

Policy for awarding ACI AMPAP Fellowships

ACI has created the Developing Nations Airport Assistance (DNA) Programme to support member airports in developing countries. It will do so by aiding airport initiatives that are sustainable, have impact, and bring results to those airport members.

Within this mandate, ACI has established the Airport Management Professional Accreditation Programme (AMPAP) fellowship programme to provide financial aid to qualified applicants from member airports of Least Developed Countries (UNCTAD list) and States to register for this programme.

The following chart highlights the responsibilities of the candidate and ACI once the ACI AMPAP fellowship will be awarded:

ACI	Fellowship Candidate
ACI will pay full tuition fee for the face-to-face mandatory Air Transport System (ATS) course.	Candidate is responsible for all travel expenses to attend ATS course (including airfare, hotel and per diems)
ACI will pay 50% of the three remaining mandatory AMPAP online course.	Candidate will pay 50% of the three remaining mandatory AMPAP online course.
	Candidate is responsible for all expenses related to completing the required AMPAP electives
	Candidate is responsible for all expenses related to attending the AMPAP graduation (if the candidate chooses to attend).

Procedures for awarding Scholarships

The application must include the completed application form (see Appendix A) in addition to a letter of reference from the Chief Executive of the Airport Member where the participant works, discussing the employee's capabilities and development needs and the likely career path for the employee at the airport.

In order to be considered for the fellowship, a candidate must meet all of the listed requirements and submit his request in a timely manner--not later than sixty days before the desired face-to face Air Transport System (ATS) course is scheduled to be conducted. Requests submitted after the deadline will not be considered.

Within two weeks of completion of each mandatory course (online and face-to-face) the beneficiary of this fellowship shall submit to his/her Chief Executive, a detailed report and grade (pass/fail) for the training course attended. The report should include: course name, useful knowledge gained, and evaluation of the training.

Only one fellowship per year will be awarded to any qualified ACI member or host airport.

All decisions hereunder will be made by ACI Director General, in consultation with the applicable Regional Director or Secretary and the ACI Global Training Director, in their sole discretion, and will be final.

Appendix A:

AMPAP Fellowship Application

One copy of the application must be completed by the applicant and sent to ACI World by email at training@aci.aero or by fax (+1-514-373-1201)

The application form must be signed by the applicant **and** countersigned by the airport's **Chief Executive, with the company's stamp**, in order to be processed.

ACI Member Details

ACI MEMBER:

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Airport:Country:

Contact name:

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Direct tel.: Direct fax:

Email:

Training course details

Air Transport System (ATS) course location:

Dates of instruction: DD/MMM/YY to DD/MMM/YY

Note: Once the candidate is approved for full fellowship for AMPAP, the candidate will be responsible to register himself/herself for each online mandatory course as required with ACI in copy (training@aci.aero) and pay applicable fees.

Additional Information (Use additional blank sheets if necessary)

ACI Member's training plan requirements:

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Reasons for ACI member's focus on AMPAP and supporting information that will facilitate fellowship approval

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ACI Regional Office, Regional Director, Regional Secretary (or appointee) reference, approval and signature

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Signature

Date