



EAD Client Training Programme

2012

Dear EAD Clients,

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

The correct and efficient use of the EAD application as well as of the related services also from EAD Client side requires detailed knowledge. GroupEAD Europe S.L. has established an EAD Training service in which we are able to impart this knowledge coming from highly qualified trainers with sound EAD operational knowledge and background.

GroupEAD Europe S.L. offers different training courses:

- 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.

All training courses listed in this programme are also provided upon client's request. In those cases training dates and locations are subject to mutual agreement!

You haven't found the course related to EAD you're looking for? Contact us! In close cooperation we will try to develop courses that fits to your needs.



For further information please contact us:

Jeanette Schroder

Phone: +49 69 78072 893

e-mail: jeanette.schroder@groupead.com

Homepage: <http://www.groupead.com>

GroupEAD Europe S. L. is looking forward to welcome you for EAD Courses. For enrolment, please use our official template attached to this brochure.



Heinz-Michael Kraft
CEO, GroupEAD Europe S.L.



Jeanette Schroder
Training Expert

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EAD Training Schedule 2012

Date			Calendar Week	Training Subject	Course		DU/DP	Duration	Location	Course Set Nr.
Year	Month	Day			Name	Identification				
2012	Jan	23-27	4	SDO	SDO Data Provider - Flight Procedures	SDO-FP	DP	5 days	Frankfurt, Germany	1
2012	Feb	06-07	6	AIP	FrameMaker Authoring	AIP-FA	DP	2 days	Edinburgh, United Kingdom	2
	Feb	08-10	6	AIP	FrameMaker Advanced	AIP-FM	DP	3 days	Edinburgh, United Kingdom	
	Feb	13-15	7	AIP	FrameAPS AIP Editorial	AIP-FE	DP	3 days	Edinburgh, United Kingdom	
	Feb	16-17	7	AIP	FrameAPS Administrator	AIP-FF	DP	2 days	Edinburgh, United Kingdom	
2012	Feb	06	6	General	EAD General and Common Services	EAD-GE	DU/DP	1 day	Frankfurt, Germany	3
	Feb	07-08	6	INO	INO Data Provider	INO-DP	DP	2 days	Frankfurt, Germany	
	Feb	09-10	6	ARO	Briefing Facility	EAD-BF	DU	2 days	Frankfurt, Germany	
	Feb	13	7	General	EAD General and Basic Services	EAD-XS	DU/DP	2 hours	Frankfurt, Germany	
	Feb	13-17	7	SDO	SDO Data Provider	SDO-DP	DP	5 days	Frankfurt, Germany	
	Feb	20-21	8	GT	Graphical Validation Tool	EAD-GV	DP	2 days	Frankfurt, Germany	
	Feb	22	8	SDO	SDO SIGMA Training	SDO-SG	DP	1 day	Frankfurt, Germany	
	Feb	23	8	PAMS	PAMS Data Provider	PAM-DP	DP	1 day	Frankfurt, Germany	
2012	Mar	26-30	13	SDO	SDO Data Provider - Flight Procedures	SDO-FP	DP	5 days	Frankfurt, Germany	4
2012	Apr	02	14	INO	INO Data User	INO-DU	DU	1 day	Frankfurt, Germany	5
	Apr	03	14	PAMS	PAMS Data User	PAM-DU	DU	0,5 days	Frankfurt, Germany	
	Apr	04	14	SDO	SDO Data User	SDO-DU	DU	1 day	Frankfurt, Germany	
	Apr	05	14	GT	Graphical Reporting Tools	EAD-GR	DU	1 day	Frankfurt, Germany	
2012	May	14	20	General	EAD General and Common Services	EAD-GE	DU/DP	1 day	Frankfurt, Germany	6
	May	15-16	20	INO	INO Data Provider	INO-DP	DP	2 days	Frankfurt, Germany	
	May	21	21	General	EAD General and Basic Services	EAD-XS	DU/DP	2 hours	Frankfurt, Germany	
	May	21-25	21	SDO	SDO Data Provider	SDO-DP	DP	5 days	Frankfurt, Germany	
	May	29-30	22	GT	Graphical Validation Tool	EAD-GV	DP	2 days	Frankfurt, Germany	
	May	31	22	PAMS	PAMS Data Provider	PAM-DP	DP	1 day	Frankfurt, Germany	

EAD Training Schedule 2012

Date			Calendar Week	Training Subject	Course		DU/DP	Duration	Location	Course Set Nr.
Year	Month	Day			Name	Identification				
2012	May	21-22	21	AIP	FrameMaker - Structured Authoring	AIP-eFA	DP	2 days	Edinburgh, United Kingdom	7
	May	23-25	21	AIP	FrameMaker - Structured Advanced	AIP-eFM	DP	3 days	Edinburgh, United Kingdom	
	May	28-30	22	AIP	apsXML® eAIP Editorial	AIP-eFE	DP	3 days	Edinburgh, United Kingdom	
	May/Jun	31-01	22	AIP	apsXML® eAIP Administrator	AIP-eFF	DP	2 days	Edinburgh, United Kingdom	
2012	Jun	11-12	24	All	EAD Refresher	EAD-RF	DP	2 days	Frankfurt, Germany	8
	Jun	13	24	SDO	SDO SIGMA Training	SDO-SG	DP	1 day	Frankfurt, Germany	
	Jun	14-15	24	ARO	Briefing Facility	EAD-BF	DU	2 days	Frankfurt, Germany	
2012	Jun	25	26	INO	INO Data User	INO-DU	DU	1 day	Frankfurt, Germany	9
	Jun	26	26	SDO	SDO Data User	SDO-DU	DU	1 day	Frankfurt, Germany	
	Jun	27	26	GT	Graphical Reporting Tool	EAD-GT	DU	1 day	Frankfurt, Germany	
	Jun	28	26	PAMS	PAMS Data User	PAM-DU	DU	0.5 days	Frankfurt, Germany	
2012	Sep	17	38	General	EAD General and Common Services	EAD-GE	DU/DP	1 day	Frankfurt, Germany	10
	Sep	18	38	INO	INO Data User	INO-DU	DU	1 day	Frankfurt, Germany	
	Sep	19	38	SDO	SDO Data User	SDO-DU	DU	1 day	Frankfurt, Germany	
	Sep	20	38	GT	Graphical Reporting Tool	EAD-GT	DU	1 day	Frankfurt, Germany	
	Sep	21	38	PAMS	PAMS Data User	PAM-DU	DU	0.5 days	Frankfurt, Germany	
2012	Sep	17-18	38	AIP	FrameMaker Authoring	AIP-FA	DP	2 days	Edinburgh, United Kingdom	11
	Sep	19-21	38	AIP	FrameMaker Advanced	AIP-FM	DP	3 days	Edinburgh, United Kingdom	
	Sep	24-26	39	AIP	FrameAPS AIP Editorial	AIP-FE	DP	3 days	Edinburgh, United Kingdom	
	Sep	27-28	39	AIP	FrameAPS Administrator	AIP-FF	DP	2 days	Edinburgh, United Kingdom	
2012	Sep	24-25	39	All	EAD Refresher	EAD-RF	DP	2 days	Frankfurt, Germany	12
	Sep	26	39	SDO	SDO SIGMA Training	SDO-SG	DP	1 day	Frankfurt, Germany	
	Sep	27-28	39	ARO	Briefing Facility	EAD-BF	DU	2 days	Frankfurt, Germany	

EAD Training Schedule 2012

Date			Calendar Week	Training Subject	Course		DU/DP	Duration	Location	Course Set Nr.
Year	Month	Day			Name	Identification				
2012	Oct	22	43	General	EAD General and Basic Services	EAD-XS	DU/DP	2 hours	Frankfurt, Germany	13
	Oct	22-26	43	SDO	SDO Data Provider	SDO-DP	DP	5 days	Frankfurt, Germany	
	Oct	29-30	44	GT	Graphical Validation Tool	EAD-GV	DP	2 days	Frankfurt, Germany	
	Oct	31	44	PAMS	PAMS Data Provider	PAM-DP	DP	1 day	Frankfurt, Germany	
	Nov	01-02	44	INO	INO Data Provider	INO-DP	DP	2 days	Frankfurt, Germany	
2012	Nov	05-09	45	SDO	SDO Data Provider - Flight Procedures	SDO-FP	DP	5 days	Frankfurt, Germany	14
2012	Nov	05-06	45	AIP	FrameMaker - Structured Authoring	AIP-eFA	DP	2 days	Edinburgh, United Kingdom	15
	Nov	07-09	45	AIP	FrameMaker - Structured Advanced	AIP-eFM	DP	3 days	Edinburgh, United Kingdom	
	Nov	12-14	45	AIP	apsXML® eAIP Editorial	AIP-eFE	DP	3 days	Edinburgh, United Kingdom	
	Nov	15-16	45	AIP	apsXML® eAIP Administrator	AIP-eFF	DP	2 days	Edinburgh, United Kingdom	
2012	Nov	26	48	General	EAD General and Common Services	EAD-GE	DU/DP	1 day	Frankfurt, Germany	16
	Nov	27-28	48	All	EAD Refresher	EAD-RF	DP	2 days	Frankfurt, Germany	
	Nov	29	48	SDO	SDO SIGMA Training	SDO-SG	DP	1 day	Frankfurt, Germany	
2012	On request	On request	NA	Charting	MicroStation® 2D Basic	CHA-MS	DP	3	Vianen, Netherlands	NA
2012	On request	On request	NA	Charting	smartGlobe® Designer Course	CHA-SG	DP	3	Vianen, Netherlands	NA
2012	On request	On request	NA	Charting	smartGlobe® Application Manager Course	CHA-SA	DP	2	Vianen, Netherlands	NA
2012	On request	On request	NA	SDO	ARINC 424 Path and Terminator coding	SDO-PT	DP	4	Vianen, Netherlands	NA
2012	On request	On request	NA	AIP	apsXML® eAIP Refresher	AIP-eRF	DP	3 days	Edinburgh, United Kingdom	NA
2012	On request	On request	NA	Other	EAD Refresher Course	EAD-RF	DU/DP	On request	On Request	NA
2012	On request	On request	NA	Other	Client tailor made courses	OTH-CL	DU/DP	On request	On Request	NA

General Information on EAD Training

Training Location

Training is generally conducted at the EAD Training Centre in Frankfurt am Main, Germany except for AIP and Charting related courses which normally take place in Edinburgh, Scotland (AIP) and Vianen, The Netherlands (Charting).

Prerequisites for Undergoing Training

The training language is English. All trainees shall have a sufficient command of English, enabling them to follow the training.

In addition, the trainees attending the training courses are expected to have basic knowledge of AIS. Any other prerequisites which might be required are specified in the respective course description.

GroupEAD recommends the attending of at least either the EAD-GE or the EAD-XS course to be familiar with the basic principles of the EAD System. The login procedures (common to all applications) are not part of the specific applications training but will be the subject of the EAD-GE or EAD-XS course.



Course Enrolment

Training courses will be held on the dates set forth in the attached training schedule or on the dates agreed between GroupEAD and the clients (e.g. for EAD-GE course).

Please enrol for the courses by regular mail or by facsimile (**to enrol via Email is not possible**). GroupEAD Europe S.L. provides an enrolment form – available at the end of this Programme – which we kindly ask you to use. GroupEAD Europe S.L. must have received the completed and signed form at least 35 days prior to the start of the respective training course.

All attendees will receive confirmation of their participation by e-mail. If booking at short notice (latest 30 days prior to the start of the respective training course), please contact us by phone or e-mail to enquire about free places.

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 (Email) at least 20 days prior to the training.

For the promotion of Training, GroupEAD may use the logo and the name of the client organisation attending EAD Training, as a reference customer.

Training Fees

Prices quoted in this brochure cover the costs of the training including all documentation. All training fees are quoted in Euro (excluding VAT). The training fees stated apply to each trainee and are specified in the respective course description.

The minimum and maximum number of participants is outlined in the course description. GroupEAD Europe S.L. will always aim to optimise the number of participants per course.

In principle, training courses will be provided by one trainer except for the SDO training with more than 6 participants, where two trainers can be considered.

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.

Substitution and Cancellation

Up to 30 days prior to the training, a cancellation will not be charged. Upon cancellation within 30 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.

The Training Expert is the point of contact for the Clients regarding all the above-mentioned issues.

Course Start Date

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.

All attendees have to ensure that they arrive at the training centre in good time.

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. This course module is an optional recommended course and will start at 08:00 hours local time (07:00 UTC Winter, 06:00 UTC Summer) before every course module for the specific application training will start. During courses with more than one day duration the start time after the first day will be agreed between the participants and the trainers.

Training Material

The required training material will be provided either by GroupEAD Europe S.L. or by the respective trainer of 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.

Remote Training

In general, training for the EAD service in Europe will be provided in the EAD Training Centre in Frankfurt am Main, Germany. Dedicated training system is available to facilitate specific scenarios for the different 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.

In order to perform the EAD training remotely, the clients have to provide the PCs for the trainees in the respective local site (at least one per 2 trainees) as well as either an adequate Internet connection (minimum of 512 Kbytes) to be used for connecting to the EAD Training System. The respective configuration of the PCs for the trainees is the responsibility of the client, unless otherwise requested.

In case of using the clients' ECIT-s (EAD Pro) the clients have to bear in mind that, in keeping with their maintenance contract, the necessary re-configuration has to be performed by the IT Service Provider. This will be included in the offer for EAD remote training.

The duration, content and sequence of the remote training course will be determined in line with the needs of the different clients. Based on that agreement, GroupEAD Europe S.L. will provide interested clients with an offer for the provision of such a remote training course.

Basically no remote training should be requested in parallel during the dates offered in this EAD Client Training Programme. If such a request is necessary GroupEAD will decide on a case by case.

Remote OJT Training for EAD Clients

In addition to the above-mentioned guided remote training on a client's site, 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.

Recommendations for Choosing Courses

New to the EAD or looking for additional training?

Some of the EAD Courses are stand alone, and some are complementary to other courses. Check out the list below of complementary courses to help in choosing courses based on the job position!

SDO Data Providers will benefit from the following courses:

1. EAD General and Common Services
2. SDO Data Provider
3. Graphical Validation Tool
4. EAD SIGMA Course
5. SDO Data Provider – Flight Procedures

SDO Data Users will benefit from the following courses:

1. EAD General and Common Services
2. SDO Data User
3. Graphical Reporting Tool

EAD General and Common Services (EAD-GE)

Course Description

- Operational concept and regulations of EAD
- EAD System architecture (subsystems, contingency etc)
- EAD Service structure (Service Provider, IT Provider etc)
- Security principles of EAD
- EAD Service Desk (how to use, practical exercises)
- User Management
- Single Sign-On, using EAD Explorer
- Legal Recording Investigation

Course Details

Duration:	1 day
Teaching methods:	Classroom, PC
Participants:	Minimum: 4 Maximum: 12

Price per participant: **175 EUR**

Planned dates:

Feb 06, 2012
May 14, 2012
Sep 17, 2012
Nov 26, 2012

See page 4-6



EAD General and Basic Common Services (EAD-XS)

Course Description

- Operational concept of EAD
- EAD System architecture (subsystems, contingency etc)
- EAD Service structure (Service Provider, IT Provider etc)
- EAD Service Desk (how to use, practical exercises)
- Single Sign-On, using EAD Explorer

Course Details

Duration:	2 Hours
Teaching methods:	Classroom, PC
Participants:	Minimum: 4
	Maximum: 12

Price per participant: **45 EUR**

Planned dates:

Feb 13, 2012
May 21, 2012
Oct 22, 2012

See page 4-6



Graphical Validation Tool (EAD-GV)

Course Description

- Purpose and scope of SDO Graphical Validation (GVT) Tool
 - o Detailed description of Functionalities
 - o User Preferences
 - o Definition and storage of Queries
 - o Predefined Queries
 - o Redlining
 - o Geometry Tree
 - o Validation of Static Data
 - o Updating Static Data via GVT
 - o Geographical display
- Practical exercises

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	350 EUR

Planned dates:

Feb 20-21, 2012
May 29-30, 2012
Oct 29-30, 2012

See page 4-6



Graphical Reporting Tools (EAD-GT)

Course Description

- Purpose and scope of SDO Graphical Reporting Tool
 - o Detailed description of Functionalities
 - o User Preferences
 - o Definition and storage of Queries
 - o Predefined Queries
 - o Redlining
 - o Geometry Tree
 - o Geographical display
- Purpose and scope of INO Graphical Reporting Tool
 - o Detailed description of Functionalities
 - o Retrieving and displaying PIB

Course Details

Duration:	1 Day
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	175 EUR

Planned dates:

Apr 05, 2012

Jun 27, 2012

Sep 20, 2012

See page 4-6



SDO Data Provider (SDO-DP)

Course Description

- 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, nav aids, points, procedures, 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

Course Details

Duration:	5 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4
	Maximum: 12

Price per participant: **875 EUR**

Planned dates:

Feb 13-17, 2012
May 21-25, 2012
Oct 22-26, 2012

See page 4-6



SDO Data Provider

Flight Procedures (SDO-FP)

Course Description

- In depth coverage of the EAD SDO procedure data input requirements.
- Basic introduction to ARINC 424 records.
- Introduction to the Path & Terminator concept, usage and legs.
- Coding SID, STAR and IAP for the data input to SDO.
- Loading SID, STAR, IAP into EAD SDO.
- Practical exercises

Participant requirements

- Good knowledge of EAD SDO application as Data Provider.
- Basic knowledge of Flight Procedures.
- Basic knowledge of Air Navigation.

Course Details

Duration:	5 Days
Teaching methods:	Classroom, Practice
Participants:	Minimum: 4 Maximum: 8
Price per participant:	1750 EUR

Planned dates:

Jan 23-27, 2012
Mar 26-30, 2012
Nov 05-09, 2012

See page 4-6



SDO Data Provider

SIGMA Course (SDO-DU)

Course Description

- 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
- Practical exercises

Course Details

Duration:	1 Day
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	175 EUR

Planned dates:

Feb 22, 2012
Jun 13, 2012
Sep 26, 2012
Nov 29, 2012

See page 4-6



SDO Data User (SDO-DU)

Course Description

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

Course Details

Duration:	1 Day
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	175 EUR

Planned dates:

Apr 04, 2012
Jun 26, 2012
Sep 19, 2012

See page 4-6



PAMS Data Provider (PAM-DP)

Course Description

- 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

Course Details

Duration:	1 Day
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	175 EUR

Planned dates:

Feb 23, 2012
May 31, 2012
Oct 31, 2012

See page 4-6



PAMS Data User (PAM-DU)

Course Description

- 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
- Practical exercises

Course Details

Duration:	0.5 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	150 EUR

Planned dates:

Apr 03, 2012

Jun 28, 2012

Sep 21, 2012

See page 4-6



INO Data Provider (INO-DP)

Course Description

- 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

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	350 EUR

Planned dates:

Feb 07-08, 2012

May 15-16, 2012

Nov 01-02, 2012

See page 4-6



INO Data User (INO-DU)

Course Description

- 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
- NOTAM Ticker
- 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)
- Practical exercises

Course Details

Duration:	1 Day
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12

Price per participant: **175 EUR**

Planned dates:

Apr 02, 2012
Jun 25, 2012
Sep 18, 2012

See page 4-6



Briefing Facility (EAD-BF)

Course Description

- 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

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	350 EUR

Planned dates:

Feb 09-10, 2012

Jun 14-15, 2012

Sep 27-28, 2012

See page 4-6



FrameMaker® Authoring (AIP-FA)

Course Description

- 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

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	976 EUR

Planned dates:

Feb 06-07, 2012
Sep 17-18, 2012

See page 4-6



FrameMaker® Advanced (AIP-FM)

Course Description

- 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

Course Details

Duration:	3 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	1400 EUR

Planned dates:

Feb 08-09, 2012
Sep 19-20, 2012

See page 4-6



FrameAPS®

AIP Editorial (AIP-FE)

Course Description

- 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

Course Details

Duration:	3 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	2424 EUR

Planned dates:

Feb 13-15, 2012
Sep 24-26, 2012

See page 4-6



FrameAPS®

Administrator (AIP-FF)

Course Description

- 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

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	1612 EUR

Planned dates:

Feb 16-17, 2012
Sep 27-28, 2012

See page 4-6



FrameMaker®

Structured Authoring (AIP-eFA)

Course Description

- 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

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	976 EUR

Planned dates:

May 21-22, 2012
Nov 05-06, 2012

See page 4-6



FrameMaker®

Structured Advanced (AIP-eFM)

Course Description

- 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

Course Details

Duration:	3 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	1400 EUR

Planned dates:

May 23-25, 2012
Nov 07-09, 2012

See page 4-6



apsXML® eAIP Editorial (AIP-eFE)

Course Description

- 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
- eAIP amendment order
- Making amendments
- Generating eAIP tables
- Previewing changes
- Practical exercises

Course Details

Duration:	3 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	2424 EUR

Planned dates:

May 28-30, 2012
Nov 12-14, 2012

See page 4-6



apsXML® eAIP Administrator (AIP-eFF)

Course Description

- 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

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12
Price per participant:	1612 EUR

Planned dates:

May 31- Jun 01, 2012
Nov 15-16, 2012

See page 4-6



apsXML® eAIP Refresher (AIP-eRF)

Course Description

- 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

Course Details

Duration:	3 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 12

Price per participant: **2425 EUR**

This course is available On Request!



MicroStation®

2D Basic (CHA-MS)

Course Description

- 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

Course Details

Duration:	3 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4
	Maximum: 8

Price per participant: **1321 EUR**

This course is available On Request!



smartGlobe® Designer (CHA-SG)

Course Description

- 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

Course Details

Duration:	3 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 8

Price per participant: **3563 EUR**

This course is available On Request!



smartGlobe®

Application Manager (CHA-SA)

Course Description

- Overview the smartGlobe® settings
- Setting up and maintaining chart types
- Creating and maintaining symbols and labels
- Creating and modifying chart types
- Practical exercises

Course Details

Duration:	2 Days
Teaching methods:	Classroom, PC, Practice
Participants:	Minimum: 4 Maximum: 8

Price per participant: **2375 EUR**

This course is available On Request!



ARINC 424 Path and Terminator Coding (SDO-PT)

Course Description

- 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

Course Details

Duration:	4 Days
Teaching methods:	Classroom, Practice
Participants:	Minimum: 4 Maximum: 8

Price per participant: **5321 EUR**

This course is available On Request!



EAD Refresher Course (EAD-RF)

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

Course Details

Duration:	2 days (or to be agreed)
Teaching methods:	Classroom, Practice
Participants:	Minimum: 4 Maximum: 8
Price:	300 EUR (or based on duration)

Planned dates:

Jun 11-12, 2012
Sep 24-25, 2012
Nov 27-28, 2012

See page 4-6 (or to be agreed)



Client

Taylor Made Course (OTH-CL)

Course Description

- Need more practical support with EAD applications?
- Need to discuss and clarify operational procedures (EAD, OPADD 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.

Course Details

Duration:	To be agreed
Teaching methods:	To be agreed
Participants:	To be agreed

Price:	To be agreed
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This course is available On Request!



Enrolment for EAD Courses**Please send to:**

Fax: +49 69 78072 895	Postal address: GroupEAD Europe S.L. Stützeläckerweg 12-14 60489 Frankfurt am Main Germany
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Applicant: (Please print all information clearly)

Gender:	Duties:
Surname:	Phone:
First name:	Fax:
Company:	E-mail:

Superior:

Surname:	First name:
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Superior e-mail: _____ @ _____

Postal Address of the Company for Invoicing:	
VAT number of the Company:	

Enrolment in the following course(s)			
No:	Course Code	Date	Alternative Date
1			
2			
3			
4			
5			
6			

Signatures:

Date	Applicant	Superior

GroupEAD Europe S.L.

GroupEAD Europe S.L.
Business Premises Germany
Stützeläckerweg 12-14
60489 Frankfurt/Main
Germany

Telephone +49 69 780 72-890

Arriving by car

From the east, west or south

Take motorway **A5** at "Frankfurter Kreuz" to the north up to exit "Nordwestkreuz Frankfurt". After exiting the motorway, stay in the right lane until you reach the traffic lights where you pick the left lane. Turn left at the traffic lights, following the road under the bridge where you should get into the left lane in order to turn to the left at the next traffic lights. The road now follows a long left curve in an upward direction to the next traffic lights. Turn left again at these traffic lights. Turn right at the first intersection into Eschborner Landstraße. The first access road to the right is Stützeläckerweg (close to the "Apfelwein Possmann" building) which leads you directly to GroupEAD.

From the north

Take motorway **A5** until you reach "Westkreuz Frankfurt". From there, follow Wiesbadener Straße (**A648**) in the direction of Eschborn to the exit "Frankfurt-Rödelheim". This exit leads you to the right into Westerbachstraße. After crossing motorway **A5**, turn left into Gaugrafenstraße and then into Am Seedamm road (after approximately 50 metres). When you reach the first intersection with traffic lights, turn left into Eschborner Landstraße. The first access road to the right is Stützeläckerweg (close to the "Apfelwein Possmann" building) which leads you directly to GroupEAD.

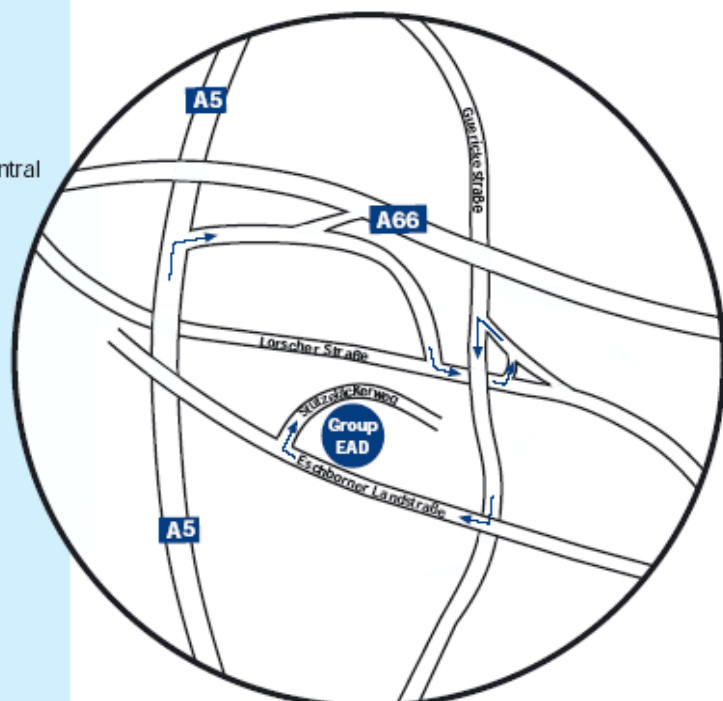
Arriving by train and bus

From Frankfurt Airport

Take the commuter train **S8** or **S9** to Frankfurt central station. Travel time: approximately 15 minutes.

From Frankfurt central station

Take the **S3** (in the direction of Bad Soden), **S4** (in the direction of Kronberg) or **S5** (in the direction of Friedrichsdorf) until you reach Frankfurt-Rödelheim station. Travel time: approximately 10 minutes. From Rödelheim station (exit "West"), take bus no. **60** (in the direction of Heddenheim) and leave the bus at the next bus stop ("Wolf-Heidenheim-Straße"). Walk approximately 10 minutes straight ahead from there to reach Stützeläckerweg.



Evaluation Questionnaire

Dear participant,

Name (voluntary):

We always endeavour to improve our service and therefore ask for your feedback and input!

Please indicate your opinion based on the following scale:

- | | |
|----------|-------------------|
| 4 | Strongly agree |
| 3 | Agree |
| 2 | Disagree |
| 1 | Strongly disagree |

Course name:	Trainer:	Date:
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Course content evaluation:

	4	3	2	1
The course structure is logical.				
The level of difficulty in the course is satisfactory.				
Time schedule/length of the course is satisfactory.				
In case you disagree or have additional remarks, please elaborate below w:				
Comment:				

Teacher evaluation:

	4	3	2	1
Teaching methods are helpful.				
Subject knowledge of the teacher is professional.				
In case you disagree or have additional remarks, please elaborate below w:				
Comment:				

Material evaluation:

	4	3	2	1
Structure of Training Workbook is helpful.				
Content of Training Workbook is assisting the learning process.				
Teaching aids are helpful.				
Structure of handouts (in case used) are helpful.				
Content of handouts (in case used) is assisting your learning process.				
In case you disagree or have additional remarks, please elaborate below w:				
Comment:				

General comments:

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worldwide

destination



travel

commute