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

**Record of Discussion of 16th Meeting
Video Teleconference meeting, 10 March 2025**

1. The 16th RCM TF meeting was held on 10 March 2025 online. The list of meeting participants is in **Appendix 1**.

2. ICAO APAC Regional Director, Mr. Tao Ma, in his opening remarks, expressed his appreciation to the Task Force for their contributions to regional cooperation. He briefly introduced the main activities of the RCM TF, highlighted the challenges faced by the APAC region and emphasized the need for enhanced regional cooperation to address these challenges.

3. In the absence of Chair Mr. Tay Tiang Guan, Vice Chair Mr. John Kay welcomed the task force members and chaired the meeting as Acting Chair.

Agenda 1: Adoption of Provisional Agenda

4. The meeting adopted the agenda as attached in **Appendix 2**.

Agenda 2: Adoption of Record of Discussion RCM TF/15

5. The meeting adopted the record of discussion of the RCM TF/15 meeting as attached in **Appendix 3**.

Agenda 3: Matters Arising from RCM TF/15 Meeting

6. The meeting noted the matters arising from RCM TF/15 meeting as attached in **Appendix 4.**

Agenda 4: Implementation Roadmap

Agenda 4a: Status updates on Recommendations in Implementation Roadmap

Action Items from DGCA/59

7. Regarding Recommendation E.4 (Survey on Enhancing Communication Channels), New Zealand updated the meeting that the Task Force presented a Discussion Paper on existing communication channels and the state letter process to DGCA/59 last year. It was suggested that the meeting to reformulate the paper into an Assembly paper for submission to the 42nd Session of the Assembly later this year.

8. Australia supported New Zealand's proposal. The Regional Director recommended the Task Force to discuss the paper for submission to the Assembly, suggesting it to highlight the progress in APAC region and propose ways to strengthen regional cooperation.

9. Based on the discussion, the Acting Chair proposed outlining the paper at DGCA meeting to ensure awareness and alignment, showcasing achievements and key directions. The meeting agreed to establish a drafting team led by New Zealand, with support from Australia and Singapore.

Agenda 4b: Discussion on Recommendation B.2 (Training Framework) – led by Working Group (Republic of Korea, Singapore, USA)

10. The meeting was briefed on the progress of the RTCF WG, including the five meetings held, progress for the ICAO APAC Regional Aviation Training Symposium, the development of the Regional Training

Compendium, and progress in the Regional Training Needs Analysis and Train-the-Trainer Programme. The report is attached in **Appendix 5**.

11. Singapore informed the meeting that the symposium would bring together civil aviation authorities, aviation training organizations, and universities to foster collaboration, networking, and the exchange of best practices. Task force members were strongly encouraged to share the invitation with their respective training organizations.

12. The meeting noted that the first template of the Regional Training Compendium would be distributed to collect information from CAAs and training organizations. Member States and training organizations were encouraged to submit key information for inclusion in the compendium.

13. The Regional Director emphasized the importance of Train-the-Trainer Programme to address the regional challenge of insufficient oversight capabilities. Strengthening of GSI instructor training would not only support ICAO training but also benefit Member States by enhancing their training and oversight systems. The meeting was invited to discuss ways to improve regional aviation safety oversight through qualified GSI instructors.

14. The meeting received an overview of the process for developing ICAO-endorsed GSI instructors, highlighting the importance of selecting qualified candidates to complete the full qualification process, including GSI, TIC, and OJTI. Task force members were encouraged to complete the Regional Training Needs Survey, nominate suitable candidates, and share information with the RTCF WG on upcoming GSI, TIC, or OJT training to maximize participation opportunities.

15. In summarizing the discussion, the Acting Chair and Australia echoed Regional Director's comments, and the meeting agreed to submit a paper to the DGCA outlining the progress and key activities of the RTCF WG, with an emphasis on establishing a fundamentally effective train-the-trainer system. The meeting also agreed to form a drafting team led by Singapore, with support from the USA and Bangladesh, to prepare the paper for submission.

Agenda 5: Proposed approach to deliver progress report to DGCA/60 – led by New Zealand and Singapore

16. The meeting recalled that DGCA/59 had accepted all task force recommendations and tasked the RCM TF to report back on their progress and implementation. To facilitate this, New Zealand proposed forming four working groups, each focusing on a key recommendation:

    a. Strengthening the ICAO Asia Pacific Ministerial Conference on Civil Aviation and supporting APRO through resources, expertise, and contributions;

    b. Strengthening the DGCA Conference by setting up a small team comprising representatives from States/Administrations to support the running of the DGCA Conference, establishing a formal Terms of Reference covering purpose, representation, and scope, and improving two-way communication between the DGCA Conference and the Montreal Group;

    c. Advancing the Regional Training Cooperation Framework; and

    d. Establishing a dedicated forum as a side meeting during the DGCA Conference for States/Administrations to discuss and agree on regional aviation issues of common interest.

17. Given the tight timeline, a coordinating State was suggested to oversee the process and compile the final report. The working groups would report back to the RCM Task Force in May, with a final endorsement by the task force through a virtual meeting or email exchange in June before submission to the DGCA Secretariat.

18. The Acting Chair agreed to New Zealand's proposal, recommending the establishment of several working groups to carry out the related work.

Agenda 5a: Support for APAC Regional Office and APAC Ministerial Conference

19. Australia initiated a discussion on the necessity of a dedicated drafting group for the Recommendation 5a. Nonetheless, Australia expressed willingness to collaborate with New Zealand on the task.

20. The secretariat informed the meeting that an electronic tracking tool had developed and circulated to monitor the implementation status of DGCA action items. Additionally, various mechanisms are in place to track the progress and outcomes of commitments from the Ministerial Conference, including the Delhi and Beijing Declarations. It was suggested that the team collaborate with APRO to review the ongoing activities, assess their progress, and ensure strong coordination between the APAC Regional Office and the working group.

21. The Regional Director proposed that the meeting deliberate on the amalgamation of Recommendations 5a and 5b, and stated that APRO would collaborate with the RCMTF to strengthen technical cooperation, DGCA conference and support the implementation of the action items from the Ministerial Conference.

22. The Acting Chair echoed the Regional Director's proposal and guided the meeting to incorporate elements of Recommendation 5a into the paper to be prepared for Recommendation 5b.

Agenda 5b: Strengthening the Directors General of Civil Aviation Conference

23. Considering the combination of Recommendations 5a and 5b, the meeting agreed to establish a drafting team led by the United States, supported by New Zealand as a secondary drafter, and further supported by Sri Lanka, Singapore, Australia, the Republic of Korea, and China.

Agenda 5c: Regional Training Cooperation Framework

24. The meeting agreed to establish a drafting team led by the Republic of Korea, with support from Singapore, the USA, and Bangladesh.

Agenda 5d: Establishment of a dedicated forum as a side meeting during DGCA Conference

25. The meeting agreed to establish a drafting team led by Australia, with support from Singapore, the USA, the Republic of Korea, New Zealand, and Bangladesh.

26. The meeting agreed to designate New Zealand as the coordinating state and noted that New Zealand would be in touch with each of the leads, including the United States, Australia, and the Republic of Korea, during the week.

Agenda 6: Other Business

27. Singapore mentioned that the Chair Mr. Tay Tiang Guan had retired and Mr. Ng Tee Chiou, Deputy Director-General of Civil Aviation Authority of Singapore, would be the new member of this task force. The Regional Director informed the meeting that the task force would elect a new Chair and Vice Chair at the next meeting and encouraged states to nominate candidates for the election.

28. The USA reminded the meeting of the action item from DGCA/59, which encouraged the RCM TF to include appropriate participation from the international and regional organizations that support the DGCA Conference through regular attendance. The Acting Chair requested the Secretariat to include this topic on the agenda for the next meeting for further discussion.

29. Considering the updates to the task force members, New Zealand requested APRO to recirculate the member list with updated contacts and representatives from each country on the task force.

Agenda 7: Date for next meeting – RCM TF/17

30. The meeting noted that the RCM TF/17 meeting would be an in-person meeting at APRO, Bangkok, Thailand in May 2025, with the exact date to be confirmed.

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