

**60<sup>th</sup> CONFERENCE OF  
DIRECTORS GENERAL OF CIVIL AVIATION  
ASIA AND PACIFIC REGIONS**

*Sendai, Japan  
28 July - 1 August 2025*

AGENDA ITEM 9:       UPDATES

**REPORT BACK ON ACTION ITEMS FROM DGCA/59**

(Presented New Zealand on behalf of the Regional Cooperation Mechanisms Task Force)

**SUMMARY**

This paper presents a report back on action items from the 59<sup>th</sup> DGCA conference tasked to the Regional Cooperation Mechanisms Task Force.

## REPORT BACK ON ACTION ITEMS FROM DGCA/59

### 1. INTRODUCTION

1.1 At the 59<sup>th</sup> Directors General of Civil Aviation (DGCA) Conference, Asia and Pacific regions, attending Asia Pacific States endorsed the recommendations of the Regional Cooperation Mechanism Task Force (RCM TF) on initiatives and mechanisms to enhance cooperation on aviation matters in the Asia Pacific.<sup>1</sup>

1.2 As requested by the 59<sup>th</sup> DGCA Conference, this paper provides a report back on three of the initiatives proposed:

- a) Strengthening the DGCA Conference by establishing a formal Terms of Reference covering its purpose, representation and scope;
- b) Setting up a small team support the running of DGCA Conferences; and,
- c) Establishing a dedicated forum, to be held as a side meeting during the DGCA Conference for States to discuss and mutually decide on regional aviation issues of common interest.

### 2. DISCUSSION

#### **Action Item 59/43(3)(c)(ii): Strengthening the DGCA Conference through a Terms of Reference**

2.1 There is room for improvement for the DGCA Conference to focus on addressing regional priorities and formulating policies or action that would support civil aviation development and alignment on issues of common interests in the region. As the sole annual senior aviation officials meeting in the region covering all of ICAO's strategic objectives, it is critical that the DGCA Conference have a clear and documented statement of its purpose, representation, and scope to ensure the effectiveness of the meeting and its discussions.

2.2 The proposed Terms of Reference will strengthen the Conference by improving governance and defining processes and procedures for the planning and administration of the meeting. The Terms of Reference is intended to be consistent with, and incorporate as necessary, existing guidance for DGCA Conference Host States and guidance for the preparation of Conference papers for meeting participants. The expanded outline includes sections on the Conference's purpose, composition, decision-making process, administration, establishment/tasking of contributory bodies, and meeting schedule and frequency.

2.3 As directed by the 59<sup>th</sup> DGCA Conference, the RCM TF has developed an expanded outline of a proposed Terms of Reference for future DGCA Conferences covering its purpose, representation and scope. Subject to feedback from the DGCA Conference, the RCM TF will progress the completion of the Terms of Reference for consideration at the 61<sup>st</sup> DGCA Conference in 2026.

2.4 **Annex A** provides the expanded outline of a Terms of Reference.

#### **Action Item 59/43(3)(c)(i): Setting up a small team to support the running of the DGCA Conference**

2.5 The 59<sup>th</sup> DGCA Conference endorsed that a small team comprising of officers from member States/Administrations should be established to support the running of the Conference. The team's duties would include ensuring continuity between Conferences, supporting agenda setting for each Conference with a sharpened focus on key issues of regional interest, ensuring scheduling takes into account other ICAO meetings, putting up Discussion Papers/Information Papers, and tracking action items.

2.6 As an interim measure, the ICAO Asia Pacific Regional Office (ICAO APRO) set up a small team of technical experts to aid with reviewing papers for the 60<sup>th</sup> DGCA Conference. While this partially fulfils the proposed role of the small team, the RCM TF will continue to refine and follow up on the recommendation, as directed by the 59<sup>th</sup> DGCA Conference.

2.7 The RCM TF proposes that it works with the ICAO APRO to fully scope out the role of this small team, and establish a permanent team, ahead of the 61<sup>st</sup> DGCA Conference in 2026 to ensure that the benefit of this recommendation is fully realised.

### **Action Item 59/43(5): Asia Pacific Regional Aviation Forum**

#### *Purpose of the forum*

2.8 As directed by the 59<sup>th</sup> DGCA Conference, the RCM TF has further considered the purpose, scope and representation of a forum – to be held as a side meeting during DGCA Conferences – for States to discuss and mutually decide on regional positions on aviation issues of common interest.

2.9 The forum's sole purpose would be for senior aviation officials from Asia Pacific ICAO Member States to identify and further develop regional positions and perspectives on aviation issues of common interest, such that agreed regional positions could be promoted at ICAO meetings and at other global organisations and fora.

2.10 The initial proposed deliverable of the forum could be to present one or two working papers at the 43<sup>rd</sup> ICAO Assembly in 2028 with co-sponsorship from the Asia Pacific ICAO Member States attending the 62<sup>nd</sup> and 63<sup>rd</sup> DGCA Conferences in 2027 and 2028. Later deliverables may include preparation of papers for other ICAO global meetings (e.g. Air Navigation Conference), and input – as a region – into ICAO's key global planning documents such as the GASP, GASeP and GANP.

#### *Scope of the forum*

2.11 The proposed forum would give the Asia Pacific an opportunity to take the outcomes of discussions and deliberations from DGCA Conferences and present them as a region to global ICAO meetings, such as the ICAO Assembly. The forum would not duplicate the roles being played by other mechanisms in the region, including the DGCA Conference.

2.12 The forum's agenda would be set by our region's senior aviation officials, by consensus, and input from ICAO would be welcomed.

2.13 The threshold for aviation matters to be considered by the forum would be those that:

- a) Are of common interest to the Asia Pacific region – those that are seen as having broad interest and importance to ICAO Member States throughout the region including those that cover all of ICAO's strategic objectives (such as facilitation and economic development not just safety and air navigation matters); and,
- b) Have merit in being promoted by our region through ICAO (and potentially other international and regional organisations) to help make an effective contribution to the development of international civil aviation globally and in our region.

2.14 **Annex B** provides detail on proposed administration arrangements and initial and future areas for forum discussions.

### *Representation at the forum*

2.15 The forum would be open to ICAO Member States from the Asia Pacific. ICAO Member States with interests in the region may participate if their contribution furthers the expression of an Asia Pacific position or perspective on aviation issues of common interest to our region.

2.16 States should ensure appropriate representation in terms of authority and subject-matter expertise to mutually decide on the issues being dealt with at the forum, such as co-sponsorship of a paper to a global ICAO meeting.

2.17 International and regional organisations may be invited by the forum, where appropriate, to assist with discussions.

### **Future of the RCM TF**

2.18 At the 17<sup>th</sup> meeting of the RCM TF, member States discussed the future of the Task Force. It was agreed the work of the RCM TF is important to continue to drive collaboration and cooperation across the region. The feasibility study presented at DGCA59 noted the Asia Pacific has an opportunity to further enhance collaboration and cooperation in our region to more effectively work towards agreed civil aviation goals. The RCM TF has contributed significantly to this outcome.

2.19 RCM TF members also observed that, at present, this is the most viable group to progress the implementation of enhancements to the DGCA Conference and establish the proposed Asia Pacific Regional Aviation Forum.

2.20 The RCM TF also noted that it is a task force and the work it was initially tasked with by the DGCA Conference has come to a natural end. If the DGCA Conference proposes to continue with the development of strengthened cooperation and collaboration mechanisms, this would be more appropriately done through a permanently established body rather than a task force.

2.21 The RCM TF recommends that the Task Force remain active for a further year to progress the actions in this paper. The RCM TF should then be transitioned into a permanent body established by the DGCA Conference that focuses solely on collaboration and regional cooperation.

2.22 The DGCA Conference will also need to ensure that the permanent body has a clear scope and purpose and not become a ‘catch-all’ for all types of work. The RCM TF proposes to define this scope over the next year and provide a final proposal to the 61<sup>st</sup> DGCA Conference in 2026.

## **3. ACTION BY THE CONFERENCE**

3.1 The Conference is invited to:

- a) Tasked the RCM Task Force to follow up on the recommendations, taking into consideration the comments of the Conference, preparing a Terms of Reference for DGCA Conferences based on the outline in Annex A.
- b) Request the Task Force to take further study on the establishment of the Asia Pacific Regional Aviation Forum (APRAF) and provide a progress report at the next DGCA Conference.
- c) Allow the RCM TF to formally establish and oversee a small team that aid with the administration of the DGCA conference and detail the scope of the work that the teams will do.

## **Annex 1: Expanded outline of DGCA Terms of Reference**

### **Expanded Outline for Terms of Reference Conference of Directors General of Civil Aviation of the Asia and Pacific Regions**

#### **1. Purpose**

The Conference of Directors General of Civil Aviation (DCGA) of the Asia and Pacific Regions provides a meeting for senior-level, strategic deliberations on civil aviation topics in the Asia and Pacific regions related to the strategic objectives of the International Civil Aviation Organization (ICAO), and technical and regional cooperation.

#### **2. Composition**

The DGCA Conference will be comprised of:

- Participants from States and Territories recognized by ICAO who are partially or fully located within the area of accreditation of the ICAO Asia and Pacific (APAC) Regional Office, and States of service providers in this air navigation region and part of this region's Air Navigation Plan
- Invited non-APAC ICAO Member States
- Invited International Organizations, including those which the ICAO APAC Regional Office maintains liaison
- Invited Industry Stakeholders

#### **3. Decisions of the DGCA Conference**

The Conference will make decisions based on the consensus of its participants.

#### **4. Administration of the DGCA Conference**

##### *Host and Secretariat Responsibilities*

- The Conference shall be hosted by one of its State/ Administration participants with support from a Secretariat, whose role shall be performed by the ICAO APAC Office.
- The host will provide a venue to accommodate the meeting of the DGCA Conference participants and provide a theme for the Conference proceedings.
- The Secretariat will provide administrative support to the host to facilitate the successful meeting of the DGCA Conference.
- The Secretariat role may be performed by the ICAO APAC Office.

##### *Meeting Format*

- The specific format of the Conference shall be decided upon by the host and Secretariat to allow for high-level, strategic deliberations on civil aviation topics of interest to the participants.
- The topics of the Conference may include Aviation Safety, Air Navigation, Aviation Security and Facilitation, Economic Development of Air Transport, Aviation and Environment, Capacity Development and Implementation, and updates from relevant committees/working groups/entities of interest to the Conference participants.
- Documentation for the DGCA Conference may take the form of Discussion Papers and Information Papers submitted by meeting participants and the Secretariat.

### *Papers*

- Discussion Papers will serve as the primary basis for discussion and strategic deliberations during the Conference, and meeting participants shall have an opportunity to provide input that allows the Conference to reach consensus on a given matter.
- Each Discussion Paper shall have specific proposals of action for the DGCA Conference.
- Discussion Papers accepted for presentation at the Conference should focus on policy level matters, regional strategies, common deficiencies, challenges, global and regional trends, cooperation and priorities.
- Discussion Papers can propose regional positions and consensus to be presented in other fora such as ICAO Assembly and the Asia Pacific Ministerial Conference on Civil Aviation.
- Information Papers are intended to provide participants with information of interest to DGCA Conference.
- Discussion Papers and Information Papers shall be submitted in advance of the Conference in accordance with all guidelines and timelines established by the Conference host and Secretariat.
- The Conference host and Secretariat shall make all Discussion Papers available to the meeting participants in advance of the Conference to allow for the review of papers and to facilitate strategic discussions during the meeting.

### *Meeting Outcomes*

- The meeting Secretariat will prepare a list of action items resulting from the discussions of the Conference.
- Action items will be assigned to appropriate meeting participants or others, as practicable. These assignments may include taskings to ICAO Asia and Pacific regional bodies including the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG), the Regional Aviation Safety Group – Asia Pacific (RASG-APAC), and related groups.

## **5. Taskings/Establishment of Contributory Bodies**

The DGCA Conference may establish working groups, task forces, or other similar contributory bodies to work on specific issues as tasked by the Conference. The composition, duration, and other details of these bodies will be agreed upon by the DGCA Conference participants.

## **6. Meeting Schedule and Frequency**

Participants of the DGCA Conference shall seek to hold the meeting on an annual basis. Conference dates will be decided upon by the host State, in coordination with relevant stakeholders including the ICAO APAC Office.

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<sup>1</sup> List of action items arising from the 59th APAC DGCA Conference, [DGCA – 59/Report/01](#).