

**2ND MEETING OF THE TASKFORCE TO STRENGTHEN AND EVOLVE EXISTING
REGIONAL MECHANISM FOR REGIONAL COOPERATION,
TOWARDS CAPABILITY AND CAPACITY BUILDING AND TECHNICAL ASSISTANCE**

1 – 2 August 2018, ICAO APAC Office, Bangkok

Attendance
<p><u>States/Administrations:</u> Australia, People’s Republic of China, Hong Kong China, Malaysia, New Zealand, Republic of Korea, Singapore, Thailand and United States of America (15 participants)</p> <p>Not able to attend: Japan, Pakistan (2)</p> <p><u>ICAO APAC RO:</u> RD, DRD, RO/TA (3)</p> <p>(see <u>Appendix 1</u> to the Report)</p>
Opening Remarks
<p><u>Regional Director:</u></p> <p>0.1 RD highlighted that the Declaration of the Asia Pacific Ministerial Conference (Beijing Declaration) was a major development since the last DGCA Conference, and commitments therein were relevant to this TF. It was therefore important for the TF to examine whether the various regional initiatives can better support the achievement of targets and/or commitments in the Beijing Declaration.</p> <p>0.2 RD suggested that as the TF would not complete its work before the next 55th DGCA Conference in October 2018, an interim report should be provided.</p> <p><u>Chairman:</u></p> <p>0.3 Chairman welcomed and thanked all for participating in the work of the TF. He commented that the issues were wide-ranging and the TF should draw on work done previously in the Asia Pacific Civil Aviation Commission Task Force (APCACTF), to advance the work of the TF. He encouraged ideas and discussions from the members to make the TF effective.</p>

Notes of discussion	Action by
Agenda Item 1: Adoption of the Provisional Agenda	
1.1 The TF adopted the Provisional Agenda with no changes. (see Appendix 2 to the Report)	
Agenda Item 2: Election of Vice Chair	
2.1 Mr. John Kay, Deputy Chief Executive of CAA New Zealand was elected as Vice Chair of the TF at the proposal by Australia and seconded by Malaysia.	
Agenda Item 3: Terms of Reference – Discussion and Adoption	
<p>3.1 The revised TOR version 1.0 was adopted with minor changes. <i>(1st bullet point in the preamble to include “security”; Capability and capacity stated under the TF tasks items a) and d) to read as capability and/or capacity; TF task item b) mechanism, to read as mechanisms.)</i> – (see version 2.0 at Appendix 3 to the Report)</p> <p>3.2 The TF agreed to retain the TF name but to use the abbreviated version as ‘Regional Cooperation Mechanism Task Force or RCMTF’ for working purposes.</p>	
Agenda Item 4: Presentations	
<p>4.1 The TF noted the following:</p> <ul style="list-style-type: none"> a) Presentation by ICAO Asia Pacific Regional Office (ICAO APAC RO) on existing regional cooperation mechanisms in the APAC Region and an update on some of the work in progress related to regional cooperation b) Presentation by Singapore on Survey on Enhancing Asia Pacific Frameworks conducted in 2017 c) Brief by China on China South-South Cooperation Assistance Fund <p><i>[Note: Presentations a) and b) are posted on the ICAO APAC RO Website under Meetings.]</i></p>	

Notes of discussion	Action by
<p>4.2 The TF noted the following:</p> <ul style="list-style-type: none"> a) ICAO APAC RO envisioned that the region could build up an Expert resource pool/matrix (similar to the South Asia Capacity Building Matrix (SACBM) developed by COSCAP-South Asia) to assist with addressing some of the needs for capability and/or capacity building and technical assistance in the region. b) It was not within the TF's TOR to review the feasibility of integrating APANPIRG and RASG, a work being done by ICAO HQ on restructuring PIRGs and RASGs but the TF agreed to provide inputs to ICAO APAC RO. 	TF
<p>Agenda Item 5: Development and discussion on proposed work programme, based on the TOR</p>	
<p>A) <u>Identify common and/or evolving needs of States/Administrations or a Group of States/Administrations in the APAC region for capability and/or capacity development</u></p> <p>5.1 The TF noted the following:</p> <ul style="list-style-type: none"> c) It was important to define the problem statement(s) with respect to the needs in the region noting that it would not be practical for the TF to develop solutions to all the problems related to existing capability and/or capacity building, and technical assistance shortcomings. d) The Beijing Declaration served as a good starting point. The USOAP and USAP reports, and Seamless ATM implementation plan provided useful insight and reference into the common needs of the region. e) Different States would have different needs; an area of priority for one State may not be one for another. Hence the region may have a basket of needs. f) The TF identified a draft list of common needs in the areas of Aviation Safety, Air Navigation and Aviation Security, based on the Beijing Declaration. (see <u>Appendix 4</u> to the Report) <p>Action item 1/1: The TF agreed that a survey to determine the common and evolving needs of the region should be developed by mid-September 2018 and conducted with States in the region.</p> <p>Action item 1/2: Using the preliminary list of prioritized common needs, ICAO APAC RO will facilitate discussion and seek States' views on their needs at the 55th DGCA Conference breakout sessions as appropriate.</p>	<p>Chair, Vice-Chair</p> <p>ICAO APAC RO</p>

Notes of discussion	Action by
<p>B) <u>Identify and enhance common mechanisms for regional co-operation to prevent overlaps and duplication</u></p> <p>5.2 The TF agreed that there should be good governance within APAC regional groups to enhance the effectiveness of these various mechanisms. Governance would include the clear identification of problem statements, clarity of TORs, decision making matrix and the accountability of WGs/TFs, resourcing and scheduling of meetings and communications.</p> <p>5.3 Given the high number of WGs/TFs within APANPIRG, the TF discussed briefly the APANPIRG structure vis-à-vis the Beijing Declaration and Singapore's presentation under Agenda Item 4b), the TF agreed that there were recommendations that the TF could consider.</p> <p>Action item 1/3: The TF agreed to develop a paper on better governance of the regional groups including enhancing Secretariat support and reporting on Beijing Declaration commitments, by mid-September 2018 for discussion.</p>	<p>Australia</p>
<p>C) <u>Identify and enhance mechanisms for funding of technical assistance</u></p> <p>5.4 The TF noted the funding possibilities from various sources, and agreed to explore avenues to secure funding at:</p> <ul style="list-style-type: none"> a) ICAO level (including assistance programmes under the ICAO Technical Co-operation Bureau (TCB); b) Regional level; and c) Other sources. <p>Action item 1/4: TF agreed to develop a list of the existing and potential funding mechanisms by end-August 2018, with further input on other funding mechanisms by mid-September 2018.</p> <p>5.5 ICAO APAC RO shared their difficulties in providing assistance to States and sustaining CAT missions. Noting the uncertainty in securing ICAO fund allocation for the region, the TF considered how more financial resources could be made available to ICAO APAC RO e.g. learning from how other regions received their funding including the AFI plan funding arrangement, from international organizations and/or development banks. The TF agreed to explore other sources from the perspective of sustainable goals, environment and security.</p> <p>Action item 1/5: The TF will identify opportunities from sustainable development funding sources by November 2018.</p> <p>5.6 The TF agreed that more resources could be tapped from the industry and more dialogues to encourage industry partners to determine where funding would be viable, and the need to create value propositions for such</p>	<p>APAC RO, with further input from TF members</p> <p>Singapore, US</p>

Notes of discussion	Action by
<p>arrangements.</p> <p>Action item 1/6: The TF agreed to develop the approach for greater industry participation in funding, including identifying existing and potential funding opportunities in assistance activities by end-September 2018.</p>	<p>US</p>
<p>D) <u>Propose recommendations for the approach and roadmap to strengthen existing regional mechanism for regional cooperation towards capability and capacity building, and technical assistance</u></p> <p>5.7 The TF agreed that this task would be conducted after Tasks a) to c) are completed.</p>	
<p>E) <u>Identify opportunities to improve and stream line the communication of work and outcomes of various ICAO regional working groups and taskforce</u></p> <p>5.8 The TF noted the multiple challenges faced by States and ICAO in communication, which had affected the effectiveness of reporting activities and outcomes. It also noted the necessity to improve communication with the Montreal Group to enable them to better represent the region at the ICAO Council.</p> <p>5.9 The TF noted that enhancements could be made to existing infrastructure, and could take reference from the past set-ups like the Asia Pacific Consultative Link and its usefulness and challenges, including concerns then of excessive security features. Suggestions that could be applied to the ICAO APAC RO website, included encouraging its use, fixing existing defects in the system, as well as introducing new functionalities to improve communication.</p> <p>5.10 The TF noted the challenges States faced in responding to the numerous ICAO State Letters, with some impeded by the lack of infrastructure and resources to manage the State Letters, further made onerous by formalities, internal procedures and cross-cultural issues. There were also complexities and overlapping communication channels.</p> <p>Action item 1/7: The TF agreed to suggest improvements with respect to the alignment and coordination amongst Work Groups/TFs of APANPIRG by end-September 2018.</p> <p>Action item 1/8: The TF agreed to identify strategies to enhance communication platforms and mechanisms at various levels across the region by December 2018.</p> <p>Action item 1/9: The TF agreed to share best practices in the management of ICAO State Letters with the region by end-September 2018.</p>	<p>Hong Kong China</p> <p>New Zealand (lead), Australia, Singapore Hong Kong China, Republic of</p>

Notes of discussion	Action by
	Korea
<p><u>Discussion on the Beijing Declaration commitments</u></p> <p>5.11 Noting the four areas of the Beijing Declaration in Aviation Safety, Air Navigation Services, Accident Investigation and Human Resource Development, the TF mapped the TOR and the Beijing Declaration commitments to serve as an outline of the needs of the region.</p> <p>5.12 The TF noted that ICAO APAC RO would prepare a Discussion Paper by mid-October 2018 on the implementation of Beijing Declaration Commitments for the 55th DGCA Conference, urging States to support the implementation and include the following outcomes:</p> <ul style="list-style-type: none"> a) ICAO APAC RO to assign lead groups to monitor the progress of targets against commitments set in the Beijing Declaration and support groups to assist; b) Request States to provide their implementation plans; and c) Request States to indicate to the ICAO APAC RO their availability of assistance to other States. <p>5.13 The TF noted that ICAO APAC RO would be circulating the list of States with uncertified aerodromes at the DGCA Conference to assist in matchmaking assistance efforts, while being mindful of sensitivities with circulating the list. The TF noted that ICAO APAC RO would be issuing a State Letter by end-August 2018, requesting relevant States to inform the ICAO APAC RO of:</p> <ul style="list-style-type: none"> a) Implementation plans to certify aerodromes for international operations, and b) Forms of assistance required by the State. <p>5.14 On Human Resource Developments, the TF noted that civil aviation training academies were well-positioned to support the Beijing Declaration commitments and there could be merits for these academies to coordinate and collaborate. The TF agreed to review steps to enhance Human Resource developments for the region, upon the completion of tasks (a), (b) and (c) of the TOR.</p> <p>5.15 Noting the multiple training academies within and beyond the region, the TF members agreed to share information on their existing training programmes at the next meeting.</p> <p>5.16 Referencing paragraph 7 of the Ministerial Conference report, the TF noted that the ICAO Secretariat was already doing the continuous monitoring and annual reporting of the implementation of commitments, and that RASG APAC and APANPIRG would look into establishing goals to support the implementation. The TF would be mindful to ensure that there was no duplication of effort. Monitoring of the commitments would also be discussed</p>	<p>ICAO APAC RO</p> <p>ICAO APAC RO</p>

Notes of discussion	Action by
<p>on the topic on governance under Action Item 1/3.</p> <p>5.17 The TF also noted the suggestion that a scorecard approach could assist the region in monitoring, as done by APRAST.</p> <p>5.18 The list of action items would be a live document to be updated periodically. (see Appendix 5 to the Report)</p>	
Agenda Item 6: Any Other Business	
<p>Action item 1/10: The TF agreed to prepare an interim TF report for the 55th DGCA Conference.</p> <p>6.1 The TF also agreed on the following meeting and report schedule for 2018/2019:</p> <ul style="list-style-type: none"> • Last week of September 2018: 3rd meeting via video conference (1 – 1½ hours) • 26th October 2018: Interim Report to 55th DGCA Conference, Fiji • 4th week, October 2018 – 4th meeting at sidelines of the 55th DGCA Conference, Fiji (Vice Chair available) • Early February 2019: 5th meeting, ICAO APAC RO, Bangkok • Early June 2019: 6th meeting, ICAO APAC RO, Bangkok • August (tentative), 2019: Interim Report to 56th DGCA Conference, Nepal 	Chair, Vice-Chair
Agenda Item 7: Date and venue for next meeting	
<p>7.1 The meeting agreed to arrange a teleconference in end-September 2018, and for a side meeting to be held at the DGCA Conference itself in October 2018, and at the ICAO APAC RO in Bangkok, Thailand in early February 2019.</p> <p>7.2 The APAC RD and Chair thanked the meeting delegates for the fruitful and productive meeting.</p>	ICAO APAC RO to arrange

APPENDIX 1

Meeting of the Task Force for strengthening and evolving existing regional mechanism for regional cooperation, towards capability and capacity building and technical assistance
1 – 2 August 2018, ICAO APAC Office

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3	China	Ms. YANG Wei	Deputy Director, Division of International Organizations, Department of International Affairs, Civil Aviation Administration of China	yangwei@caac.gov.cn
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15	United States of America	Ms. Carey FAGAN	Director, Asia Pacific Federal Aviation Administration (FAA) Skype ID: cjfagan616@gmail.com	Carey.fagan@faa.gov ; Tel. (011) 65 6476-9475; Mob: +65 9339 3974

INTERNATIONAL CIVIL AVIATION ORGANIZATION

**FACE-TO-FACE MEETING OF THE TASK FORCE FOR STRENGTHENING AND
EVOLVING EXISTING REGIONAL MECHANISM FOR REGIONAL COOPERATION,
TOWARDS CAPABILITY AND CAPACITY BUILDING AND TECHNICAL ASSISTANCE**

(ICAO APAC Office, Bangkok, Thailand, 1 – 2 August 2018)

AGENDA

Agenda Item 1: Adoption of Provisional Agenda

Agenda Item 2: Election of Vice-Chair

Agenda Item 3: Discussion and adoption of Terms of Reference

Agenda Item 4; Presentations by;

- a) ICAO APAC Regional Office
- b) Survey on Enhancing Asia Pacific Frameworks Conducted in 2017 –
by Singapore
- c) Member States/Administrations

Discussions on existing mechanisms for regional cooperation

Agenda Item 5: Development and discussion on proposed Work Programme

Agenda Item 6: Any Other Business

Agenda Item 7: Date and venue for next meeting

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Amended Terms of Reference Version 2.0

Taskforce to Strengthen and evolve existing regional mechanism for regional cooperation, towards capability and capacity building and technical assistance

Terms of Reference:

The 54th DGCA Conference has agreed to establish a new Taskforce to focus exclusively on strengthening and evolving existing regional mechanisms for regional cooperation, towards capability and capacity building and technical assistance.

Noting that:

- There is a continuing need to find improved means of coordination and support for many States/Administrations in the Asia and Pacific regions to build their capabilities to improve safety, security and air navigation;
- There are already a variety of regional activities under the leadership of the ICAO APAC Regional Office (RO) for co-ordination and co-operation of regional capability to meet the goals and targets of the GASP, GANP, GAsEP and Regional Air Navigation Plans;
- Co-operative arrangements already exist for the regional development of capability and capacity building, the resource and funding efforts initiated and coordinated by the ICAO APAC RO, and that there exist bilateral and multi-lateral arrangements between States/Administrations for co-operation;
- There is scope to enhance and strengthen these mechanisms, to provide more effective support for the region, optimize regional resources and avoid duplication of effort, to achieve the region's priorities in an expeditious manner; and
- The Asia Pacific Civil Aviation Commission (APCAC) Taskforce has determined that there was insufficient basis to establish an APCAC;

The Taskforce will:

- a) Identify common and/or evolving needs of States/Administrations or a Group of States/Administrations in the APAC region for capability and/or capacity development;
- b) Identify and enhance common mechanisms for regional co-operation to prevent overlaps and duplication;
- c) Identify and enhance mechanisms for funding of technical assistance;
- d) Propose recommendations for the approach and roadmap to strengthen existing regional mechanism for regional cooperation towards capability and capacity building, and technical assistance;
- e) Identify opportunities to improve and stream line the communication of work and outcomes of various ICAO regional working groups and taskforce.

The Task Force will report on its work to the DGCA Conference.

Common Needs

Note 1: Conduct a Survey

DGCA break-out sessions – discussion on common needs

Note 2: The following list is not arranged in the order of priority

1. Aviation Safety
 - CE4
 - CE8
 - CE7
 - AIG – Independence of AIG
 - AGA – Runway Safety and Aerodrome Certification
 - Organizational/system issues (SMS, SSP etc.)
 - Evolving needs- (shortage of pilots etc.)
 - Air Operators Certification and Personnel Licensing
2. Aviation Security
 - CE4
 - CE7 – Quality control
 - CE8
 - NCASP
 - CE3 – Organization
 - CE1- Small Island States
3. ANS
 - AIS/AIM transition
 - PBN Implementation
 - ATFM/CDM
 - Civil/ Military Cooperation
 - ADS – B
 - National Planning Frameworks
 - Common ground/ground telecommunication infrastructure
4. HR Development
 - NGAP
 - Retention of qualified personnel

APPENDIX 5

List of Action Items from 2nd meeting of the RCM TF

Ref	Action Item Number	Action Item	Follow up action by
A	1/1	Develop and conduct survey amongst States	<ul style="list-style-type: none"> • Chair, Vice Chair (survey ready to be released by mid-Sep 2018)
	1/2	Facilitate discussion on needs at DGCA Conference breakout sessions	<ul style="list-style-type: none"> • ICAO APAC RO
B	1/3	Prepare a Discussion paper on better governance of the regional groups including enhancing Secretariat support and reporting on Beijing declaration commitments	<ul style="list-style-type: none"> • Australia (mid-Sep 2018)
C	1/4	Develop a list of existing and potential funding available <ul style="list-style-type: none"> • ICAO • Regional/cooperative • Others 	<ul style="list-style-type: none"> • ICAO APAC RO (mid-Aug 2018) • RCMTF members to share other funding mechanisms (mid-Sep 2018)
	1/5	Identify opportunities from Sustainable Development funding sources	<ul style="list-style-type: none"> • Singapore • US (Nov 2018)
	1/6	Develop approach for greater industry participation in funding including identifying existing and potential funding opportunities.	<ul style="list-style-type: none"> • US (end Sep 2018)
D		Pending tasks of TOR a. – c. and e.	
E	1/7	Suggest improvements with respect to alignment/coordination amongst WGs/TFs of the APANPIRG.	<ul style="list-style-type: none"> • Hong Kong China (end-Sep 2018)
	1/8	Identify strategies to enhance communication platforms and mechanisms at various levels across the region.	<ul style="list-style-type: none"> • New Zealand – lead • Australia • Singapore • (Dec 2018)

Ref	Action Item Number	Action Item	Follow up action by
	1/9	Share best practices in the management of ICAO State Letters.	<ul style="list-style-type: none"> • Hong Kong China • Republic of Korea (end-Sep 2018)
Others	1/10	Prepare an interim TF report for the 55 th DGCA Conference.	<ul style="list-style-type: none"> • Chair, Vice-Chair (Oct 2018)
Others		Prepare a Discussion Paper on implementation of Beijing Declaration Commitments for 55 th DGCA Conference: <ul style="list-style-type: none"> • Assign lead groups against commitments • Request States to provide their implementation plans • Request States to indicate to the Regional Office their availability of assistance to other States 	<ul style="list-style-type: none"> • APAC RO (mid-Oct 2018)
Others		Send State Letter to request relevant States to inform the Regional Office of the following: <ul style="list-style-type: none"> • Implementation plans to certify aerodromes for international operations • Assistance required if any 	<ul style="list-style-type: none"> • APAC RO (end-Aug 2018)
Others		Human Resource Development	<i>(Note: to be included in the Record of Discussions)</i>