



ICAO

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Asia and Pacific Office

Twelfth Meeting of the Regional Aviation Safety Group – Asia and Pacific Regions (RASG-APAC/12)

Bangkok, Thailand, 17-18 November 2022 (Hybrid Platform)

Agenda Item 4: ICAO/ Member State / Industry Presentations

GUIDANCE TO DEVELOP THE DISCUSSION PAPERS FOR THE ICAO APAC DGCA CONFERENCES

(Presented by the Secretariat)

This paper seeks the advice from RASG-APAC forum on the outcomes of the Asia and Pacific DGCA Conferences and makes an endeavor to analyze the effectiveness of the Discussion Papers submitted by the States/Administrations focusing on the regional priorities. The paper also proposes guidance on developing Discussion Papers for the future Asia and Pacific DGCA Conferences.

Action required as described in section 3.0.

1. INTRODUCTION

1.1 The Fifty Seventh Conference of Asia and Pacific Directors General of Civil Aviation (57th DGCA) was held from 4-8 July 2022 in Incheon, Republic of Korea. The conference was attended by 503 participants from 31 States/Administrations and 11 International Organizations.

1.2 A total of 84 Discussion Papers (DPs) and 49 Information Papers (IPs) were presented to the 57th DGCA Conference and formulated 64 Action Items. The list of action items arising from the 57th DGCA Conference is given in Attachment A to this paper as an example to go through the action items where many are a duplication of related decisions and conclusions already formulated or being discussed under the relevant technical working group outcomes. As such, this working paper endeavours to avoid such duplication of Action Items and propose necessary guidance while submitting the Discussion Papers/Information Papers for the APAC DGCA Conferences.

2. DISCUSSION

2.1 While active participation of States/Administrations in submitting Discussion Papers to the Conference was recognized, it is worth noting that the relevant DGCA action items are also presented at the meetings of RASG-APAC and APANPIRG Contributory Bodies for necessary action. Many of actions items resulted from the 57th DGCA Conference were already formulated/being discussed in other ICAO APAC bodies and contributory Working Groups.

2.2 To improve the effectiveness of the Conference by avoiding duplication of action items and for a more productive outcome, following criteria for developing Discussion Papers for DGCA Conference are proposed.

- a) It is emphasized that the Discussion Papers which deal with substantive matters and accepted for presentation at the Conference should focus more on policy level matters, regional strategies, common deficiencies, challenges, as well as global and regional trends, cooperation and priorities.
- b) It should be noted that ICAO Bodies such as the RASG-APAC, APANPIRG, RASCF and their Contributory bodies provide the most appropriate forum to deliberate on matters of specific technical or operational nature in view of the presence of relevant subject matter experts in those fora. Therefore, it is strongly recommended that submission of Discussion Papers on technical/operational matters to the DGCA Conference be avoided to the extent possible. States/Administrations and International Organizations may avoid submitting Discussion Papers with similar content, which have already been presented in previous DGCA Conferences as well as other regional meetings.
- c) In preparation of Discussion Papers, the main body of the Paper should include a concise introduction, one or more discussion sections on the matter(s) raised, and a section on “Action by the Conference” inviting the Conference to note the contents of the paper and consider appropriate actions. The proposed actions should be clearly specified providing an action plan and an estimated resource that requires full commitment from the Member States/Administrations.

2.3 Upon receiving the paper, the Secretariat will determine if the submitted Discussion Paper is appropriate for presenting at the Conference. The Secretariat may consult ICAO HQ, relevant Sections of ICAO APAC office, and Chairs of APANPIRG, RASG-APAC and RASCF, especially for Discussion Papers being proposed for the Safety, Air Navigation, and AVSEC/FAL agenda items. Discussion Papers, which address technical/operational matters, may be diverted to the relevant ICAO forums or their Contributory Bodies and advise the author concerned accordingly.

2.4 To the extent possible, the length of the Discussion Papers to be presented to the DGCA conference should not exceed three (3) pages and be submitted by Heads of Delegation at least one (1) month prior to the Conference for review.

2.5 The Guidance on preparation of Discussion Papers and Information Papers for the APAC DGCA Conference is given in Attachment B.

3. ACTION BY THE MEETING

3.1 The Meeting is invited to:

- a) note the content of the working paper and put comments to update the draft guidance given in Attachment B which will be circulated through a State Letter for comments, if any; and
- b) ICAO APAC Secretariat shall consolidate all the inputs from different forums on the ‘Guidance for preparation of Papers for the APAC DGCA Conference’ as shown in Attachment B and table it in the next DGCA Conference for approval by the DGs.

LIST OF ACTION ITEMS ARISING FROM THE 57th DGCA CONFERENCE
Incheon, Republic of Korea, 4-8 July 2022

Discussion Paper No.	Action Item	Description
Agenda Item 1 - Theme Topic		
“Strengthening regional cooperation for the restoration of air network with No Country Left Behind”		
High Level Panel Discussion	Action Item 57/1	The Conference encouraged States/Administrations and industry organisations in the Asia Pacific region to share best practices and strengthen regional cooperation including in the areas of reviving air travel and enhancing manpower and operations to ensure a smooth traveller experience, aviation safety and sustainability.
DP/1/1	Action Item 57/2	Noting the efforts and associated regional implementation support activities led by the ICAO during the COVID-19 pandemic to strengthen regional cooperation in support of reviving regional aviation, the Conference urged the States/Administrations to provide required resources to the regional efforts led by ICAO, including contributions in kind, in particular proposing secondees to the APAC Regional Sub-Office in Beijing, China.
DP/1/2	Action Item 57/3	Recognizing the importance of cooperation among States/Administrations and regions to promote movement among States including easing quarantine procedures to recover global demand for aviation, the Conference encouraged Member States/Administrations to resume bilateral aviation talks and strengthen cooperation among aviation authorities.
Agenda Item 3 - Aviation Safety		
DP/3/1	Action Item 57/4	<p>The Conference</p> <ul style="list-style-type: none"> a) encouraged States/Administrations to promote expanding the scope of voluntary reporting to include precursor events and the successful deployment of Threat and Error Management countermeasures by pilots as part of the State Safety Programme and Safety Management Systems; b) requested States/Administrations to consider using the ICAO Competency Based Training Assessment framework as a basis for developing a taxonomy to facilitate the effective analysis of precursor events and safety occurrences involving pilot errors to identify deficiencies in pilot competency; c) requested relevant International Organisations to consolidate the analyses of pilot errors by States and industry, to provide insights and training recommendations for the enhancement of pilot competencies; and

Discussion Paper No.	Action Item	Description
		d) encouraged the collaborative sharing of emerging safety trends and interventions related to pilot competency through existing regional sharing programmes and ICAO communication channels.
DP/3/2 DP/3/3 DP/3/10	Action Item 57/5	The Conference urged States/Administrations to: a) continue efforts in promoting the right environment and a positive safety culture through the consistent high-level leadership commitment; b) Strengthen collaboration to share and exchange best practices in developing and promoting a positive safety culture; and c) Continue efforts with strong commitment from top management to cultivating trust and respect between personnel and management for effective safety management.
DP/3/4	Action Item 57/6	The Conference agreed that States/Administrations engage in collaborative approach for FDA parameters while promoting collaborative assessment on safety risks for prevention of runway excursions.
DP/3/5	Action Item 57/7	The Conference encouraged States/Administrations to share their experiences and opinions in implementing their SSPs and developing NASPs.
DP/3/7	Action Item 57/8	The Conference encouraged States/Administrations to use the Return to Service (RTS) Check list, after improving it as necessary, in order to evaluate operator's readiness to aircraft RTS in post pandemic operations.
DP/3/8	Action Item 57/9	The Conference requested ICAO to consider providing additional guidance materials for the safety issues and related risk mitigation measures about safe recovery of flight operations and build a platform and/or hosting conferences to support active information sharing among stakeholders.
DP/3/9	Action Item 57/10	The Conference urged States/Administrations to: a) focus resources and efforts on strengthening their safety oversight in supporting safe recovery of air travel; b) effectively implement State Safety Programmes in a timely manner; c) strengthen the implementation of safety management systems in their aviation industry; d) implement the safety enhancement initiatives and fulfil the targets contained within the Asia-Pacific Regional Aviation Safety Plan, including those in the 2018 Beijing Declaration; and e) implement and support regional capacity building efforts including under the RASG-APAC and its subsidiary bodies, and where relevant, the COSCAPs.

Discussion Paper No.	Action Item	Description
DP/3/11 DP/3/12	Action Item 57/11	<p>The Conference urged States/Administrations to</p> <ul style="list-style-type: none"> a) engage with relevant government / telecommunication regulatory/management agencies regarding the potential impact of 5G deployment on aviation safety prior to decisions being made on the deployment of 5G in the C-Band, including discussions on the provision of robust and enforceable mitigations; and b) assist IATA in populating their Global 5G Status Dashboard. c) consider sharing details of 5G interference for aviation safety enhancements and requested IATA to provide updates on latest 5G status in the next RASG-APAC meeting. d) adopt a "whole of government" approach to prioritize public & aviation safety while rolling out 5G services.
DP/3/13	Action Item 57/12	Having considered that the introduction of Type Rating training requirements to ICAO Annex 1 may not be appropriate, based on its current structure the conference agreed, that a submission may be made to Personnel Licensing and Training Panel (PLTP) of ICAO for further discussion to decide the way forward.
DP/3/15	Action Item 57/13	The Conference agreed that a request should be made to the RPAS panel of ICAO in coordination with Airworthiness Panel to carefully consider to review, letting the policy more flexible and requirements more appropriate, for a wider perspective of unmanned aircraft systems instead of the very specific category of multi-rotor electric unmanned aircraft.
DP/3/16	Action Item 57/14	The Conference urged States/Administrations to consider using Compliance Questionnaire Checklist for standardization of AOC certification Audit and share the regulatory good practices in this regard.
DP/3/17	Action Item 57/15	The Conference encouraged States/Administrations to share policies and options regarding aircraft ground handling service.
DP/3/18	Action Item 57/16	<p>The Conference encouraged States/Administrations to:</p> <ul style="list-style-type: none"> a) pay special attention to the quality and quantity of aviation personnel with the ramping up of traffic, post-COVID; and b) develop more tools and guidance materials on competence training, to provide concrete support to the frontline operations staff during the post-COVID recovery period and to share their post-COVID best practices with each other.

Discussion Paper No.	Action Item	Description
DP/3/20	Action Item 57/17	The Conference Urged States, especially those which have not certified all of their international aerodromes, to include APEX in Safety in their National Aviation Safety Plan.
DP/3/21	Action Item 57/18	<p>The Conference encouraged States/Administrations to consider:</p> <ul style="list-style-type: none"> a) utilizing the IATA's Global ITOP, for the rapid exchange of aviation safety information in conflict zones; and b) participating in the annual Safer Skies Forum to bring together national, international, and industry experts to share their best practices and expertise regarding civil aviation risk management in conflict zones.
Agenda Item 4 - Air Navigation		
DP/4/1	Action Item 57/19	<p>The Conference urged States/Administrations to:</p> <ul style="list-style-type: none"> a) establish, and update where necessary, regulations requiring the development, promulgation, exercising and update of ATM contingency plans, including formal contingency arrangements with all neighboring States, and ensure that application of the regulations is examined in safety oversight activities; and b) report their implementation status of the performance expectations of the ICAO Asia/Pacific Regional ATM Contingency Plan to the ICAO Regional Office annually, by not later than 31 March each year.
DP/4/3	Action Item 57/20	<p>Recognizing the effort on aeronautical spectrum utilization and protection shall only be enabled by the active participation and implementation of States, the Conference urged States/Administrations to:</p> <ul style="list-style-type: none"> a) participate in WRC-23 preparatory activities of the APT APG and at WRC-23 by aviation representatives, to support the ICAO position for WRC-23; b) coordinate frequency and SSR IC use with the ICAO APAC Office to ensure the frequency and IC lists are correct and up-to-date; c) monitor and report the occupancy of 1090 MHz which is capable to do so; d) engage with national spectrum regulators on the 5G and Radio Altimeter issue.
DP/4/6	Action Item 57/21	<p>The Conference agreed that States/Administrations:</p> <ul style="list-style-type: none"> a) form a committee of ANSPs, involving CANSO and IATA, to cooperate in the implementation of regional ANS initiatives including the ICAO Asia/Pacific Seamless ANS Plan; and b) coordinate with ICAO for the purposes of aligning the activities of the committee with the Asia/Pacific Seamless ANS Plan and informing APANPIRG and DGCA Conference of activities and progress.

Discussion Paper No.	Action Item	Description
DP/4/9	Action Item 57/22	<p>Recognizing the challenges in the development and realization of the global TBO concept in Asia Pacific, the Conference urged States/Administrations to:</p> <ul style="list-style-type: none"> a) share their activities and lessons learnt on developing TBO building blocks; and b) consider working towards a harmonized regional roadmap to implement TBO enablers such as SWIM and FF-ICE.
DP/4/13	Action Item 57/23	<p>The Conference encouraged States/Administrations to coordinate with the ICAO APAC Regional Office with a view to:</p> <ul style="list-style-type: none"> a) providing timely updates of ATM Points of Contact responsible for: <ul style="list-style-type: none"> i. Coordination of space vehicle launch and re-entry; and ii. Actions in response to coordination received; and b) prepare a working paper on the subject for discussion at the next meeting of the ATM Sub-Group of APANPIRG.
DP/4/14	Action Item 57/24	<p>The conference encouraged States/Administrations to coordinate with the ICAO APAC ATFM/SG on consideration of inclusion of GDP trial guidance in the Regional Framework for Collaborative ATFM.</p>
Agenda Item 5 - Aviation Security and Facilitation		
DP/5/1	Action Item 57/25	<p>The Conference recommended that APAC States/Administrations:</p> <ul style="list-style-type: none"> a) implement the provisions of Annex 9 — Facilitation; b) consider deployment of the iPacks and participation in the Facilitation-related courses; c) action the HLCC 2021 FAL Stream recommendations addressed to them; d) increase efforts in the implementation of AAASF 2021 recommendations addressed to them; e) ensure that Annex 9 Compliance Checklists (CC) are duly completed in the Electronic Filing Of Differences (EFOD) system; f) establish a National Air Transport Facilitation Programme (NATFP) and associated Committees in accordance with the relevant Annex 9 Standards 8.17 and 8.19; g) implement the ICAO TRIP Strategy roadmap in order to achieve both enhanced air transport facilitation and aviation security; h) commit to invest in instituting robust civil registration systems to support the issuance of reliable eMRTDs; i) support digital issuance of health proofs in line with the World Health Organization (WHO) recommendations and interoperable with the specifications in the ICAO Technical Report Visible Digital Seal for Non-Constrained

Discussion Paper No.	Action Item	Description
		<p>Environments (VDS-NC), when possible;</p> <ul style="list-style-type: none"> j) consider participation in the Seventeenth Symposium and Exhibition on ICAO TRIP in September 2022; k) join the ICAO PKD as an integral programme component to issue electronic travel documents; and l) once a participant in the PKD, upload all public key certificates required for the verification of electronic travel documents, thereby ensuring international capabilities to authenticate the documents in order to facilitate passenger clearance, improve identity management, combat cross-border criminality and increase both aviation and internal security.
DP/5/2	Action Item 57/26	<p>The Conference encouraged States/Administrations to consider:</p> <ul style="list-style-type: none"> a) the potential benefits of adopting One-stop Security (OSS) arrangements in accordance with ICAO's regulations, as a potential means to enhance the security and efficiency of the entire air transport industry; and b) inputs and recommendations provided by airports and airlines when assessing opportunities for OSS and identifying potential OSS partner States.
DP/5/4	Action Item 57/27	<p>The Conference noting the fundamental challenges faced by PSIDS in implementing security SARPs</p> <ul style="list-style-type: none"> a) recommended that ICAO continues to work closely with PASO, partners and individual PSIDS to assist in raising regional capacity and capability; b) encouraged relevant States/Administrations to participate in the review of the GAsEP and the associated aspirational targets; c) encouraged relevant States/Administrations to continue to participate in the USAP-CMA Secretariat Study Group (SSG) to provide suggestions and input regarding the evolution of the programme; and d) considered the practical actions suggested in the paper for ICAO to continue to assist PSIDS to overcome fundamental challenges and recognized that while a number of these are already initiated, others may be considered to the extent practicable and may be raised with the relevant GAsEP review Task Force and/or USAP-CMA SSG by relevant States participating in these fora.
DP/5/5	Action Item 57/28	<p>The Conference encouraged States/Administrations to:</p> <ul style="list-style-type: none"> a) explore ways to accelerate the acceptance of electronic security status declaration such as e-CSD; and b) explore the possibility of integrating other formats and solutions for the transmission of digital security declaration status.

Discussion Paper No.	Action Item	Description
DP/5/6	Action Item 57/29	<p>The Conference urged States/Administrations to review their approach to deterrence and enforcement measures for unruly and disruptive behavior on flights and specifically to:</p> <ul style="list-style-type: none"> a) implement public awareness campaigns to ensure that travelers are aware of what constitutes prohibited conduct and the legal and other sanctions that could result in line with SARPs in Annex 9 Facilitation; b) ratify the Montreal Protocol 2014 to remove any jurisdictional gaps; and c) implement a civil and administrative penalties regime as outlined in ICAO Manual Doc. 10117, as appropriate, and to ensure that a range of enforcement mechanisms is available to respond to the different type and severity of unruly and disruptive passenger incidents.
DP/5/7	Action Item 57/30	<p>The Conference noting the international Recommended Practices, guidance and technical specifications being developed by ICAO and IATA in relation to digital credentials and contactless travel recommended that:</p> <ul style="list-style-type: none"> a) States enhance the use of digital health platforms, where applicable, and simplify the processes by removing the need for airlines to check physical documents at check-in; and b) Government agencies in individual States coordinate and collaborate among themselves to provide a single platform for the collection of comprehensive information about passengers and issuance of digital notification of approval to travel.
DP/5/9	Action Item 57/31	<p>The Conference invited States/Administrations to consider proposing:</p> <ul style="list-style-type: none"> a) a cooperation plan for the establishment of advanced security equipment performance certification as a concept to the ICAO AVSEC Panel for further consideration; and b) to the ICAO Task Force reviewing the GAsEP, the inclusion of further principles for the promotion and utilization of advanced aviation security screening equipment into the GAsEP.
DP/5/10	Action Item 57/32	<p>The Conference encouraged States/Administrations to adopt and ratify the Montreal Protocol 2014; and noted the IATA “Unruly Passenger Report” which is in use by crew members (available within the IATA Cabin Operations Safety-Best Practices document).</p>

Discussion Paper No.	Action Item	Description
DP/5/11	Action Item 57/33	<p>The Conference encouraged</p> <ul style="list-style-type: none"> a) ICAO to progress as a priority the HLCC 2021 recommendations and actions aimed at developing a crisis response framework for future health related crises that draws on the recommendations and guidance and advice developed by CART; b) States/Administrations to implement the relevant HLCC 2021 recommendations and actions aimed at strengthening national response planning, coordination and management arrangements in preparation for future pandemics or health crises; and c) ICAO to continue with the implementation of the planned assistance and capacity development activities to promote cooperation between States/Administrations and with industry, to assist with the implementation of <i>ICAO Annex 9 - Facilitation</i> SARP's and related COVID-19 recovery initiatives.
DP/5/12	Action Item 57/34	<p>The Conference urged States/Administrations to utilize their ICAO Facilitation Panel, Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA), and Air Transport Regulatory Panel (ATRP) representatives to develop an Annex 9 Standard and associated guidance to establish a baseline for crew treatment and prevent future challenges.</p>
Agenda Item 6 - Economic Development of Air Transport		
DP/6/1	Action Item 57/35	<p>The Conference encouraged States/Administrations to:</p> <ul style="list-style-type: none"> a) support ICAO's work for Economic Development of Air Transport; b) apply and follow ICAO's policies and guidance in the air transport field, in their regulatory practices; c) apply and follow ICAO's policies and guidance on infrastructure management, including the charging policies; d) provide statistics required by ICAO in a timely manner; e) use ICAO data, tools and analysis; and f) actively participate in the ICAO upcoming meetings.
DP/6/2	Action Item 57/36	<p>The Conference encouraged States/Administrations to:</p> <ul style="list-style-type: none"> a) pay attention to the role of the commercial service application of logistics with Unmanned Aerial Vehicle; b) share good practices and experience in UAV logistics in terms of economic regulation; and c) facilitate the work of ICAO in establishing the framework of regulations and policies related to UAV logistics.

Discussion Paper No.	Action Item	Description
DP/6/3	Action Item 57/37	Noting that in response to a major crisis emerging at short notice, Air Services Agreements are not an obstacle for Governments to impose sanitary restrictions on passengers ; those have a decisive role to play in fighting such crises as pandemics. A State may need to act quickly and decisively and it might be difficult for such State to fulfil all its obligations under existing Air Service Agreements. Should some States momentarily not be in a position to fulfil their obligations under those international Agreements, the Conference encouraged States/Administrations to consult with other parties to reduce the impact of restrictions and identify an exit strategy enabling a return to normality, based upon objective criteria, for the resumption of air services.
DP/6/4	Action Item 57/38	Noting the ICAO's aspirational goal of gender equality by 2030, the Conference urged States/Administration to support the participation by aviation stakeholders in 25by2025 in their jurisdiction as an important stepping-stone towards gender equality in the global industry.
DP/6/5	Action Item 57/39	The Conference encouraged States/Administrations to : a) support the ongoing work of ICAO through CAPSCA on the development of guidance for the eventual de-escalation of COVID-19 measures; b) develop roadmaps for the removal of such measures; and c) support the review of the Take-Off Guidance published by the Council Aviation Recovery Task Force (CART) aimed at proposing a framework for responding to future health emergencies that may affect international travel.
DP/6/6	Action Item 57/40	The Conference encouraged the States/Administration to support the activities and tasks of ICAO's Airport Economics and Air Navigation Services Panel (AEP-ANSEP) to conduct a general review of the ICAO policies on charges contained in Doc 9082, including the assessment of its ongoing relevance and responsiveness to industry changes and to ensure representation and active participation of Asia-Pacific States/Administrations in the Panel.
DP/6/7	Action Item 57/41	Noting the project conducted by ICAO SAM/NACC offices and OECD on the governance of CAAs, the Conference encouraged States/Administrations to consider such an exercise for the APAC region.

Discussion Paper No.	Action Item	Description
Agenda Item 7 - Aviation and Environment		
DP/7/1 DP/7/6	Action Item 57/42	<p>The Conference:</p> <ul style="list-style-type: none"> a) encouraged States/Administrations in the APAC Region to submit the report of 2021 CO₂ emissions through the CORSIA Central Registry before the deadline of 31 July 2022; b) encouraged States/Administrations in the APAC Region already participating in the ACT-CORSIA buddy partnerships to continue to do so and invited States not yet participating to join the programme; and c) encouraged States/Administrations to consider voluntary participation in CORSIA from 1 January 2023.
DP/7/2 DP/7/7	Action Item 57/43	<p>The Conference:</p> <ul style="list-style-type: none"> a) encouraged States/Administrations to take note of the ICAO report on the feasibility of a long-term aspirational goal (LTAG) for international civil aviation at the ICAO High-level Meeting on LTAG (HLM-LTAG) and the 41st Session of the ICAO Assembly; b) encouraged States/Administrations to attend the 2022 ICAO Stocktaking (18 July 2022) and the ICAO High-level Meeting on LTAG (HLM-LTAG, 19 to 22 July 2022); c) encouraged States/Administrations in collaboration with the aviation industry to support ICAO to develop guidance for the means of implementation for an LTAG, including global policy on sustainable aviation fuel, assistance with State Action Plans (on CO₂ emissions reductions from the aviation sector), and capacity building for States in need of support. d) encouraged States/Administrations to support progress towards a green aviation within their capabilities with assistance from ICAO and other States/Administrations to address capacity building, technology transfer and financing needs. e) invited States/Administrations in the APAC Region to consider their interest and how best they could engage in the ICAO Assistance, Capacity building and Training for Sustainable Aviation Fuel (ACT-SAF) programme and communicate their interest back to ICAO to facilitate further the development and deployment of SAF and cleaner energy sources for aviation; f) encouraged States/Administrations in the APAC Region to develop and update State Action Plans (SAP) to communicate their long-term strategy to address CO₂ emissions from international aviation, including the assistance needed for the implementation of identified action, for submission before the 41st Session of the ICAO Assembly; and g) encouraged States/Administrations in the APAC Region that have already submitted and updated their SAP, to establish buddy partnerships with other States/Administrations to develop SAP.

Discussion Paper No.	Action Item	Description
DP/7/3	Action Item 57/44	<p>The Conference:</p> <ul style="list-style-type: none"> a) encouraged CANSO to discuss its proposal to assess and encourage operational measures for “Green Aviation” at the ICAO Committee on Aviation Environmental Protection (CAEP), Working group 2 (WG2) on Airports and Operations. b) urged States/Administrations to consider attending CANSO’s webinar on the Green ATM accreditation programme; and c) invited States/Administrations to consider supporting CANSO’s Green ATM accreditation programme.
DP/7/4	Action Item 57/45	The Conference encouraged States/Administrations with ICAO Council experience or an interest in involvement in environmental matters to consider joining the ICAO Committee on Aviation Environmental Protection (CAEP).
DP/7/8	Action Item 57/46	<p>The Conference:</p> <ul style="list-style-type: none"> a) invited States/Administrations to consider encouraging their aerodrome operators to use ACI’s Airport Carbon and Emissions Reporting Tool (ACERT) and participate in ACI’s Airport Carbon Accreditation. b) encouraged States/Administrations to consider including ACI’s Airport Carbon Accreditation within their State Action Plans; and c) urged States/Administrations to support airport operators in implementing de-carbonization strategies.
DP/7/10	Action Item 57/47	<p>The Conference:</p> <ul style="list-style-type: none"> a) urged States/Administrations to continue cooperating on initiatives to reduce greenhouse gas (GHG) emissions from international aviation. b) encouraged States/Administrations to share their experiences and challenges in improving operational efficiencies to reduce GHG emissions from international aviation; and c) requested ICAO to consider developing additional guidance for States/Administrations and an information-sharing scheme for improving operational efficiencies to reduce GHG emissions from international aviation.
DP/7/12	Action Item 57/48	The Conference encouraged close discussions among Asia-Pacific States/Administrations to ensure the interests of the region are reflected in any decision on an LTAG.

Discussion Paper No.	Action Item	Description
Agenda Item 8 - Technical and Regional Cooperation		
DP/8/1	Action Item 57/49	<p>The Conference urged States/Administrations to:</p> <ul style="list-style-type: none"> a) engage and consider ways to share best practices with Pacific Aviation Safety Office (PASO) to support efforts towards a safe aviation recovery in the Pacific; and b) consider providing appropriate assistance to PASO to further strengthen regional cooperation among the Pacific Island States in support of the ICAO “No Country Left Behind” initiative.
DP/8/2	Action Item 57/50	<p>Noting the competency frame work for CAA legal advisers proposed, the Conference encouraged States/Administrations to consider the proposed competency framework for the training and professional development of their legal advisers.</p>
DP/8/3	Action Item 57/51	<p>To accelerate the implementation of the UN 2030 Agenda for Sustainable Development, the Conference encouraged States/Administrations to:</p> <ul style="list-style-type: none"> a) actively promote air connectivity in the post-COVID-19 era, strengthen ICAO’s central and leading role in the safe, orderly and sustainable development of global civil aviation, and help developing countries in capacity building in order to promote inclusive, universal beneficial and balanced development of global civil aviation industry; and b) input more resources in civil aviation, take actions, either individually or jointly, to share development experiences, strengthen technical assistance, continue to increase support for developing countries and constantly deepen pragmatic cooperation in global civil aviation.
DP/8/4	Action Item 57/52	<p>The Conference encouraged States/Administrations to:</p> <ul style="list-style-type: none"> a) recognize the value of, and to take part in, volcanic ash exercises to better prepare and respond to volcanic events; b) continue supporting, in collaboration with ICAO, the APAC Volcanic Ash Exercises Steering Group (VOLCEX/SG) to organize and conduct volcanic ash exercises and follow-up on the lessons learnt, including lessons from actual volcanic eruptions, and disseminate recommendations to States; c) work in collaboration with ICAO to incorporate the learnings of volcanic ash exercises into guidance material, and Standards and Recommended Practices where appropriate; and d) implement appropriate communications infrastructure at appropriate operational units to support dissemination of the Volcano Observatory Notice for Aviation (VONA) format.

Discussion Paper No.	Action Item	Description
DP/8/5	Action Item 57/53	<p>Acknowledging the benefits of the ICAO – Singapore DGCA Programme on Aviation Resilience and the platform it provides to share experiences, the Conference;</p> <ul style="list-style-type: none"> a) urged States/Administrations to support the ICAO in its leading role in the international civil aviation sector, and its collaboration with other international organisations, industry and non-civil aviation entities to develop guidelines, policies and approaches for States and industry to recover international civil aviation operations safely and efficiently, including adhering to the necessary public health, safety and security requirements; and b) encouraged greater collaboration between regulators and industry to optimise the use of limited resources, promote innovative methods, and develop lasting solutions to build resilience and sustainability for international civil aviation.
DP/8/6	Action Item 57/54	<p>Noting the establishment of the MID Flight Procedure Programme (FPP), the Conference:</p> <ul style="list-style-type: none"> a) encouraged further cooperation and collaboration with APAC FPP; and b) encouraged harmonization of service fees through consultation between the FPPs.
DP/8/7	Action Item 57/55	<p>The Conference encouraged;</p> <ul style="list-style-type: none"> a) Southeast Asian States to: <ul style="list-style-type: none"> i. Continue their engagement with COSCAP-SEA and seek assistance through the platform it provides; ii. Support the collaborative approach that COSCAP SEA Safety Partners have adopted since the start of the pandemic, iii. Leverage COSCAP-SEA to expand their national capacity-building initiatives to the rest of the SEA region; and iv. Resume pre-COVID safety norms; and b) States/Administrations to consider adoption of a similar multi-stakeholder partnership approach in other COSCAP regions.
DP/8/8	Action Item 57/56	<p>Acknowledging the existing problem of significant manpower shortage at airports and its potential impacts on operations, the Conference urged the States/Administrations to:</p> <ul style="list-style-type: none"> a) work closely with the industry stakeholders to identify solution measures aimed at alleviating manpower shortages at airports in the short- and medium-term as well as to develop a roadmap to make airport employment attractive and competitive in the long-term; and b) ensure proper staffing of airport functions under government purview, such as immigration, customs and security.

Discussion Paper No.	Action Item	Description
Agenda Item 9 - Updates		
DP/9/1	Action Item 57/57	<p>The Conference noted the progress achieved by many States/Administrations in the implementation of the Beijing Declaration's commitments and also acknowledged that some States/Administrations need further assistance to achieve their commitments.</p> <p>The Conference encouraged States/Administrations to collaborate and rigorously work to expedite the achievements of the commitments of the Beijing Declaration including in particular the certification of aerodromes used for international operations and not yet certified.</p>
DP/9/2	Action Item 57/58	Noting the Port Moresby Declaration on Safety and Aviation Security to strengthen aviation in the Pacific Island States, the Conference urged States/Administration to support Pacific Island States achieve their aviation ambitions and regional priorities.
DP/9/3	Action Item 57/59	<p>The Conference:</p> <ul style="list-style-type: none"> a) acknowledged the completion of the ACCRPG work for the term up to 30 June 2022; and b) urged States/Administrations, organizations and industry to continue: <ul style="list-style-type: none"> i. Sharing their views and best practices on how the APAC Region will meet the challenges of the current and future pandemics at the various regional forums (i.e., APANPIRG, RASG AP, RASCF); and ii. Collaborating and sharing best practices on helping the Region's recovery from COVID through removing the COVID-19 impediments to, and facilitating, passenger and freight movements while maintaining safe and secure air travel throughout the APAC region.
DP/9/4	Action Item 57/60	Noting the progress of the work of the RCM Task Force, the Conference urged States/Administrations to continue contributing towards the work of the RCM Task Force including participation in the Task Force.
DP/9/5	Action Item 57/61	<p>The Conference agreed to regular written reports to be provided to the Asia-Pacific DGCA Conference highlighting key issues being discussed in the Council; and</p> <ul style="list-style-type: none"> a) consider convening a session at the annual DGCA meetings between the Montreal Group and Asia-Pacific Member States to provide a platform for engagement on key issues facing ICAO and the Council; b) encourage Asia-Pacific States/Administrations to consider voluntary contributions to ICAO; and c) urge States/Administrations to ratify the amendments to Articles 50 (a) and 56 of the Chicago Convention.

Discussion Paper No.	Action Item	Description
DP/9/6	Action Item 57/62	<p>The Conference urged the States/Administrations to:</p> <ul style="list-style-type: none"> a) complete the ratification of the Protocol Relating to an Amendment to the Convention on International Civil Aviation [Article 50 (a)] signed at Montreal on 6 October 2016, as a matter of priority; and b) Maintain unity and inclusivity of the 39 Asia Pacific States to strengthen efforts to optimize the opportunities to increase Asia Pacific's representation in the ICAO Council.
Agenda Item 11 - Other Business		
DP/11a/4 DP/11a/3	Action Item 57/63	<p>While acknowledging the Discussion Papers from the Republic of Korea and Bangladesh and noting that:</p> <ul style="list-style-type: none"> a) increasing the future level of Asia Pacific membership on the ICAO Council and ratification had been responded to by the Conference in the Action Item 57/61 and Action Item 57/62; b) the Regional Cooperation Mechanisms (RCM) Task Force is resuming its work (reference Action Item 57/60) to continue its current work program; c) the priority for the region should be the recovery of aviation in the current circumstances; <p>The Conference:</p> <ul style="list-style-type: none"> a) encouraged Bangladesh and other States/Administrations to join the RCM Taskforce; and b) entrusted the RCM Taskforce as part of its work program to include examination of the feasibility of an APCAC and report on progress to the next DGCA Conference.
DP/11b/1	Action Item 57/64	<p>The Conference adopted "Promoting ICAO Gender Equality Programme in conjunction with Next Generation of Aviation Professionals (NGAP) initiative" as the Theme Topic for the 58th DGCA Conference of the Asia and Pacific Regions to be held in 2023, hosted by Bangladesh and accordingly give emphasis to the theme topic in formulating discussion and information papers.</p>

GUIDANCE

ON PREPARATION OF PAPERS FOR THE APAC DGCA CONFERENCES

1. Preamble

1.1 DGCA Conferences are the highest forum for the Region attended by all DGs of the APAC region. The forum must be able to take conclusive decisions and effective discussions, which are multilateral in nature and objected to enhance the regional capacity building. The forum should not focus on the matters dealt by other technical and subgroups already discussed to avoid duplication. There are other sub-regional forums arranged by COSCAPs which also should not be duplicated in DGs forum unless it needs concurrence for the program utilization between the sub regions. As such, the discussion papers, which are objected to formulate the Action Items for execution of the decisions made in the DGCA Conference, should be well articulated keeping the regional and global objectives in mind. It is mostly found, States/Administrations are submitting Discussion Papers to share their own experience, which often can be submitted as an Information Paper. The Action Items arising from a Discussion Paper should have the spirit of achieving common goal and regional cooperation for the APAC region.

2. Types of Papers

2.1 Papers for the Conference submitted in advance by States/Administrations and International Organizations are classified as either “Discussion Papers (DP)” or “Information Papers (IP)”.

2.2 States/Administrations may seek more information from APAC RO on the Discussion Papers presented if any Action Item is likely to arise from the Discussion Papers.

2.3 Discussion Papers (DP)

Discussion Papers deal with substantive matters that are intended to be raised at the Conference under the Agenda Items listed in the Provisional Agenda, provided in the Conference website. Since the Provisional Agenda may be changed, all papers received will be accommodated under appropriate items of the final Agenda.

2.4 Information Papers (IP)

Information Papers are intended to inform the Conference about trends and developments occurring within States/Administrations, or they deal with innovative policy issues and technological advancements of interest to States/Administrations. Some Information Papers explain progress in promoting ICAO policies and/or provisions and experience sharing

Note: On exceptional basis, depending upon the nature of the matters raised and the amount of time available, after the presentation of all Discussion Papers some opportunities may arise for presentation of selected Information Papers if agreed by the Conference.

2.5 Panel Discussion:

Panel Discussions should focus the regional priorities and objectives or, any articulated tasks arising from the Annual programs of the Region/Globe.

3. **Content of Papers**

3.1 While active participation of States/Administrations in submitting Discussion Papers to the Conference was recognized, it is worth noting that the relevant DGCA action items are also presented at the meetings of RASG-APAC and APANPIRG Contributory Bodies for necessary action to follow up.

3.2 It is emphasized that the Discussion Papers which deal with substantive matters and accepted for presentation at the Conference should focus more on policy level matters, regional strategies, common deficiencies, challenges, as well as global and regional trends, cooperation and priorities.

3.3 It should be noted that ICAO Bodies such as the RASG-APAC, APANPIRG, RASCF and their Contributory bodies provide the most appropriate forum to deliberate on matters of specific technical or operational nature in view of the presence of relevant subject matter experts in those fora. Therefore, it is strongly recommended that submission of Discussion Papers on technical/operational matters to the DGCA Conference be avoided to the extent possible. States/Administrations and International Organizations may avoid submitting Discussion Papers with similar content, which have already been presented in previous DGCA Conferences as well as other regional meetings.

3.4 In preparation of Discussion Papers, the main body of the Paper should include a concise introduction, one or more discussion sections on the matter(s) raised, and a section on "Action by the Conference" inviting the Conference to note the contents of the paper and consider appropriate actions. The proposed actions should be clearly specified providing an action plan and an estimated resource that requires full commitment from the Member States/Administrations.

3.5 Upon receiving the paper, the Secretariat will determine if the submitted Discussion Paper is appropriate for presenting at the Conference. The Secretariat may consult ICAO HQ, relevant Sections of ICAO APAC office, and Chairs of APANPIRG, RASG-APAC and RASCF, especially for Discussion Papers being proposed for the Safety, Air Navigation, and AVSEC/FAL agenda items. Discussion Papers, which address technical/operational matters, may be diverted to the relevant ICAO forums or their Contributory Bodies and advice the author concerned accordingly.

3.6 To the extent possible, the length of the Discussion Papers to be presented to the DGCA conference should not exceed three (3) pages and be submitted by Heads of Delegation at least one (1) month prior to the Conference for review.

4. **Format of Papers**

4.1 It is strongly recommended that papers should be not more than six (6) pages. Papers should be submitted in electronic form using MS Word format to allow the Secretariat to do the final formatting. Attachments to papers that are not supposed to be edited by the Secretariat could be submitted in Adobe Acrobat (pdf) format. The overall file size of each paper together with any attachments should be optimized for easy download from the website.

4.2 Discussion and Information Paper should include:

- A summary block of about 8 lines to describe the essence of the paper;
- Main body;
- Executive Summary (for DPs only) of about one-half page length.

Note: Authors of DPs are strongly encouraged to prepare Executive Summary, which will facilitate adequate coverage of the main issues and proposals raised in the paper in the Conference Report.

4.3 The main body of the DP should include: a) a concise introduction; b) one or more discussion sections on the matter(s) raised; and c) a section on “Action by the Conference” inviting the Conference to note the contents of the paper and consider appropriate actions.

4.4 Proposed actions should be clearly specified providing an action plan and an estimated resource that requires full commitment from the Conference and the Member States.

4.5 The IP should conclude with “Action by the Conference” inviting the Conference to note the information contained in the paper.

4.6 Papers should be prepared using the pre-formatted templates provided in the Conference website. The style specifications are as follows:

- Font: Times New Roman
- Size: 11 points
- Data processing format: MS Word (.doc)

5. Submission of Papers and publishing on the website

5.1 States/Administrations and International Organizations are urged to submit their papers at the earliest possible convenience, at least 30 days before the meeting date.

5.2 The papers should be sent as e-mail attachment to the ICAO Asia and Pacific Regional Office and copied to the Host State on the following addresses:

ICAO Regional Office

Regional Director

E-mail: apac@icao.int

Host State –

Conference Secretariat: [*Secretariat's email*]

Conference Website: [*Conference Website*]

5.3 Timely distribution of the papers is particularly important in the case of Discussion Papers so that the matters raised can be given due consideration by the delegates.

5.4 All papers received by the specified deadline will be posted in pdf format on the website established by the Host State for the purpose of this Conference. Every effort is made by the Host Organizing Committee and the Secretariat to make papers available to participating delegates prior to the Conference.

5.5 On the question of selection of papers, the Directors General of Civil Aviation, during the 42nd Conference also decided that it should be left to the ICAO Regional Office. The Regional Office would select papers for presentation bearing in mind the time allocated to each session. Only Discussion Papers would be taken up for presentation while the Information Papers, which often provide valuable materials, should continue to be encouraged, but only for the information of delegations.
