

**Task Force to Strengthen and Evolve Existing Regional Mechanism for
Regional Cooperation, towards Capability and Capacity Building and Technical Assistance (RCMTF)**

**Notes of the 4th Meeting
23rd October 2018, Nadi, Fiji**

1. The 4th RCMTF was held on the sidelines of the 55th DGCA Conference.
2. Meeting agenda:
 - a) Interim report
 - b) Survey
 - c) Governance paper
 - d) Updates on other follow up actions
3. Mr. Tay Tiang Guan, the Chairman of the RCMTF thanked the TF members for their participation. The Regional Director of ICAO APAC RO and the Chief Technical Adviser COSCAP-SEA also attended the meeting.
4. Discussion:

The meeting briefly discussed the key actions, namely Action item 1/1 - survey on common and/or evolving needs, 1/3 - governance paper by Australia and 1/10 - interim report to the 55th DGCA Conference.

 - a) Interim report: The members had no further comments to the interim report which would be presented at the 55th DGCA Conference.
 - b) Survey: The meeting agreed to circulate the survey at the DGCA Conference for their preview. The survey form would incorporate ICAO COSCAP-SEA CTA/Michiel Vreedenburgh' s comments to differentiate the APAC RO's assistance from the other regional programmes. APAC RO will subsequently circulate a State Letter requesting States/Administrations to complete the survey, with details of the point of contact (POC) and deadline for completion.
 - c) Governance paper: Regional Director, ICAO APAC RO would provide comments to the draft governance paper which would be further discussed with the other action items at the next TF meeting.
 - d) Update on other action items: Members requested an extension on the timelines. Chair/Singapore will circulate a revised timeline, and these will be discussed at the next TF meeting.
5. The TF will next meet in February/March 2019, either at the APAC RO in Bangkok, or possibly Hong Kong. Regional Director ICAO APAC RO and the Chair to discuss, and agree on the venue.

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