

IMPLEMENTATION ROADMAP FOR THE ICAO REGIONAL COOPERATION MECHANISMS TASK FORCE (RCM TF)

(Version 2)

Ref	Terms of Reference and Key Objectives
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 Establishing Follow-ups from States' Responses to the Needs Survey
B	Identify and enhance common mechanisms for regional co-operation to prevent overlaps and duplication Enhancing Governance of Regional Working Groups/ Task Forces (WG/TFs)
C	Identify and enhance mechanisms for funding of technical assistance Consolidating and Tapping on Assistance Mechanisms of ICAO and Other Stakeholders
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 streamline the communication of work and outcomes of various ICAO regional working groups and taskforce - Establishing Measures to Strengthen Communication Between ICAO and States - Enhancing Information Sharing and Storing Capabilities and Processes

S/N	Recommendation	Action Party					Status	To Achieve by			
		ICAO (RO)	Regional groups	States	Industry	RCM TF		2023			
								Q1	Q2	Q3	Q4
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										
	Establishing Follow-ups from States’ Responses to the Needs Survey										
A.1	(NEW) Update Needs Survey by Q1/2023.			√ (Lead - SG)				√			
A.2	Align COSCAPs to the region/sub-regions/States’ needs.	√	COSCAPs PASO				Ongoing				

S/N	Recommendation	Action Party					Status	To Achieve by			
		ICAO (RO)	Regional groups	States	Industry	RCM TF		2023			
								Q1	Q2	Q3	Q4
		(Lead)									
A.3	Prioritise CAT missions, to the needs raised by States for the next 3 years.	√ (Lead)	COSCAPs PASO	√			Ongoing				
A.4	Strengthening communications with COSCAPs and PASO as well as coordination among the COSCAPs	√ (Lead)	COSCAPs PASO				Ongoing				
B	Identify and enhance common mechanisms for regional co-operation to prevent overlaps and duplication										
	Enhancing Governance of Regional Working Groups/ Task Forces (WG/TFs)										
B.1	Request three key groupings WG/TFs to review Terms of Reference (TOR), based on the latest guidance from ICAO ANC and using the suggested template (see Attachment A)	√ (Lead)	APANPIRG RASG RASCF				Completed by RASG-APAC & APANPIRG				
	Enhancing regional cooperation in training										
B.2	(NEW) Develop framework for training academies in the region to cooperate in the provision of training in key areas by Q2/2023. ▪ Form working group to look into it (2/3 states + RO) ▪ Leverage ICAO TRAINAIR plus programme	√		√ (SG, US, ROK)	√				√		
C	Identify and enhance mechanisms for funding of technical assistance										
	Consolidating and Tapping on Assistance Mechanisms of ICAO and Other Stakeholders										

S/N	Recommendation	Action Party					Status	To Achieve by			
		ICAO (RO)	Regional groups	States	Industry	RCM TF		2023			
								Q1	Q2	Q3	Q4
C.1	Update list of available technical assistance resources and mechanisms that could address the needs of the APAC region, by Q1/2023. - COSCAPS, PASO, Activities under new ICAO Implementation Support Policy - Individual assistance by States and International Organisations - Non-ICAO mechanisms	√						√			
C.2	Explore strategies to increase and enhance high level industry participation at ICAO forums. High level industry panels introduced at APAC DGCA Conference (completed)	√		√ (Lead - US)	√		Completed (high level industry panels)				
D	Propose recommendations for the approach and roadmap to strengthen existing regional mechanism for regional cooperation towards capability and capacity building, and technical assistance										
D.1	Examine the feasibility of an Asia Pacific Civil Aviation Commission					√	Progress report by Q3 2023				
E	Identify opportunities to improve and streamline the communication of work and outcomes of various ICAO regional working groups and taskforce										
	Establishing Measures to Strengthen Communication Between ICAO and States and Strengthen Storing Capabilities										
E.1	Streamline State Letters (SL) for clarity and conciseness.	√					Ongoing				
E.2	Establish clear and concise communication with all stakeholders. Send out finalised meeting reports with actions required in one single communication with necessary follow up	√ (Lead)	APANPIRG RASG RASCF				Ongoing				

S/N	Recommendation	Action Party					Status	To Achieve by			
		ICAO (RO)	Regional groups	States	Industry	RCM TF		2023			
								Q1	Q2	Q3	Q4
	actions by States/Administrations shown prominently in the meeting reports. ▪ Adopt suggested templates for reports and list of follow up template for all meetings (APANPIRG, RASG, RASCF, DGCA Conf etc), tweak where applicable (See Attachment B)										
E.3	Create and maintain a consolidated reference list of focal points across all working groups by Q1/2023, and States to provide the POCs and to update ICAO APAC RO if there are changes.	√ (Lead)	√	√	√			√			
E.4	(NEW) Survey to get States/Industry's feedback on existing communication channels on improvements and new ideas to enhance communication.			√ (Lead – NZ)	√		(tbc)				

TERMS OF REFERENCE TEMPLATE ICAO ASIA PACIFIC REGIONAL AVIATION GROUPS

SUMMARY

All ICAO Asia Pacific Regional Aviation Groups (Groups) should have publicly available Terms of Reference (ToR) outlining their governance, operating and reporting arrangements.

This template provides an overview of six key features which should form part of the ToR of all Groups.

Not all of these features may need to be provided in detail, depending on the Group's role and functions, however preferably all would be covered in some form in the Group's ToR.

These key features are consistent with the generic ToR for Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs), outlined by the Air Navigation Commission in its Working Paper WP/14903 and agreed with few amendments by the ICAO Council.

1. PURPOSE

This section should state why the Group was established, by whom, and its purpose.

The section should also advise as to whether the Group has an ongoing, permanent role or has been established for a specific period (e.g. one year) to complete a specific task for consideration by, for example, the Asia Pacific Director Generals of Civil Aviation (DGCA) Conference.

2. MEMBERSHIP/PARTICIPATION

This section defines the membership of the Group and provision for advisers and observers including representatives from other international and regional associations and industry.

An up-to-date membership list with names, agencies and contact details should be referenced in an Annex to the ToR.

The Section identifies office holders (e.g. Chair), how they are elected and their term of office.

3. WORKING ARRANGEMENTS (including provision for sub-groups)

This section outlines who is to provide the Secretariat to the Group, where and how meetings will be co-ordinated and hosted, how the outcomes of the meeting will be agreed through member consensus and then communicated, and the frequency of Group meetings.

This section defines the basis of the establishment of any sub-groups, their membership, and the tasks and timeframes for delivering and reporting their outputs to the Group.

Sub-groups should generally only be formed to complete a specific task in a defined time frame and/or where there is benefit in bringing together particularly aviation expertise.

Importantly, this section outlines how the Group will coordinate its activities with any other related Groups to increase the effectiveness of regional coordination and reduce the scope for unnecessary overlapping and duplication of work given finite resources.

4. WORK PROGRAMME

This section outlines the work programme of the Group and how the programme is to be formed, endorsed and monitored.

The work programme also outlines how it supports the implementation of the relevant global and regional aviation safety, air navigation and aviation security plans as appropriate.

The work programme can be an Annex to the ToR and should identify clear timeframes for when specific elements of the work program are due to be considered/completed, and who in the Group is responsible for the delivery of individual inputs and outputs in the programme.

5. REPORTING

This section establishes who the Group reports to in the Asia Pacific Regional Aviation framework and how the Group will report and communicate its work to States/Administrations, industry and the community.

6. REVIEW

This section establishes the process by which, and how often, the Group's ToR will be reviewed.

TEMPLATES TO STRENGTHEN COMMUNICATION BETWEEN ICAO AND STATES

Annex A: Report Template

Report — [Title of meeting/workshop/seminar/etc.]

Date and Place of Meeting —

Purpose and Context of Meeting

[Brief description that describes the context of the meeting, and its purpose or objectives]

Outcomes of the Meeting

[A summary of what was achieved — the key decisions made]

Actions Arising from the Meeting

[A succinct listing of the actions arising, the dates the actions need to be completed by, who needs to complete the actions, and how and who to report the completion of the actions to]

No.	Action	Date Due	Action to be implemented/completed by:	Action Implementation or completion is to be reported to:	Report date & method:
1.0	[Describe the action]	[Date the action is due to be implemented or completed by]	[The state or organisation or working group or person that is to complete or implement the action]	[The person and organisation to whom advice on progress in implementing the action, or completion is to be reported]	[The date by which the report is to be provided, and by what means (e.g., formal reporting document, email, etc.)]

Participants

Name	Organisation
Chair	
Vice Chair	
Member	

Annex B: Record of Meeting Outcomes Template

Record of the Outcomes of the Meeting

[For each agenda item, record the outcome, a single paragraph of text summarising the key points arising from the discussion at the meeting (with additional information recorded as necessary)]

No.	Outcome	Summary of Key Issues Discussed	Other Comments
1.0	[Record the outcome of the discussion for the agenda item]	[In one or two paragraphs that summarises the key issues discussed]	[Record specific comments individual states request be recorded in relation to the discussion — generally where there is a disagreement or dissenting view with respect to the agreed outcome]

Annex C: Proposed Template for State Letters

Purpose: [State the purpose of the letter — for example: whether it is an invitation to attend a meeting, advice about a changed requirement, etc]

Action required: [Summarise the action required of the State]

Deadline for Response: [State the deadline by which the State is required to reply]

Contact Points in the State: [List the contact points within the State the letter has been sent to, in order to enable a State to coordinate its response]

Substance of the letter — This section should provide the detailed information that relates to the summary information above.