



ICAO

*International Civil Aviation Organization***The Fourth Meeting of System Wide Information Management Task Force (SWIM TF/4)**

Web-conference, 3 – 6 November 2020

**Agenda Item 6:** Development of APAC SWIM Implementation Materials**UPDATE ON APAC SWIM IMPLEMENTATION MATERIALS**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the update on APAC SWIM Implementation Materials since SWIM TF/3 for review and consideration by the meeting.

**1. INTRODUCTION**

1.1 The Third Meeting of the APAC SWIM Task Force (SWIM TF/3) was held at the ICAO Asia-Pacific Regional Office, Bangkok, Thailand, from 07 to 10 May 2019. During the meeting, APAC Regional SWIM Implementation Guidance Document was proposed through Working Paper 08, the drafted Table of Content of APAC SWIM Implementation Materials was adopted as Appendix B to the SWIM TF/3 final report.

1.2 One ACTION ITEM was also developed as SWIMTF/3/2: The Task Leads will address the Table of Contents at the next quarterly Task Force Lead Teleconference and provide input of the implementation materials by SWIM TF/4.

**2. DISCUSSION**

2.1 The SWIM TF/3 Working Paper 08 was considered as a follow-up to Task 2-15 of SWIMTF/2 meeting, and was presented by the Secretariat. The SWIM TF/4 meeting discussed about the target audience, its purpose and its relation with global SWIM Implementation Guidance (SWIM Manual Vol. II).

2.2 The meeting considered that members of the Task Force and ICAO member States in APAC Region would be the audience. It is required to keep result of study and discussions consolidated from work of the Task Force in last years. These materials should be supplementary to the global implementation guidance manual for use by States at regional and national level. It should make reference to the global document and provide detailed guidance for SWIM planning and implementation in the APAC Region. It should be a live document for maintenance of useful materials developed by the SWIM TF. The regional document would also be used as reference for feedback to the global implementation manual for what detailed guidance would be required for SWIM implementation at regional and national level.

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2.3 The target date for completion of regional document would be after the availability of the global implementation manual as the gap for the regional need could be identified. The meeting agreed that the regional document should not conflict with the global guidance nor duplicate the core information of the global SWIM implementation manual.

2.4 As a result of discussions, the title of the regional implementation document was agreed as: “APAC SWIM Implementation Materials”. The “APAC SWIM Implementation Materials” table of contents being under consideration by the Task Force is provided in **Appendix B** to SWIM TF/3 meeting report. The holders for Task assigned i.e. Task Leads and the associated contributors are requested to prepare their consolidated input to the APAC SWIM Implementation Materials at SWIMTF/4 meeting based their presentations and studies on subject/tasks assigned. SWIM Repository was also created in the APAC-SWIM Portal to keep those useful materials to facilitate SWIM implementation at regional level.

2.5 With the information aforementioned, a draft of APAC SWIM Implementation Materials should be completed by SWIMTF/4 meeting.

**3. ACTION BY THE MEETING**

3.1 The Meeting is invited to:

- a) note the information contained in this paper;
- b) consider a practical way to consolidate the outcomes and achievements made by this task force into the draft implementation under the proposed TOC structure; and
- c) discuss any relevant mater as appropriate.

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