

Regional Training Cooperation Framework (RTCF) Working Group

Record of Discussion of First Meeting Video Teleconference meeting, 1 August 2024

1. The First RTCF Working Group meeting was held online on 1 August 2024. The list of meeting participants is in **Appendix 1**.
2. ICAO APAC Regional Director, Mr Tao Ma, welcomed the working group members to the meeting. Mr Ma expressed sincere gratitude to the working group for their contributions towards strengthening training cooperation in the region.
3. In his opening remarks, Regional Director provided an overview of the various training issues in the region and shared his vision on how to strengthen regional cooperation through training and capacity building through an annual ICAO APAC Regional Training Symposium and Train-the-Trainer programmes.

Agenda 1: Election of Chair

4. Ms. Charmaine Liu, Director of the Singapore Aviation Academy and Director for International Relations at the Civil Aviation Authority of Singapore, was elected to be the Chairperson of the working group for a term of three years. Ms Liu was nominated by Sri Lanka with the nomination seconded by Bangladesh, Hong Kong China, Pakistan and Republic of Korea.

Agenda 2: Updates on progress on training initiatives/ plans for the region

5. The Secretary presented on the training initiatives as discussed at the ICAO Regional Cooperation Mechanism Task Force (RCM TF) and as endorsed by the 58th Asia Pacific Directors-General of Civil Aviation Conference in October 2023. The meeting was also informed on the current training resources available and courses conducted by ICAO within the region.
6. Chair gave a brief introduction of the background on the establishment of the working group under the RCM TF.

Agenda 3: Discussion on Terms of Reference (ToR) of RTCF WG

7. Following Chair's invitation to review the ToR of the working group, Republic of Korea commented that the ToR represented the overarching objectives of the working group and suggested to define clear objectives and deliverables in upcoming meetings.
8. To better support the activities of the working group, Chair proposed that two Vice-Chairs could be elected. The working group agreed to Chair's proposal.
9. The revised Terms of Reference was adopted by the meeting, as attached in **Appendix 2**.
10. Natalie Randolph, Senior Representative of the Southeast Asia Region of the Federal Aviation Administration of the United States, was elected as the 1st Vice-Chair of the working group. Ms Randolph was nominated by the Republic of Korea, with the nomination seconded by Bangladesh and Hong Kong China.
11. Ms. Lia Sunok Lee, Assistant Director of Aviation Safety Policy Division, Office of Civil Aviation of the Ministry of Land, Infrastructure and Transport of the Republic of Korea was elected as the 2nd Vice Chair of the RTCF WG. Ms Lee was nominated by Singapore, with the nomination seconded by Bangladesh, Hong Kong China and Sri Lanka.

Agenda 4: Discussion on Key Initiatives and Plans to Enhance Cooperation on Training Regionally

12. Chair shared that two key initiatives of the working group were the ICAO Asia Pacific Regional Training Symposium and the Regional Train-the-Trainer programme. On the latter, Chair encouraged all States and Administrations to nominate prospective instructors to join the upcoming ICAO Government Safety Inspector (GSI) courses under the RTCF to strengthen the pipeline of ICAO qualified instructors. Both key initiatives were endorsed by the working group.
13. Chair envisaged that two working teams could be formed to work out the details of the two aforementioned initiatives and welcomed those who wished to contribute to reach out to her. Chair invited the working group to share suggestions on how training cooperation in the region could be strengthened beyond the initiatives that had been identified.

Train-the-Trainer Programmes and Training Programmes

14. Bangladesh and Philippines echoed the importance of the Regional Train-the-Trainer programme. Bangladesh commented that as the Cooperative Development of Operational Safety and Continuing Airworthiness Programme (COSCAP) had a similar programme to train safety inspectors, ICAO could look into recognising the inspector training programmes conducted by COSCAP to minimise the duplication of courses. ICAO Regional Director acknowledged the potential duplication and shared that ICAO could look into how the COSCAP inspector training courses could be accredited and endorsed.
15. Sri Lanka expressed that in order to fulfil the Critical Element (CE) 4 requirement for the ICAO Universal Safety Oversight Audit Programme (USOAP) audit area regarding qualified technical personnel, it was crucial that regional civil aviation training academies stepped up to provide training in areas that were in demand. Sri Lanka also requested for the working group to address this as an immediate need.
16. Bangladesh reiterated that ramping up the number of instructors should be a top priority, with particular focus to strengthen States' capabilities in State Safety Programme and Safety Management Systems, as well as in the USOAP audit areas of Air Navigation Services (ANS) and Aircraft Accident and Investigation (AIG). Hong Kong China also shared that training focusing on the USOAP CEs of Aircraft Operations (OPS), Airworthiness (AIR) and Personnel Licensing (PEL) were crucial, while training programmes for engineers could also be considered.

Training Needs Analysis

17. In response to proposals by Philippines, Sri Lanka and Hong Kong China to conduct a survey to identify gaps and training priorities and Thailand's proposal to develop a methodology to forecast demand for various courses, 2nd Vice Chair shared that the RCM TF had conducted a survey previously and the findings revealed that safety management and personnel licensing were key areas where more training was required. The details of the survey were also available on ICAO's website. 2nd Vice-Chair encouraged the working group to work with ICAO APAC Regional Office (APRO) to continue the work within the RTCF to strengthen capacity building in the region.
18. To better address the working group's suggestions on the training needs to be addressed, Chair proposed that the working group also look into developing a training needs analysis as a follow-up to the findings from the earlier survey conducted by the RCM TF. This would provide useful data to assist the working group in identifying key priorities for training.

Other Matters Discussed

19. Indonesia updated that their focus for this year was to train more local inspectors. Indonesia will be providing scholarships for those selected for training.

20. Thailand requested for the working group members to discuss on Instructor Competency Frameworks to be aligned on the requisite skills and competencies that instructors should have.
21. Pakistan suggested identifying key performance indicators (KPIs) to gauge the effectiveness of the identified initiatives such as increasing the number, performance and the business sustainability of civil aviation training institutes in the region.
22. ICAO Regional Director consolidated the ideas from the meeting members and encouraged the working group to discuss how to better share resources and strengthen the Train-the-Trainer Programme, as he envisioned that the region could train 10 to 20 new instructors every year.
23. Chair thanked the working group for their comments and summarised the proposals by members on strengthening training cooperation in the region:
 - a. Conduct training needs analysis to prioritise key training needs
 - b. Develop a more detailed plan for implementing the Train-the-Trainer Programme
 - c. Focus on AIG, AIR, OPS and PEL courses and potentially aviation security courses
 - d. Conduct a sharing on Instructor Development Framework
 - e. Develop new training courses for new audit areas
 - f. Developing KPIs to gauge the effectiveness of the initiatives.

Agenda 5: Any Other Business & Next Meeting

24. Chair informed that the Second RTCF WG meeting would be held online on the week of 23 September 2024. The date will be confirmed by ICAO APRO.
25. In the interim before the next meeting, Chair welcomed members to submit any new suggestions to support the work of working group.
26. Recognising that an in-person meeting would be useful in driving discussions, the working group agreed to explore the possibility for the Third RTCF WG meeting to be held in-person before the end of the year. The date will be confirmed by ICAO APRO.

Closing Remarks

27. ICAO Regional Director in his closing remarks congratulated Ms. Charmaine Liu from Singapore, Ms. Natalie Randolph from the United States and Ms. Lia Sunok Lee from the Republic of Korea on their appointments as Chair, 1st and 2nd Vice Chairs respectively of the working group.

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