

Regional Training Cooperation Framework (RTCF) Working Group

Record of Discussion of Third Meeting

In-person meeting, Bangkok, Thailand, 18-19 November 2024

1. The Third Regional Training Cooperation Forum (RTCF) Working Group (WG) meeting was held in the ICAO APAC Regional Office in Bangkok, Thailand between 18 and 19 November 2024. The list of meeting participants is in **Appendix 1**.
2. Mr. Raju Shrestha, Regional Officer/Technical Assistance, ICAO welcomed all members of Working Group to attend the first physical meeting after the WG is formed. The Chairperson Ms. Charmaine Liu expressed her sincere apology for her absence; Vice Chair Ms. Natalie Randolph chaired the meeting on behalf.
3. ICAO Regional Director, Mr Ma Tao, delivered the opening remarks emphasising training for aviation professionals being one of the top challenges in the Asia/Pacific region in both developed and developing States. He also stressed on the high expectations for this Working Group in achieving a self-sufficient training environment in the region.
4. Ms. Randolph expressed her appreciation to ICAO APAC Regional Office for facilitating the meeting. She also thanked the participants for attending the third RTCF Working Group meeting and the first physical get-together. Ms. Randolph kickstarted the meeting by having a round of introduction from the participants.

Agenda 1: Adoption of Provisional Agenda

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

Agenda 2: Adoption of Provisional Agenda

6. The meeting adopted the record of discussion of the RTCF WG/2 meeting as attached in **Appendix 3**.

Agenda 3: Matters Arising from RTCF WG/2 Meeting

7. The meeting noted the matters arising from RTCF WG/2 meeting as attached in **Appendix 4**.

Agenda 4: Updates on Outcomes of DGCA/59

8. ICAO APRO updated on outcomes of the 59th DGCA Conference and thanking Philippines to host. The 59th DGCA Conference in Philippine saw participation from 361 delegates representing 37 States/Administrations, along with 11 international organizations and 14 industry exhibitors.
9. The 59th DGCA Conference featured 80 Discussion Papers, 58 Information Papers, 11 presentations, and numerous meetings, facilitating extensive dialogue and knowledge sharing.
10. A total of 49 action items were concluded as the 59th DGCA Conference key outcomes, addressing various important matters concerning the DGCA and all member states.
11. The RCM TF submitted a Discussion Paper DP/8/3 titled "Implementation of Asia-Pacific Regional Training Cooperation Framework"

with 3 key summaries: the establishment of Regional Training Cooperation Framework Working Group, the provision of ICAO Regional Aviation Training Symposium, and the purview of Regional Train-the-Trainer Programme.

12. Other notable Discussion Papers (DPs) related to the RTCF included discussions on building a pipeline of qualified instructors for the Asia Pacific Region presented as DP/8/5 by Hong Kong China, DP/8/9 titled “The role of aviation training in shaping a sustainable industry presented by Bangladesh, and titled “Shaping the future of global training with an emphasis on human and capital development as DP/8/9 by United Arab Emirates.
13. Under Action Item 59/37, States were encouraged to join the RTCF; to participate in the ICAO Training Symposium in Singapore in July 2025, and to nominate prospective instructors, particularly female candidates, to enhance training programs.
14. ICAO under DP/8/4 provided an overview of their activities supporting States in compliance and resource mobilization, highlighting new initiatives and support packages. The conference emphasized the importance of GSI training for PSIDS personnel and called for on-the-job training opportunities following the completion of ICAO training courses.

Agenda 5: Sharing on Current Key Training Initiatives/Priorities by Member States

15. The meeting invited the Member States and their corresponding training institutes to share their training initiatives and priorities to provide a general picture and roadmap for each State/Administration.
16. Nine States/Administrations (Hong Kong China, Indonesia, Japan, Philippines, Republic of Korea, Singapore, Thailand, United States and Viet Nam) provided 10 presentations during the meeting.
17. The presentations have been uploaded to the meeting website (<https://www.icao.int/APAC/Meetings/Pages/2024-RTCF-WG-3.aspx>).

Agenda 6: Updates on Key Training Initiatives from ICAO

18. ICAO provided the consolidated information regarding the ICAO GSI and training related course in the APAC region for 2024.
19. As on the meeting date, fifteen Training Instructor Course (TIC), nine Training Developer Course (TDC), three Training Managers Course were completed. For Government Safety Inspector (GSI) course, one Airworthiness (AIR), two Operations (OPS) and three Personnel Licensing (PEL) courses were completed.
20. The schedule (from iGAT) for upcoming TIC, TDC and Training Managers Course were reported.
21. With reference to the action item 58/39 of the 58th DGCA Conference, ICAO presented on the Train-the-Trainer (TTP) Roadmap and provided a spreadsheet template to capture the information of the GSI inspectors and potential candidates as ICAO qualified instructors.

Agenda 7: Discussion on ICAO Training Symposium

22. Singapore provided update on ICAO APAC Regional Aviation Training Symposium 2025 in Singapore. The symposium would be conducted from 16 to 17 July 2025. Suntec City Convention Center and Grand Copthorne Waterfront Hotel were shortlisted as potential event venue subject to the site recce by ICAO HQ by end of November.
23. In addition to the Directors-General of civil aviation within the Asia/Pacific region, heads of training and human resource of the civil aviation authorities, the CEOs or directors of the civil aviation academies, representatives from universities and the relevant training and development personnel in aviation organizations would be invited to attend the symposium. The corresponding Electronic Bulletin (EB) and State Letters would be prepared by ICAO Head Quarters and ICAO APRO respectively at appropriate time.
24. Following the objectives of the symposium, a draft program with proposed activity schedule was presented for discussion. The draft proposal is as attached in **Appendix 5**.
25. During the discussion for the symposium's theme, Philippines, Republic of Korea, Vietnam, and Thailand emphasized the importance of regional cooperation for the future of APAC aviation, highlighting that the symposium being a significant step forward in enhancing collaboration. Participants agreed on the need for an inclusive theme that would appeal to both current professionals and the younger generation. The meeting suggested using dynamic language for a more engaging theme. **"Enhancing Aviation Training Cooperation for APAC; Human Capital Development for a Resilient Future"** was selected as the theme of the ICAO Training Symposium 2025.

Agenda 8: Discussion on Train-the-Trainer Programme

26. Noting that not all the participants were familiar with the history of the Train-the-Trainer programme, the Regional Director provided the meeting with the brief background of the TTP and more importantly Mr. Ma shared the vision of a self-sufficient training ecosystem that would be widely recognised by ICAO in the APAC region.
27. Vice Chair together with ICAO presented the data analysis of various GSI courses conducted recently with the number of participants involved in each course and the corresponding gender proportion to echo the promotion of gender equality. The presentation was enclosed as **Appendix 7**.
28. Viet Nam queried on the required qualification to become an ICAO recognised instructor. The meeting was presented that in order to become an ICAO recognised instructor, the candidate must be a qualified inspector in his/her domain within the State/Administration for at least six months). The candidates are required to complete the ICAO Training Instructor Course (TIC) and fulfil the OJT requirement of conducting a GSI course as an instructor for more than 50% of the course duration under the supervision of an ICAO certified instructor.
29. Republic of Korea commented that inspectors and instructors played different roles. A good inspector needed to safeguard the quality of safety oversight, and a good instructor must build upon good merit of inspectors. By having the ICAO certified instructor, the State would be able to develop and conduct respective training within their State/Administration which could speed up the process of development of competent human resource.

30. The Federal Aviation Administration (FAA) offered six more GSI training sessions with the goal of having six new trainers over the coming two-year period. FAA encouraged active participation for such courses with the next TIC course in collaboration with Singapore Aviation Academy in 2025 before the allocated resources go exhausted.
31. Hong Kong China also indicated the commitment to host the required GSI courses and would nominate suitable candidates (especially female candidates) as GSI-PEL and GSI-OPS instructors.
32. The relationship between the TTP program and training analysis was emphasized by ICAO, with the initial step identified as defining the necessary numbers and creating a realistic, tangible plan. The appointment of a coordinator for TTP management was proposed, and the implementation of the SMART strategy was suggested. Volunteers were invited by the Chair to join a small working group to focus on the "train the trainer".

Agenda 9: Discussion on Training Compendium Development

33. Vice Chair Lia Sunok Lee led the discussion and presented updates on the training and compendium development. The objective was to promote awareness of training opportunities across the region by collecting and sharing information to enhance capacity building. The compendium would serve as a comprehensive resource for training courses and qualified instructors, available in formats like PDF, webpage, or booklet.
34. The compendium as a comprehensive resource for training opportunities would include details on course types, durations, providers, and costs. It would list qualified instructors by training subject, focusing on ICAO certified courses, and promote training centres. Targeted for completion by June 2025, five Platinum TrainAir Plus member (Republic of Korea, Thailand, Indonesia, Singapore, Hong Kong China) and other members would handle sub-tasks, ensuring efficient information collection and organization. Volunteers were welcome, and the process would be streamlined for effective collaboration.
35. The Regional Director suggested to improve the sharing of information about training centers in the region. Mr. Ma noted that while some course details being available on the ICAO and CDI websites, a more comprehensive and organized approach would be needed. A template should be developed to list organizations, courses, fees, duration, and requirements. This template would be filled out by each state and reviewed by ICAO to ensure accuracy and avoid issues.

Agenda 10: Discussion on Training Needs Analysis

36. Vice Chair emphasized the objective of the Training Needs Analysis (TNA) noting the outcome of last survey that indicated aviation safety and security standards remained the priority for APAC and is still valid in present context., In addition, PSIDS capacity development has also become a matter of concern regarding lack of competent human resources.
37. Training Needs Analysis roadmap and its deliverables were introduced hereby the Vice Chair. The path forward involves five phases. Initially, objectives are being set and a small working group is being formed. In phase two, a revised survey will be sent out in January 2025, with responses due by March 2025. Phase three involves analyzing data and prioritizing training needs, aiming to complete a report by April 2025 for the DGCA Conference in July 2025. Phase four includes finalizing the report by June 2025, and phase five focuses on implementation.

38. Vietnam, Bangladesh, and Thailand volunteered for the small working group and this group will have a meeting on last week of November 2024 to finalize the questionnaire and coordinate with ICAO APAC RO to disseminate to the States/administration by State Letter.
39. AEROTHAI, in the shake of NGAP initiative, proposed a new study called SWAY Box System and invite other States to contribute to become part of the network.

Agenda 11: Other Business/ Date for Next Meeting

40. ICAO presented Inspector Competency Building Framework (ICBF) initiative as an AP-RASP Action Item A.I.20. States/Administrations were encouraged to contribute on the ICBF Manual finalization.
41. The meeting agreed to hold the next meeting virtually in the week of 20 January 2025 with the exact date and time to be confirmed upon coordination with ICAO APRO.
42. The meeting agreed the next in-person meeting be held in Singapore on 15 July 2025 which is a day before the ICAO APAC Aviation Training Symposium 16-17 July 2025.

Closing Remarks

43. Vice Chair expressed gratitude for the active participation of the Working Group members and appreciated the commitment shown by all parties.
44. Without further matters, the third RTCF Working Group meeting were concluded and ICAO APAC Regional Office expressed sincere appreciation to all for attending the meeting.