINING FEES
Prices in this brochure cover the costs of the training including all documentation and are quoted in Euro (excluding VAT) based on a per person price.

COURSE START, DATE, DETAILS AND CLASSROOM
When you receive your official invitation to the course, your course start date, time and location will be included. In our online portal, the course will be indicated as "Confirmed" status. Please plan to arrive 15 min before the start time so that the class can also begin on time. Both of our training locations have a break area where you can refresh yourself with a drink and a cookie before the class. Your training material will be provided by the Trainer on your first day.

Both classroom locations have close-by eating facilities where lunch can be purchased during the lunch break. Alternatively, you can pack your own lunch and eat in our comfortable lounge areas.
In general, on the first day all course modules will start at 09:00 hours local time (08:00 UTC Winter, 07:00 UTC Summer) except the EAD-XS.

After completion of the training course or courses, you will receive an individual Certificate of Attendance for each course you attended.

GENERAL INFORMATION

VIRTUAL TRAININGS FOR EAD CLIENTS
GroupEAD is newly offering Virtual Trainings that will be provided via a video conferencing platform. Our goal is to deliver the same training experience as being in a classroom, so that trainees can improve their skills and expand their professional knowledge base. The scope and content will be the same as classroom trainings and if you are interested, please contact us to provide you any offer.

VIR The trainings marked with VIR can be also provided as Virtual Training (other courses on request).

REMOTE OJT TRAINING FOR EAD CLIENTS
In addition to virtual trainings, it is also possible for EAD clients to connect dedicated ECIT-s (EAD Pro) to the EAD Training centre for on the job training of e. g. internal procedures after the basic EAD training has been performed.

If you are interested in this additional benefit of the EAD Training System please get in contact with GroupEAD Europe S.L. We will be more than happy to provide you with more information or an appropriate offer.
We look forward to welcoming you at one of our training locations soon!

ICONS
The EAD provides functionality and software for both Data Providers (DP) and Data Users (DU). To assist in knowing the intention of the course, an icon is available on each page that will highlight the intended participants of the course.

The major subsections of the EAD have been outlined based on Icon and colour to assist you in finding them easily in the programme and knowing which courses are related to the same areas of the EAD.

DP The icon with the letters DP features courses intended for Data Providers (e. g. AIS officers of CAA, NSP etc.)

DU The icon with the letters DU features courses intended for Data Users (e.g. INO & Static Data Provider staff, Operational Data Users like airliners etc.)

GEN This icon reflects the general courses available to provide background on the EAD and how it fits together with all the subsystems.

SDO The blue section features the courses available for the Static Data Operation (SDO) in the EAD. The main course for SDO is SDO Data Provider. Additional courses are recommended to follow the SDO-DP course.

INO The green icon highlights the courses intended for those participants working with the International NOTAM Operations (INO) of the EAD.

PAMS The orange section of the programme features the Published AIP Management (PAMS) course. This course provides the skills needed for participants working with the PAMS software in the EAD.

WFM The pink section has been created to cover the Workflow Management Tool.

AIP The Aeronautical Information Publication (AIP) courses are shown in the yellow portions of the programme. Each set is a series of 4 courses that follow either the Structured (for eAIP) or Unstructured (for AIP) development of the AIP.

CHT Charting is featured in the red section of the programme and provides all the courses focused specifically on working and designing the charts available with the charting EAD software.

OTH Refresher or tailor made courses are also available. See the individual course descriptions for more information. We are happy to assist you in choosing any of the courses in this programme. The Training Department is available by telephone and e-mail and can provide suggestions and any further information you may need to achieve the best training experience within the EAD.

EAD TRAINING SCHEDULE 2024

Courses	Course code	Length	Scheduled Dates	City	Prices
General EAD Courses					
EAD General Service Overview and Common Services	EAD-GE	1 day	15 Apr 2024	Frankfurt	270,00 €
			02 Sep 2024	Frankfurt	
EAD General and Basic Common Services (with SDO-DP)	EAD-XS	2 hours	Upon Request		65,00 €
Data User Courses (DU)					
Data User Training	EAD-DU	2 days*	21-22 Mar 2024	Frankfurt	510,00 €
			04-05 Sep 2024	Frankfurt	
Data Provider Courses (DP)					
SDO Data Provider	SDO-DP	5 days	11-15 Mar 2024	Frankfurt	1.200,00 €
			09-13 Sep 2024	Madrid	
			11-15 Nov 2024	Frankfurt	
Graphical Validation Tool	SDO-GV	2 days*	16-17 Apr 2024	Madrid	510,00 €
			16-17 Sep 2024	Madrid	
			18-19 Nov 2024	Frankfurt	
SDO Data Provider - SIGMA Course	SDO-SG	1 day	18 Apr 2024	Madrid	270,00 €
			09 Sep 2024	Frankfurt	
			20 Nov 2024	Frankfurt	
ARINC 424 Path and Terminator Coding	SDO-PT	4 days	15-18 Apr 2024	Vianen	4.487,00 €
			23-26 Sep 2024	Vianen	
INO Data Provider	INO-DP	2 days	26-27 Feb 2024	Frankfurt	510,00 €
			13-14 May 2024	Frankfurt	
			14-15 Oct 2024	Frankfurt	
INO Data User	INO-DU	1 day	28 Feb 2024	Frankfurt	270,00 €
			15 May 2024	Frankfurt	
			16 Oct 2024	Frankfurt	
Briefing Facility	INO-BF	2 days	29 Feb-01 Mar 2024	Frankfurt	510,00 €
			16-17 May 2024	Frankfurt	
			17-18 Oct 2024	Frankfurt	
PAMS Data Provider	PAM-DP	1 day	19 Apr 2024	Madrid	270,00 €
			03 Sep 2024	Frankfurt	
			21 Nov 2024	Frankfurt	

* Upon request, can be offered as a one day training.

Courses	Course code	Length	Scheduled Dates	City	Prices
Workflow Management Training					
Workflow Management Operational Training	WFM-OPS	2 days	08-09 Apr 2024	Madrid	510,00 €
			18-19 Sep 2024	Madrid	
SDD Data Provider	SDD-DP	3 days	Upon Request	Frankfurt/ Madrid	960,00 €
Workflow Management Administrator Training	WFM-ADM	1 day	10 Apr 2024	Madrid	270,00 €
			20 Sep 2024	Madrid	
Aeronautical Information Publication					
FrameMaker® Authoring	AIP-FA	2 days	Upon Request	Edinburgh	1.613,00 €
FrameMaker® Advanced	AIP-FM	3 days	Upon Request	Edinburgh	2.424,00 €
FrameAPS® AIP Editorial	AIP-FE	3 days	Upon Request	Edinburgh	2.424,00 €
FrameAPS® Administrator	AIP-FF	2 days	Upon Request	Edinburgh	1.613,00 €
FrameMaker® Structured Authoring	AIP-eFA	2 days	29-30 Jan 2024	Edinburgh	1.613,00 €
			03-04 Jun 2024	Edinburgh	
			07-08 Oct 2024	Edinburgh	
FrameMaker® Structured Advanced	AIP-eFM	3 days	31 Jan-02 Feb 2024	Edinburgh	1.613,00 €
			05-07 Jun 2024	Edinburgh	
			09-11 Oct 2024	Edinburgh	
apsXML® eAIP Editorial	AIP-eFE	3 days	05-07 Feb 2024	Edinburgh	2.424,00 €
			10-12 Jun 2024	Edinburgh	
			Oct 14-16 2024	Edinburgh	
apsXML® eAIP Administrator	AIP-eFF	2 days	08-09 Feb 2024	Edinburgh	2.424,00 €
			13-14 Jun 2024	Edinburgh	
			17-18 Oct 2024	Edinburgh	
apsXML® eAIP Refresher	AIP-eRF	3 days	01-03 Oct 2024	Edinburgh	2.424,00 €
Charting Production					
Computer Aided Design Basic 2D	CHA-MS	3 days	18-20 Mar 2024	Vianen	1.558,00 €
			07-09 Oct 2024	Vianen	
smartGlobe®Designer	CHA-SG	2 days	21-22 Mar 2024	Vianen	4.199,00 €
			10-11 Oct 2024	Vianen	
smartGlobe® Application Manager	CHA-SA	3 days	25-27 Mar 2024	Vianen	2.799,00 €
			14-16 Oct 2024	Vianen	
Other Courses					
Refresher Course	EAD-RF		Upon Request		
Client Tailor Made Course	OTH-CL		Upon Request		

EAD-GE

GEN

DP DU

EAD GENERAL SERVICES OVERVIEW AND COMMON SERVICES

COURSE DETAILS

Duration: 1 Day
Teaching methods: Classroom, PC
Participants: min 4, max 12
Price per participant: 270 EUR

COURSE DESCRIPTION

This one day course will offer an introduction to the EAD covering the history, the need for EAD, the interaction between related systems and the usage.

COURSE CONTENT

• Operational concept and regulations of EAD
• EAD System architecture (subsystems, contingency etc.)
• EAD Service structure (Service Provider, IT Provider, etc.)
• Security principles of EAD
• How to use the EAD Service Desk
• Introduction to User Management
• EAD Explorer and Single Sign-On
• Legal Recording Investigation

EAD-XS

GEN

DP DU

EAD GENERAL AND BASIC COMMON SERVICES

COURSE DETAILS

Duration: 2 Hours
Teaching methods: Classroom, PC
Participants: min 4, max 12
Price per participant: 65 EUR

COURSE DESCRIPTION

This course offers a quick 2 hour familiarization of the EAD. Although we do not recommended it to replace the General course, it will provide a basic introduction to EAD which will assist in making the course after easier to understand.

COURSE CONTENT

• Operational concept of EAD
• EAD System architecture (subsystems, contingency etc.)
• EAD Service structure (Service Provider, IT Provider etc.)
• How to use the EAD Service Desk
• EAD Explorer and Single Sign-On

EAD-DU

OTH

DU

VIR

DATA USER TRAINING

COURSE DETAILS

Duration: 2 Days   (Upon request, can be offered as a one day training.)
Teaching methods: Classroom/Virtual, PC, Practice Exercise
Participants: min 4, max 12
Price per participant: 510 EUR

COURSE DESCRIPTION

This two day course offers a complete view of all of the software available to data users. Systems covered will include an introduction to the EAD itself, and then step by step coverage of each software of interest for users of EAD Data.

EAD GENERAL CONCEPTS

• Operational concept and regulations of EAD
• EAD System architecture (subsystems, contingency etc.)
• EAD Service structure (Service Provider, IT Provider etc.)
• How to use the EAD Service Desk
• Introduction to User Management
• EAD Explorer and Single Sign-On

SDO DATA USER

• SDO as the core service within the EAD framework
• Structure and detailed description of functionalities
• Data structure (AIXM), data hierarchy and
   versioning concept
• Generating SDO reports
• Defining SDO Reports

EAD-DU

OTH

DU

VIR

INO DATA USER
- Structure and detailed description of functionalities
- INO Data User relation to Static Data
- AD, Area, Route, Narrow Route and Admin PIB
- List of Valid NOTAM
- Single NOTAM Retrieval
- Finding aerodromes and FIR-s within the application
- Automatic delivery of PIB-s (e-mail and printer)
- Profile and Schedule Management
- Route Management for Narrow Route PIB
  (creation, editing, checks)
- Graphical Retrieval of PIB
- NOTAM Ticker
  (real-time display of all incoming NOTAM in EAD)

GRAPHICAL REPORTING
Purpose and scope of SDO Graphical Reporting Tool
- Functionalities specific to the tool
- User Preferences to personalize the tool by
  operator or organisation
- Definition of Queries to the database and
  how to save them
- Predefined Queries preprogrammed into the tool
  for commonly queried data
- Redlining to draw text or shapes on the display
- Geometry Tree showing the specific points and
  data that make up the selected element

Purpose and scope of INO Graphical Reporting Tool
- Functionalities specific to the Tool
- Retrieving and displaying PIB
- Graphical display of NOTAM

PAMS DATA USER
- Principles of Document Management System
- Document types within PAMS
- Concept of versioning
- Structure and detailed description of functionalities
- Search, download, viewing and printing functionalities
  - Shopping Cart
  - Metadata
  - Concept of access rights
  - Access to electronic AIP
- Parallel working

SDO DATA PROVIDER

SDO-DP

SDO
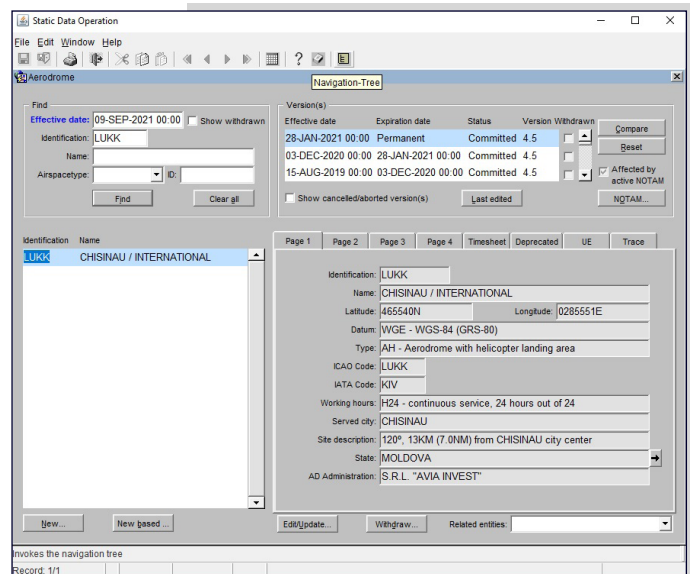
DP

VIR

COURSE DETAILS
Duration: 5 Days
Teaching methods: Classroom/Virtual, PC, Practice
Participants: min 4, max 12
Price per participant: 1.200 EUR

COURSE DESCRIPTION
This course provide participants with the ability to input data and manage data in the SDO database based on entities and attributes.

COURSE CONTENT
- SDO as the core service within the EAD framework
- Overview of the SDO Data Provider functions
- Structure and detailed description of functionalities
- Data structure (AIXM), data hierarchy and versioning concept
- Maintenance - search, insert, update and withdraw static data
- Maintenance - aerodrome, heliports, navaids, points, airspaces, obstacles, organisations, routes
- Private Slot management - create, query, edit, delete, check, reopen and transfer
- Public Slot management - purpose and reports (explaining purpose)
- SDO upload and download management
- Typical workflows
- Practical exercises

SDO-GV

SDO

DP

VIR

GRAPHICAL VALIDATION TOOL

COURSE DETAILS

Duration: 2 Days   (Upon request, can be offered as a one day training.)
Teaching methods: Classroom/Virtual, PC, Practice, Exercises
Prerequisite: SDO-DP training is recommended
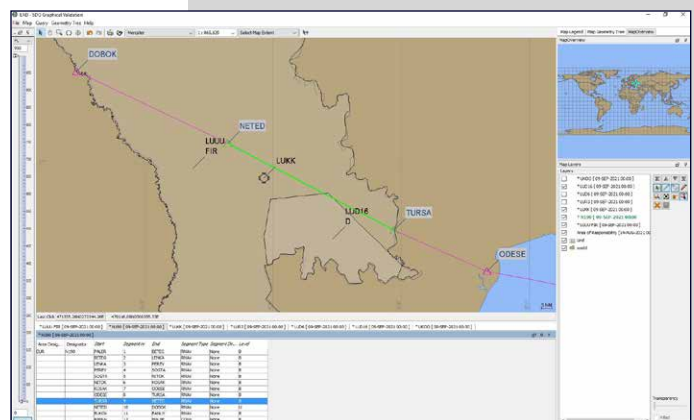**Participants: min 4, max 12**
Price per participant: 510 EUR

COURSE DESCRIPTION

This course is the natural follow up to SDO-DP as it graphically displays pending and committed SDO data in the database. Specifically, the participant will be able to graphically compare and edit pending SDO data from previously committed data already existing in the system.

COURSE CONTENT

Purpose and scope of SDO Graphical Validation (GVT) Tool
• Functionalities specific to the tool
• Explanation of User Preferences to streamline and
• manage specific to your organization or operation
• Querying the SDO database to graphically display the data in various options or areas.
• Predefined Queries preprogrammed for common data display requests
• Redlining, the ability to draw or mark the result via text, shapes etc.
• Editing SDO pending data via the
• Geometry Tree and manual changes.
• How to make an excel report based on your graphical query
• Saving queries and work performed for continued use another session or by another colleague

SDO-SG

SDO

DP

VIR

SDO DATA PROVIDER – SIGMA COURSE

COURSE DETAILS
Duration: 1 Day
Teaching methods: Classroom/Virtual, PC, Practice, Exercises
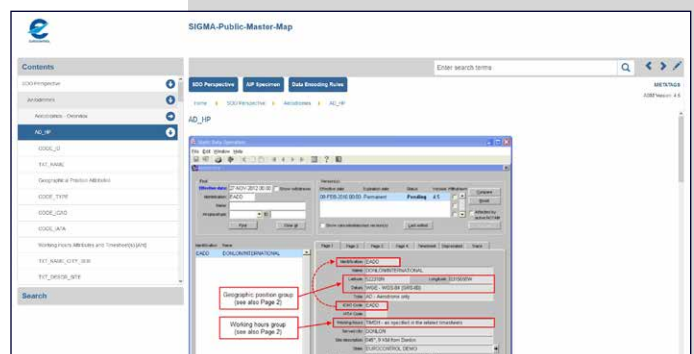**Participants: min 4, max 12**
Price per participant: 270 EUR

COURSE DESCRIPTION
This course augments the SDO Data Provider course, specifically in EUROCONTROL's recommendations for data harmonization. The SIGMA tool is explained in detail and the course focuses on providing guidance on data harmonization.

COURSE CONTENT
- Introduction to the SIGMA tool
- Structure and detailed description of functionalities
- Types of data available in the tool
- Data harmonization concepts
- How to find data in the AIP and other relevant information
- Understanding of SDO Rules with information on the applied rule
- Applicable for both ECIT and ESI clients

SDO-PT

SDO

DP

VIR

ARINC 424 PATH AND TERMINATOR CODING

COURSE DETAILS
Duration: 4 Days
Teaching methods: Classroom/Virtual, Practice
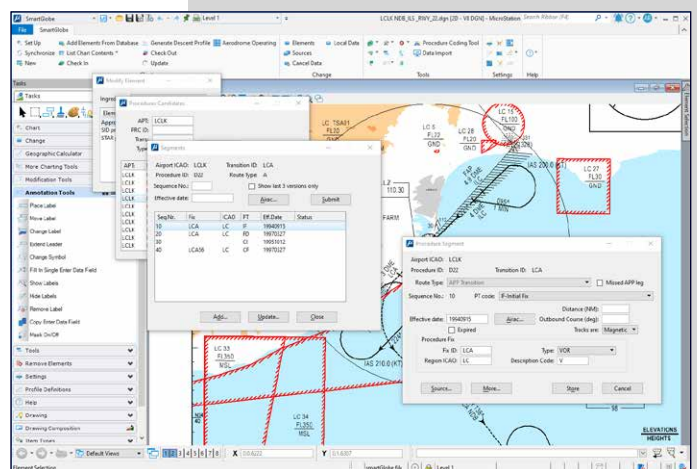**Participants: min 4, max 8**
Price per participant: 4.487 EUR

COURSE DESCRIPTION
The ARINC 424 Path & Terminator coding course has been designed as an introduction to database coding of Instrument Flight procedures. The training course combines both theory and practical exercises requiring students to complete hands-on coding exercises in order to provide the instructor feedback on the attai- ned skill level of the students. The course is based on a presentation of the subject theory, illustrated with 'realistic' data and files from actual AIP's that closely reflect the operating environment of the students. The theory as well as the exercises are illustrated with static database examples using the smartGlobe aeronautical charting system.

COURSE CONTENT
- Procedure coding methodology based on the ARINC 424 Path & Terminator concept
- History and background of the Path & Terminator concept
- Overview of Documentation and Discussion of individual Path Terminators
- Allowed Leg Combinations, Waypoint Description codes and mandatory attributes
- Application of PT concept to SID procedures, examples and commonly used PT combinations in SID procedure, Special SID coding consideration
- Application of PT concept to STAR procedures, examples and commonly used PT combinations in STAR Procedure, Special STAR coding consideration
- Application of PT concept to IAP procedures, examples and commonly used PT combinations in IAP procedure, Special IAP coding consideration
- Practical exercises

INO DATA PROVIDER

INO-DP

INO

DP

VIR

COURSE DETAILS
Duration: 2 Days
Teaching methods: Classroom/Virtual, PC, Practice
Participants: min 4, max 12
Price per participant: 510 EUR

COURSE DESCRIPTION
After taking this course, the participant will be able to create and manage NOTAM in the system, including all additional functionalities associated with NOTAM and linkages to static data.

COURSE CONTENT
- Structure and detailed description of functionalities
- Creating NOTAM, NOTAM Checklists, Trigger NOTAM and SNOWTAM and ASHTAM
- Creation of NOTAM based on selection (NOTAMR, NOTAMC and also NOTAMN)
- Rules and Cross Checks for the creation
- Creating and using NOTAM Templates
- Managing and working with
- Distribution Address Lists
- List of NOTAM with Estimated validity
- Managing and working with NOTAM Proposals
- NOTAM Grouping functionality
- NOTAM Linkage functionality (to Static Data)
- AFTN Subscription Service
- Description and usage of INO Basic Data
- Description and usage of NOTAM History
- Practical exercises

INO DATA USER

INO-DU

INO

DP DU

VIR

COURSE DETAILS
Duration: 1 Day
Teaching methods: Classroom/Virtual, PC, Practice
Participants: min 4, max 12
Price per participant: 270 EUR

COURSE DESCRIPTION
After completing this course, the participant will be able to use the full functionality of the INO Data User software in creating and managing PIB.

COURSE CONTENT
- Structure and detailed description of functionalities
- INO Data User relation to Static Data
- AD, Area, Route and Narrow Route PIB
- List of Valid NOTAM
- Admin PIB
- Single NOTAM Retrieval
- Finding aerodromes and FIR-s within the application
- Automatic delivery of PIB-s (e-mail and printer)
- Profile and Schedule Management
- Route Management for Narrow Route PIB
  (creation, editing, checks)
- Graphical Retrieval of PIB
- NOTAM Ticker
  (real-time display of all incoming
  NOTAM in EAD)

INO-BF

INO

DP

VIR

BRIEFING FACILITY

COURSE DETAILS
Duration: 2 Days
Teaching methods: Classroom/Virtual, PC, Practice
Participants: min 4, max 12
Price per participant: 510 EUR

COURSE DESCRIPTION
After completing this course, the partici-
pants will be able to create and manage
Flight Plans in the INO Briefing Facility
system.

COURSE CONTENT
• Structure and detailed description of functionalities
• Creating, validating and distributing flight plans
• Managing repetitive flight plans
• Managing the client information and AFTN addresses
• Monitoring real traffic situation under your responsibility
• Identify the different statuses of flight plans you manage
• Manage your incoming/outgoing messages
• Receiving a FPL from IFPS
• Receiving a slot from ETFMS
• Using template management
• Using the Briefing Facility Box Contingency Application
• Practical exercises

PAMS

DP

VIR

PAMS DATA PROVIDER

COURSE DETAILS
Duration: 1 Day
Teaching methods: Classroom/Virtual, PC, Practice
Participants: min 4, max 12
Price per participant: 270 EUR

COURSE DESCRIPTION
This course explains the software used in EAD to display PDF versions of AIP from participating States. The participant will be able to add/remove AIP documents and maintain existing documents in the PAMS software, including eAIP. Additional functionality that links PAMS to SDO and INO is also covered, such as Trigger NOTAM proposals.

COURSE CONTENT
• Structure and detailed description of functionalities
• Maintenance of AIP, supplements, amendments, charts, AIC, and RAD in PAMS
• Creating new documents
• Updating version data
• Creating another version
• Removing and cancelling documents
• Duplicate check
• NOTAM Proposal
• Electronic AIS
• Parallel working

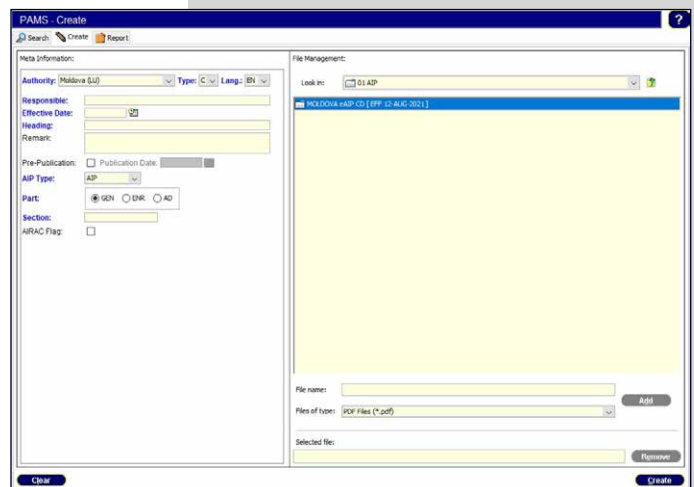# WORKFLOW MANAGEMENT OPERATIONAL TRAINING

COURSE DETAILS
Duration: 2 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 510 EUR

COURSE DESCRIPTION
This course is designed to provide detailed instructions for the use of the EAD Workflow Management Tool. The intention is to provide better understanding and knowledge of the different processes of the EAD Workflow Management Tool on how to complete every process step by step.

COURSE CONTENT
- Introduction to the WFM concept
- General functionalities of the EAD WFM tool
- In deep coverage of standard
  - EAD WFM processes.
  - Data Originator
  - SDO Update
  - Chart Update
  - AIP Update
  - Publication
  - NOTAM Proposal
- How to "Workflow"
- In deep coverage of the EAD WFM tool Operational instructions
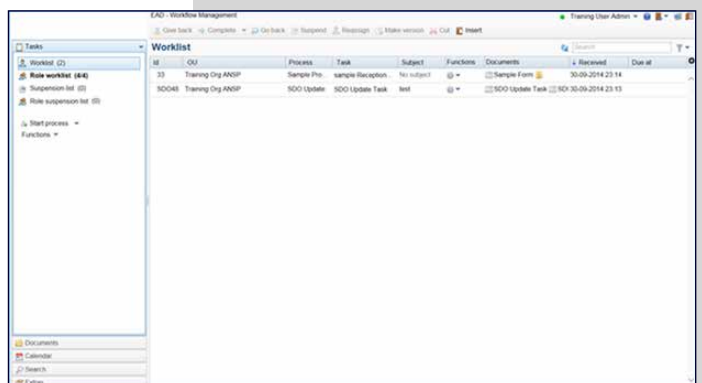
SDD-DP

WFM

DP

SDD DATA PROVIDER

COURSE DETAILS
Duration: 3 days
Teaching methods: Classroom, PC, Practice
Prerequisite: WFM-OPS, AIXM 5.1 knowledge
Participants: min 5, max 12
Price per participant: 960 EUR

COURSE DESCRIPTION
This course provides participants with the ability to input data and manage data in SDD database based on features and attributes.

COURSE CONTENT
- SDD HMI as included in the WFM Tool
- Explanation of connections
- High level comparison of SDO Data Provider and SDD Data Provider
- Data Structure as based on AIXM 5.1
- Data hierarchy
- Temporality concept
- Maintenance – search, insert, update and withdraw static data
- Maintenance – aerodrome, heliports, navaids, points, obstacles, organizations, routes
- Operator Container and associated functionality
- Master Container and associated functionality
- SDD Upload and download management
- Typical workflows
- Practical exercises

WORKFLOW MANAGEMENT ADMINISTRATOR TRAINING

COURSE DETAILS
Duration: 1 Day
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 270 EUR

COURSE DESCRIPTION
This course is designed to provide a deep knowledge of the EAD WFM tool functionalities for the tasks related to the creation and maintenance of Organisation, users, rights and roles. This training is specially focused on the tasks to be performed by the CSO of an organisation.

COURSE CONTENT
• Introduction to the WFM concept
• General functionalities of the EAD WFM tool
• WFM tool Administration
  • Creation and maintenance of Organisations
  • Creation and maintenance of Users
  • User roles Management
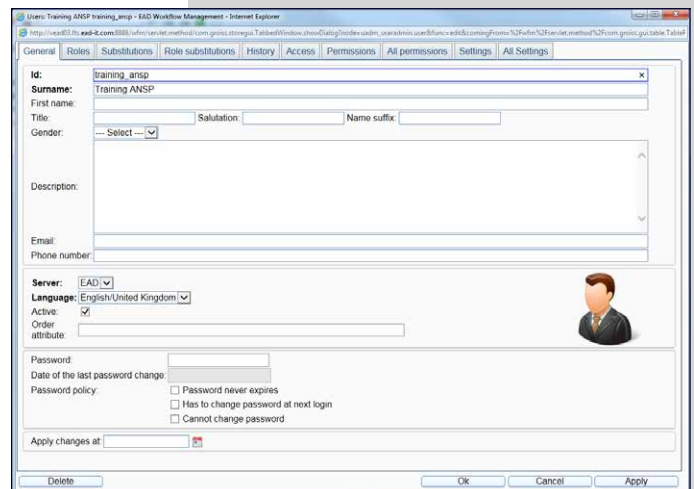
FRAMEMAKER® AUTHORING

AIP-FA

AIP

DP

COURSE DETAILS
Duration: 2 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 1.613 EUR

COURSE DESCRIPTION
This course offers delegates the opportunity to learn how to edit and author unstructured text content using FrameMaker 10. FrameMaker is a trusted, professional level, document management software suite that has been used for many years by aviation agencies around the world to deliver High-Quality, mission-critical documentation to clients.

COURSE CONTENT
• Overview of FrameMaker® Interface
• Updating the AIP Text and Document Properties
• Creating diagrams and working with graphics in the AIP
• Maintaining AIP Tabulator Information
• Creating output files and printouts from FrameMaker Documents
• Developing skills to follow the FrameAPS® AIP Editor Module
• Practical exercises

FRAMEMAKER® ADVANCED

AIP

DP

COURSE DETAILS
Duration: 3 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 2.424 EUR

COURSE DESCRIPTION
This course offers delegates the opportunity to learn how to create, edit and manage unstructured documents using FrameMaker 10. FrameMaker is a trusted, professional level, document management software suite that has been used for many years by aviation agencies around the world to deliver High-Quality, mission-critical documentation to clients.

COURSE CONTENT
- All functionalities of FrameMaker®
- Creating and modifying
- FrameMaker® templates
- Creating new book files and sections
- Formatting and complex page numbering
- Managing referenced files and defining system variables
- Generating tables of contents, lists and indices
- Working with the AIP, Supplement and AIC templates, paragraph tags and page layouts
- Additional AIP desktop publishing tutorials
- Practical exercises

AIP-FE

AIP

DP

FrameAPS® AIP EDITORIAL

COURSE DETAILS
Duration: 3 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 2.424 EUR

COURSE DESCRIPTION
This course offers delegates the opportunity to learn how to edit and author AIP textual, tabular and datalinked content using FrameAPS in an unstructured mode. FrameAPS is a specialised, professional level, Aviation Publishing Software Suite that has been used for over a decade by the EAD and other aviation agencies around the world to deliver High-Quality, mission-critical AIP and aviation documentation to clients.

COURSE CONTENT
• Functionalities of FrameAPS®
• Navigating the FrameAPS® File menus, dialog boxes, context-sensitive menus and icons to allow full access to the AIP application menu
• Performing all tasks involved in the creation and editing of the AIP and their component parts and files using the AIP File Management tool
• Navigating the data link static data placement tool
• Using automatic AIP table generation tools
• Creating amendments, previewing changes and analyzing report files
• Printing AIP Files and Books
• Practical exercises

AIP-FF

AIP

DP

FrameAPS® ADMINISTRATOR

COURSE DETAILS
Duration: 2 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 1.613 EUR

COURSE DESCRIPTION
This course offers delegates the opportunity to learn how to create, manage and publish AIP and other aviation manuals using FrameAPS in an unstructured mode. FrameAPS is a specialised, professional level, Aviation Publishing Software Suite that has been used for over a decade by the EAD and other aviation agencies around the world to deliver High-Quality, mission-critical AIP and aviation documentation to clients.

COURSE CONTENT
• FrameAPS® Administration Tools
• Generation, verification and issue of AIP Amendments, Supplements and Circulars
• Rollback of AIP Amendments, Supplements and Circulars after generation
• Compiling coversheets and checklists for AIP Amendments, Supplements and Circulars
• Using the printing functions of FrameAPS® to create the PDF-files required for paper distribution
• Using the publish functions of FrameAPS® to transfer the required information to PAMS
• Performing troubleshooting procedures and high-level file manipulation and recovery
• Practical exercises

FRAMEMAKER® STRUCTURED AUTHORING

COURSE DETAILS

Duration: 2 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
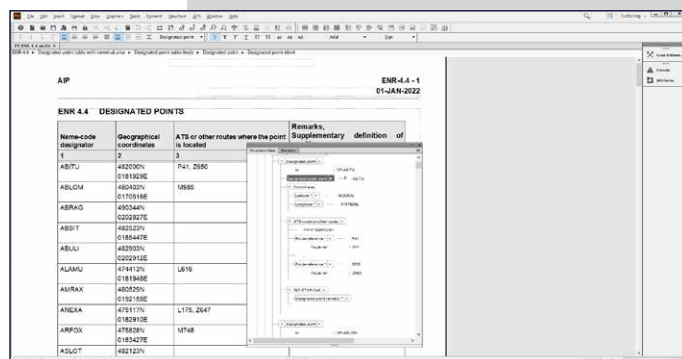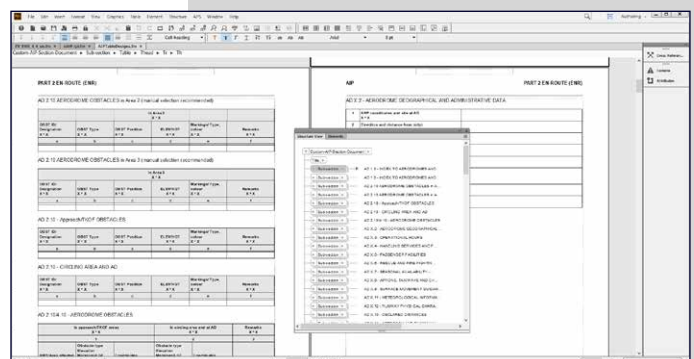**Price per participant: 1.613 EUR**

COURSE DESCRIPTION

This course offers delegates the opportunity to learn how to edit and author structured text content such as an eAIP using FrameMaker 10. FrameMaker is a trusted, professional level, document management software suite that has been used for many years by aviation agencies around the world to deliver High- Quality, mission-critical documentation to clients.

COURSE CONTENT

• Basic functionalities of Structured FrameMaker®
• Working with structured Templates
• The document environment
• Container elements-editing the structure
• Working with Element Attributes
• Editing text
• Adding graphics
• Layout and Books
• Developing skills for the apsXML® eAIP Editor Module
• Practical exercises

FRAMEMAKER®
STRUCTURED ADVANCED

COURSE DETAILS

Duration: 3 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 1.613 EUR

COURSE DESCRIPTION

This course offers delegates the opportunity to learn how to create, edit and manage structured documents such as the eAIP using FrameMaker 10. FrameMaker is a trusted, professional level, document management software suite that has been used for many years by aviation agencies around the world to deliver High-Quality, mission-critical documentation to clients.

COURSE CONTENT

• All functionalities of Structured FrameMaker®
• The Design Structured Process
• The Design Workshop (Designing the initial page layout & setting document properties)
• Designing paragraph styles-basic and default font properties
• Refining paragraph styles-numbering properties
• Refining paragraph styles-pagination and advanced properties
• Designing character styles
• Preparing for graphics
• Designing table styles
• Designing cross-reference formats
• Designing page layout
• Book Building
• Indexes
• Practical exercises

© Copyright M-AIS 2020

AIP

DP

apsXML® eAIP EDITORIAL

COURSE DETAILS
Duration: 3 Days
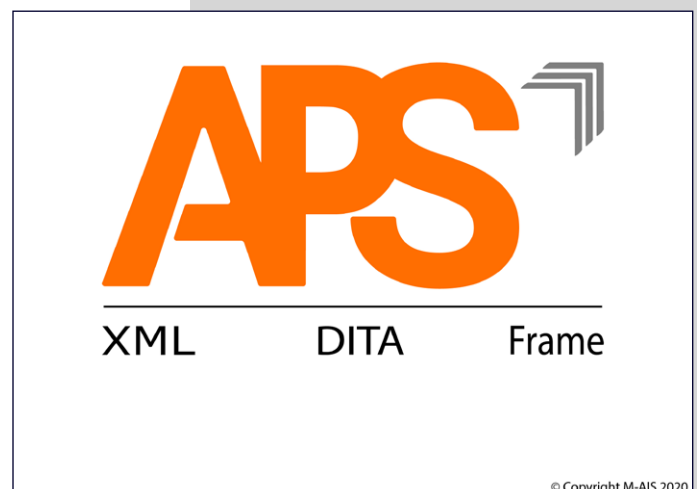**Teaching methods: Classroom, PC, Practice**
Participants: min 4, max 12
Price per participant: 2.424 EUR

COURSE DESCRIPTION
This course offers delegates the opportunity to learn how to edit and author XML eAIP structured textual, tabular and datalinked content using apsXML to create xml, HTML and PDF output. apsXML is a specialised, professional level, Aviation Publishing Software Suite that has been used for many years by the EAD and other aviation agencies around the world to deliver High-Quality, mission-critical eAIP and other structured aviation documentation to clients.

COURSE CONTENT
• Creation and editing of eAIP (components and files) using eAIP File Management tools
• Placing links to the SDO static data via the APS data link placement tools and by using automatic table generation tools
• Getting started with apsXML®
• Creating new structured eAIP files:
• Creating an eAIP in the document management database:
• Validating the new eAIP:
• Managing eAIP production
• eAIP file Library functions
• eAIP file Metadata and eAIP amendment order
• Making amendments
• Generating eAIP tables
• Previewing changes
• Practical exercises

AIP

DP

apsXML® eAIP ADMINISTRATOR

COURSE DETAILS
Duration: 2 Days
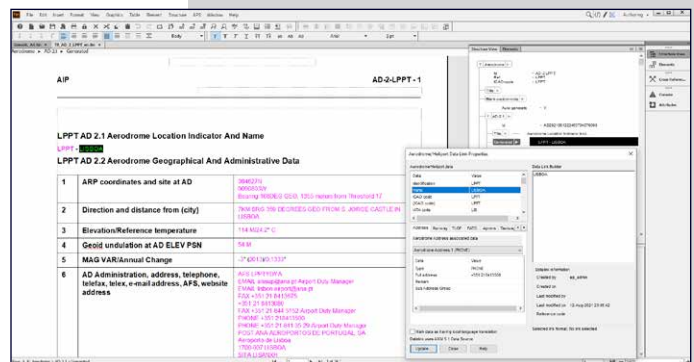**Teaching methods: Classroom, PC, Practice**
Participants: min 4, max 12
Price per participant: 2.424 EUR

COURSE DESCRIPTION
This course offers delegates the opportunity to learn how to create, edit and manage XML eAIP structured textual, tabular and datalinked content using apsXML to create xml, HTML and PDF output. apsXML is a specialised, professional level, Aviation Publishing Software Suite that has been used for many years by the EAD and other aviation agencies around the world to deliver High-Quality, mission-critical eAIP and other structured aviation documentation to clients.

COURSE CONTENT
- apsXML® Administration Tools
- Printing and publishing to PAMS
- Validating the new eAIP
  (system messages, interpreting validation reports)
- Generating AIP Parts
- eAIP Preparation
- eAIP Printing
- Issuing the eAIP
- eAIP PAMS Publishing
- eSupplements
- eCirculars
- Troubleshooting and high-level file manipulation and recovery procedures
- Practical exercises
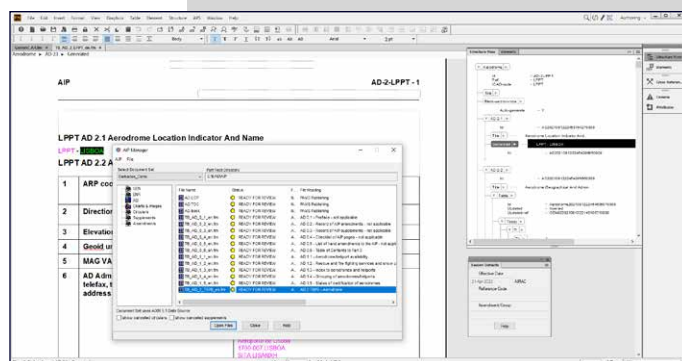
apsXML® eAIP REFRESHER

AIP

DP

COURSE DETAILS
Duration: 3 Days
Teaching methods: Classroom, PC, Practice
Participants: min 4, max 12
Price per participant: 2.424 EUR

COURSE DESCRIPTION
This course offers delegates the opportunity to update their skills on the apsXML software. The software changes frequently and new features are introduced to help clients keep up with regulatory changes. This training helps people update their skills and get to grips with the software updates introduced since their initial training.

COURSE CONTENT
• Providing a refresher for those already trained and working with the eAIP tool
  • Revisiting the eAIP amendment and production cycle
  • eAIP ENR 3 Route table construction and editing
  • eAIP footnotes and linking
  • Setting up aerodrome charts in the eAIP
  • Creating circulars and supplements
  • Ensuring an eAIP validates
  • Creating and optimizing HTML output
• Covering the significant new features and workflows in the tool
  • Working with Unicode in apsXML
  • Managing AIP charts
  • Configuring section numbering
  • Other new features from the latest EAD release

CHA-MS

CHT

DP

VIR

Computer Aided Design
Basic 2D

COURSE DETAILS
Duration: 3 Days
Teaching methods: Classroom/Virtual, PC, Practice
Participants: min 4, max 8
Price per participant: 1.558 EUR

COURSE DESCRIPTION
The CAD training is aimed at aeronautical charting specialists with little or no prior computer aided drafting experience. At the end of the course the students will have sufficient knowledge of Bentley MicroStation to be able to use the relevant functionality of the application to effectively create 2D designs.

COURSE CONTENT
- Concepts and functionalities of MicroStation®
- Efficient creation and maintenance of charts
- MicroStation® basic elements and manipulations
- MicroStation® complex elements and operations
- MicroStation® preferences and settings
- MicroStation® Hatching & Patterning
- MicroStation® Import/export
- Plotting
- Practical exercises
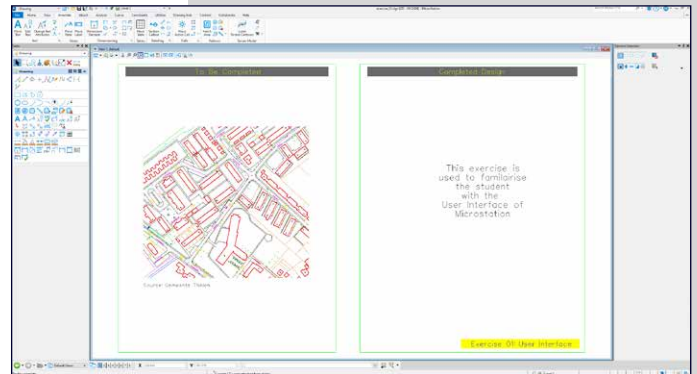
smartGLOBE® DESIGNER

CHA-SG

CHT

DP

VIR

COURSE DETAILS
Duration: 2 Days
Teaching methods: Classroom/Virtual, PC, Practice
Prerequisite: CHA-MS
Participants: min 4, max 8
Price per participant: 4.199 EUR

COURSE DESCRIPTION
The smartGlobe Designer training is aimed at the aeronautical cartographer, who will configure, set up and maintain aeronautical charts. The course combines both theory and practical exercises requiring students to complete hands-on chart creation and amendment exercises' using 'realistic' data from actual AIP's that closely reflect the operating environment of the students. The CAD Basic 2D course is a prerequisite for this course.

COURSE CONTENT
- Concepts and functionalities of smartGlobe®
- Setting up a chart
- Geographic calculator
- Adding elements to a chart
- Clean-up chart
- Synchronize and update
- Update chart (new effective date)
- Chart management
- SmartGlobe® advanced features
- Practical exercises

CHA-SA

CHT

DP

VIR
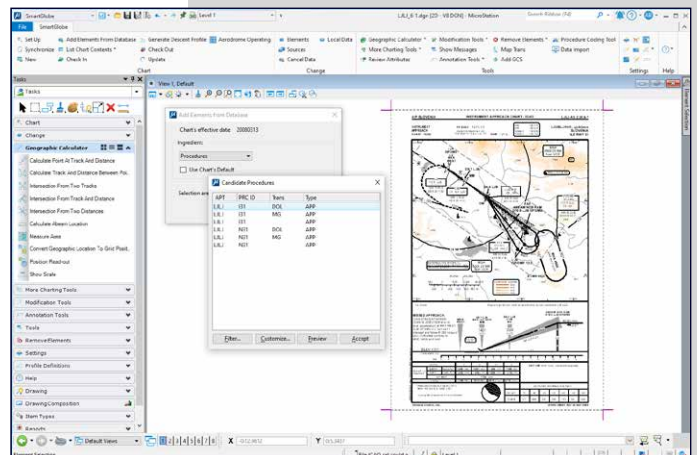
smartGLOBE®
APPLICATION MANAGER

COURSE DETAILS
Duration: 3 Days
Teaching methods: Classroom/Virtual, PC, Practice
Prerequisite: CHA-MS and CHA-SG
Participants: min 4, max 8
Price per participant: 2.799 EUR

COURSE DESCRIPTION
This course is aimed at the Application and Configuration Manager. It describes how to configure the smartGlobe application, such as the definition of chart types and grid types and the configuration of projection parameters.
The MicroStation Basic 2D and smartGlobe Designer training are a prerequisite for this course.

COURSE CONTENT
• Overview the smartGlobe® settings
• Creating and maintaining chart types
• Creating and maintaining symbols and labels
• Creating and modifying grid types
• Creating and modifying projection parameters
• Practical exercises

EAD-RF

OTH

DU

VIR
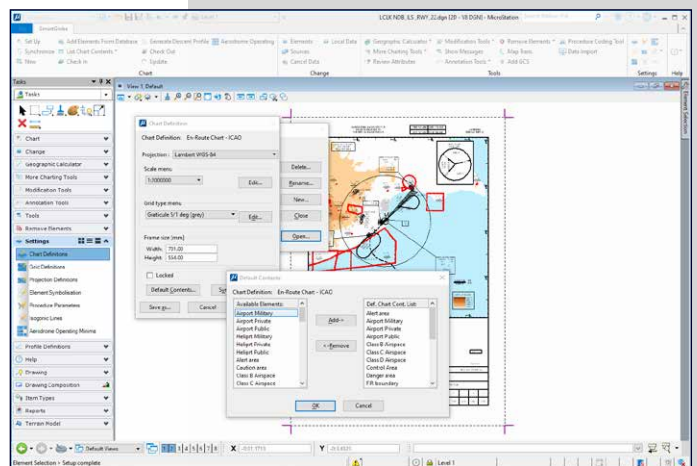
EAD Refresher Course

COURSE DETAILS

Duration: on request
Teaching methods: Classroom, Practice
Participants: to be agreed
Price per participant: based on duration

COURSE DESCRIPTION

• Providing Refresher for people already trained and working with EAD Tools
• SDO, PAMS, INO, Graphical Tools – refresh your skills
• Shorter and customized version of the original EAD courses
• We can detail the content based on your input (improvement and problem areas)
• Detailing the most critical functionalities of the tools
• Detailing most significant changes introduced to the tools
• Providing operational hints for handling the tools
• Discussing problem areas and questions based on the practical experience

CLIENT TAYLOR MADE COURSE

OTH-CL

OTH

DU

COURSE DETAILS

Duration: to be agreed
Teaching methods: to be agreed
Participants: to be agreed
Price per participant: to be agreed

COURSE DESCRIPTION

• Need more practical support with EAD applications?
• Need to discuss and clarify operational procedures (EAD, OPADD, Releases etc.)?
• Our operationally experienced and highly motivated staff is available.
• Let us know your needs.
• Operational know-how, practical support or Basic knowledge - we will support you.
• Contact us for defining the Training according to your specific requirements.

ENROLMENT FOR EAD COURSE

Please send:

Postal address:
GroupEAD Europe S.L. Mergenthalerallee 73-75
65760 Eschborn, Germany

E-Mail:
training@groupead.com

Applicant (Please print all information clearly):

Surname: _____

Position: _____

First name: _____

Phone: _____

Company: _____

e-mail _____

Superior:

Surname: _____

First name: _____

Superior e-mail: _____

Invoice address for Company: _____

_____

VAT number of the Company: _____

Enrollment in the following course(s):

No:	Course:	Date Request:	Alternative Date Request:
1			
2			
3			
4			

Signatures:

Date: _____ Applicant: _____ Superior: _____

TERMS AND CONDITIONS

GENERAL

All trainees shall have a sufficient command of English, enabling them to follow the training. All training material is in English, including the slides regardless of spoken language of the training.

GroupEAD will do our best to accommodate all enrolments; however, **the completed and signed enrolment form or any other mutually signed agreement must be received minimum 35 days prior to course start.** Please note, your enrolment will be confirmed within 5 business days. If you have not received this confirmation, please kindly confirm that your enrolment was successfully received by contacting training@groupead.com via e-mail.

The training fees stated apply to each trainee and are specified in the respective course description. Payments shall be made in Euro to the GroupEAD Europe S.L. bank account mentioned in the invoice sent. Training fees must be paid in full at least 30 days after the reception of the invoice.

COURSE INFORMATION

Unless otherwise stipulated, all training courses will commence on the date specified in the booking confirmation. GroupEAD Europe S.L. will give reasonable notice of any changes. Attendees have to ensure that they arrive at the training centre in good time before the start of the course. The syllabus of courses are described in the EAD Client Training Programme for the respective calendar year and available on request or by download on the website at www.groupead.com. (AIM Training Academy). Any changes to the courses as detailed in the EAD Client Training Programme is subject to mutual written agreement in advance.

TRAINING MATERIAL

The required training workbooks in electronic format will be provided by the GroupEAD Europe S.L. respective trainer for the course.

Ownership of all copyright and other intellectual property rights of the course material, including all documentation, data, technical information and know-how provided as part of the training, remains vested in the provider of the training, unless otherwise specified in the material. All such information shall be held in confidence and may

not be disclosed to third parties without the express permission of EUROCONTROL or GroupEAD Europe S.L.

CANCELLATION BY GROUPEAD

GroupEAD Europe S.L. reserves the right to cancel a training course if the minimum number of participants for that course is not met. In case of course cancellation from GroupEAD side the clients will receive written information (e-mail) at least 20 days prior to the training.

SUBSTITUTION AND CANCELLATION BY CLIENT

Up to 35 days prior to the training, a cancellation will not be charged. Upon cancellation within 35 days prior to the training, the training costs will be charged in full.

Booked participants may be substituted right up until the training course will commence if the replacement trainee fulfils the necessary conditions for the training course in question. Substitution of trainees is free.

Booked participants may be postponed from one course set to another until 14 days prior the training. This postponement will be for free if the course set they formerly booked will not fall short of the minimum number of participants. In the case of a shortfall of the minimum number of participants full price must be paid by the respective client.

No refunds will be made for non-attendance of trainees, regardless of the reason.

»

REMOTE TRAINING ON CLIENT'S LOCATION

Remote training at Client location is available upon request. The Client shall assure the availability of a training room at the training location, including:

1. overhead projector (connected to Trainer computer),
2. flipchart
3. one workstation with internet connection Internet, (minimum 1 Mbps) and MS Office for every participant and also for the Trainer
4. If not feasible, we can accept minimum one workstation per 2 trainees.

Full names and e-mail addresses of all participants shall be provided to GroupEAD at least 2 weeks prior to the training.

Technical Set-up for EAD Training System is a requirement for Remote Training as per the following:

4. GroupEAD shall provide the software and connection details for remote access to EAD Training System.
5. Client in coordination with GroupEAD will assure remote access availability to EAD Training System located in Vienna, Austria. **The connection with the Training System must be available the latest two weeks prior the start of the Training Courses** on condition that GroupEAD supports the connection process when it is necessary upon request. The GroupEAD Training Department will send the Remote Connection Details and Confirmation Checklist in advance of the training.

If the connection to the EAD Training System is not **confirmed minimum two weeks before the start of the Training Courses,** GroupEAD reserves the possibility to postpone the courses until the connection is working. If the reasons of this postponement are not under the responsibility of GroupEAD, derived costs of postponement (changing flights etc.) will be covered by Client.

Preparing all PCs on location for training is not the responsibility of GroupEAD, although GroupEAD will support Client in the process.

MARKETING

For the promotion of Training, GroupEAD may use the logo and the name of the client organization attending EAD Training, as a reference customer. If you do not want us to use your logo, please kindly let us know at the time of booking.

MISCELLANEOUS

Where GroupEAD, in order to deliver the services within the scope of the Agreement, processes personal data, it shall comply with the General Data Protection Regulation-GDPR (EU) 2016/679. All other terms and conditions applicable to this EAD Training Programme, which are not specified herein, are incorporated in the Terms and Conditions available at https://www.groupead.com/terms-and-conditions/.

DIRECTIONS
to GroupEAD Europe S.L. Frankfurt

GroupEAD Europe S.L.
Business Premises Germany:
Mergenthalerallee 73-75
65760 Eschborn – Germany
Phone: +49 6196 7696302
E-mail: training@groupead.com

ARRIVING BY CAR
A 5 from the north
At Nordwestkreuz Frankfurt stay on the right lane and follow A66 in the direction Wiesbaden/F-Höchst.
After approx.1.4 km take exit Eschborn direction Kronberg/Schwalbach and drive towards Eschborn – Gewerbegebiet Süd. At the first junction turn to the right into the Frankfurter Straße and after approx. 250 metres turn left into Mergenthalerallee.

A5 from the south
Take motorway A5 until you reach Westfreuz Frankfurt, from there follow A648 in direction Wiesbaden/Köln.
After approx. 3.8 km, stay left at motorway Eschborner interchange and follow A66 in direction Wiesbaden/Mainz/Köln/Frankfurt-Höchst. After approx. 800 m stay on the right following direction Eschborn/Kronberg/Schwalbach to Sossenheimer Straße. Drive towards Eschborn – Gewerbegebiet Süd. At the first junction turn to the right into the Frankfurter Straße and after approx. 250 metres turn left into Mergenthalerallee.

A66 from the west
Take the motorway exit Eschborn, keep left and turn into the Sossenheimer Straße. Drive towards Eschborn – Gewerbegebiet Süd. At the first junction turn to the right into the Frankfurter Straße and after approx. 250 metres turn left into Mergenthalerallee.
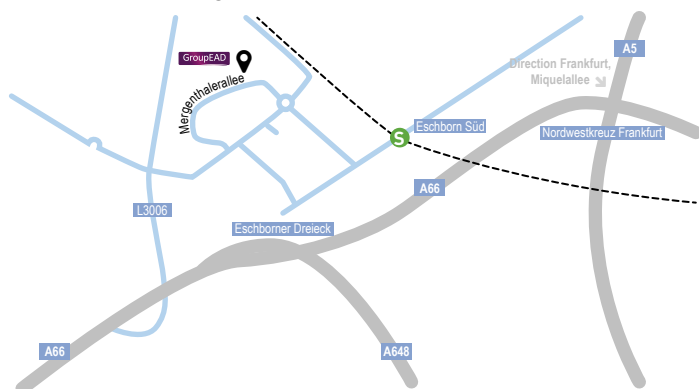
ARRIVING BY TRAIN
From Frankfurt Airport
Take the commuter train S8 Offenbach or S9 Hanau to Frankfurt central station.
Travel time: appr. 15 min.

From Frankfurt central station
Take S3 (in the direction of Bad Soden) or
S4 (in the direction of Kronberg) to Eschborn Süd.
Travel time: appr. 13 min.

From Eschborn Süd, walk approx. 13 min. (800 metres) via Stuttgarter Street and Alfred-Herrhausen-Allee to arrive at Mergenthalerallee 73-75, where Taunus Tower is located.

HOTEL RECOMMENDATION
Hotel Rödelheimer Hof am Wasserturm
Eschborner Landstraße 146
60489 Frankfurt am Main
Telephone: +49 69 153947100
www.roedelheimer-hof.de

The niu Belt
Mergenthalerallee 23-25
65760 Eschborn, Deutschland
Telephone: +49 6196934 949 9
https://the.niu.de/hotels/deutschland/eschborn/the-niu-belt

Mercure Hotel Frankfurt Eschborn Süd
Frankfurterstr. 71-75
65760 Eschborn
Telephone: +49 6196 77900
https://all.accor.com/hotel/3128/index.de.shtml

DIRECTIONS

to GroupEAD Europe S.L. Madrid

GroupEAD Europe S.L.
Business Premises Madrid
Parque Empresarial San Fernando Avenida de Castilla 2 ,
Edificio Francia, Escalera A - Piso 2
28830 San Fernando de Henares, Madrid – Spain

ARRIVING BY CAR

From Adolfo Suarez Madrid Barajas Airport – Terminal 1 (via Vía de Servicio)
From Terminal 1, head North to take M-14, Exit 1, Vía de Servicio and E-90/A-2 to Av. de Castilla. At the roundabout, take the 1st exit. Keep left at the fork; follow signs for M-14/ Madrid Centro ciudad/Avda. América/A-2/M-40/ A-3/A-4/A-5 and merge onto M-14. Use the right 2 lanes to take exit 1 for E-90/A-2 to Zaragoza Via de Servicio. Continue onto Coslada / San Fernando - Via De Servicio and stay in Via De Servicio. Use the left lane to merge onto E-90/A-2 via the ramp to Zaragoza/Barcelona. Take exit 17A for M-115 towards M-50/ M45/R-2/Ajalvir, and at the fork keep right towards Parque Empresarial Zona Industrial. Slight right onto Av. de Castilla and the San Fernando Business Park is on your right hand side.

From Avenida de América
Head east on A-2. Take exit 17A for M-115 towards M-50/ M45/R-2/Ajalvir, and at the fork keep right towards Parque Empresarial Zona Industrial. Then slight right onto Av. de Castilla and the Business Park is on your right hand side.
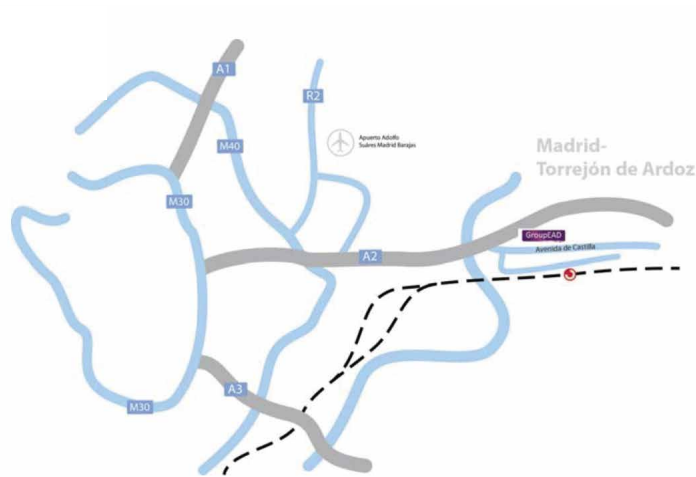
ARRIVING BY TRAIN AND BUS
From Atocha Railway station
Take line C7 (red) direction Alcalá de Henares or line C2 (green) direction Guadalajara. There is a free shuttle service, which connects Torrejón de Ardoz Railway Train Station (Renfe) with our premises in San Fernando Business Park. In Torrejón de Ardoz, the shuttle stop is located in Alicante Street, 2.

From Madrid (Avenida de América)
Take the bus 1 Pol. Industrial
(in the directions to C.C. San Fernando)
211 (in the directions to Guadalajara)
223 (in the direction to Alcalá de Henares)
224 (in the directions to Torrejón de Ardoz)
224 A (in the directions to Torrejón de Ardoz,
La Mancha Amarilla)

HOTEL RECOMMENDATION
Hotel Axor Fería
Calle Campezo, 4,
28022 Madrid
Telephone +34 913 12 23 79
en.axorhoteles.com/feria/

Hotel Axor Barajas
Calle Campezo, 4,
28022 Madrid
Telephone +34 913 12 19 60
en.axorhoteles.com/suites-barajas/

GROUPEAD EUROPE S.L. BUSINESS PREMISES GERMANY
Mergenthalerallee 73-75
65760 Eschborn – Germany
Phone: +49 (0) 6196 7696 302
E-mail: training@groupead.com

EUROCONTROL

GroupEAD