

Regional Training Cooperation Framework (RTCF) Working Group

Record of Discussion of Fourth Meeting Video Teleconference meeting, 22 January 2025

1. The Fourth Regional Training Cooperation Forum (RTCF) Working Group (WG) meeting was held online on 22 January 2025.
2. ICAO APAC Regional Office welcomed the working group members to the meeting and announced that, due to Vice Chair Ms. Natalie Randolph's absence, Vice Chair Ms. Lia Sunok Lee would chair the meeting on behalf.
3. The meeting was attended by members from Bangladesh, Cambodia, China, Hong Kong China, Fiji, Indonesia, Japan, Malaysia, Pakistan, Philippines, Republic of Korea, Singapore, Sri Lanka, Thailand, Vietnam, and the ICAO Team. The list of participants is in **Appendix 1**.

Agenda 1: Adoption of Provisional Agenda

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

Agenda 2: Adoption of Record of Discussion RTCF WG/3

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

Agenda 3: Matters Arising from RTCF WG/3

6. The meeting noted the matters arising from RTCF WG/3 meeting as attached in **Appendix 4**.

Agenda 4: Updates on ICAO Training Symposium

7. Singapore provided updates on ICAO APAC Regional Aviation Training Symposium 2025 in Singapore, which included dates, venue, target of the audience, draft programme and key updates. The presentation was enclosed as **Appendix 5**.
8. The key updates are as follows:
 - a. ICAO State Letter was issued by ICAO Headquarter on 16 Jan 2025, inviting States, relevant international organisations, and TRAINAIR PLUS Programme Members to the symposium.
 - b. ICAO HQ had also set up the symposium website. The website would be updated as further details were confirmed.
 - c. ICAO APAC RO had requested RTCF WG members to provide a list of aviation training organisations and institutes from their States to be invited for the symposium, ICAO APAC RO would send out the invitation. RTCF WG members were requested to submit the list to ICAO APAC RO by the end January 2025.
 - d. Wider promotional and marketing activities for the symposium would begin from February to drive registrations for the symposium. Sale of exhibition booths would commence by March.

- e. ICAO would invite suitable panellists and moderators for the symposium. RTCF WG members were invited to propose suitable speakers, panellists and moderators by the end February for ICAO's consideration.
9. Singapore presented the *Singapore - ICAO Youth for Aviation Programme* to the meeting. The programme, a 3-day event organized alongside the Symposium to support the ICAO Next Generation of Aviation Professionals (NGAP) initiative, aimed to engage approximately 80 youths, with 2 students from each APAC State sponsored to participate. Key components of the programme include visits to local aviation industry facilities, discussions, and opportunities for engagement with aviation leaders. The objectives of this programme were to provide youths with opportunities to network and engage with one another to gain awareness of ICAO and the NGAP initiative. It also aimed to help participants understand the challenges and opportunities in aviation within the Asia-Pacific region, suggest ideas for their respective States or schools, and gain insights into the latest developments in the aviation industry. Additionally, the programme sought to introduce participants to the diverse range of careers available in the aviation sector. The criteria for nominations include youths aged 18 to 25 who were promising talents studying in an aviation-related field and could communicate in English. Regarding the invitation, Singapore would contact the respective Directors General (DGs) of APAC States to request nominations.
10. During the discussion, the Vice Chair emphasized that good speakers were essential to the symposium. TF members were encouraged to nominate suitable speakers and panelists for the symposium and to contact Singapore if they wished to promote their training organizations and conduct marketing activities at the event. Mr. Raju Shrestha, Regional Officer/Technical Assistance, ICAO, informed the meeting that tentative list of potential list of panellists had been developed by ICAO APAC RO and added APRO would keep close communication with ICAO GAT Team in the process of identifying tentative speakers and panellists for high-level panels and discussion panels of the Symposium.
11. ICAO APAC Regional Director, Mr. Ma Tao, highly appreciated the Youth programme. He proposed that the invitation letter be jointly issued by the ICAO APAC Regional Office and Singapore, as it involved inviting youth participants to attend the ICAO Asia-Pacific Aviation Training Symposium, which will be hosted in Singapore.
12. Singapore provided an updated timeline, with the invitation letter expected to be sent out in early February, and nominations from member states to be made in April. Mr. Shrestha suggested to mention clear criteria on the nomination to help member States nominating suitable candidates for the Youth for Aviation Programme.

Agenda 5: Updates on Training Compendium Development

13. Vice Chair Lia Sunok Lee led the discussion and presented updates on the training compendium development. After briefly reviewing the work objectives and content, Ms. Lia introduced the table of contents for the Training Compendium. The templates would be circulated accordingly to be filled out by each state in the APAC region. ROK and IAAA would further collate and edit all related information for dissemination, aiming to obtain the first round of feedback from the WG and ICAO APAC RO. The presentation was enclosed as **Appendix 6**.
14. The Philippines asked whether the course information provided should include only ICAO-certified courses or all courses offered by CATCs. The Vice-Chair clarified that all course information could be included.

15. Bangladesh inquired about the update on candidates for the APAC Train-the-Trainer Programme (TTP), seeking clarification on whether only GSI-related candidates or all TTP-certified instructors should be provided. The meeting was presented that the TTP's primary objective under the RTCF framework is to further share instructor resources across the APAC region, and if expansion to other areas was needed, it could be proposed in the Training Needs Survey. Mr. Shrestha further remarked that standard GSI PEL/OPS/AIR courses are available. It was further highlighted that GSI courses in other safety oversight areas (ANS and AGA) are not currently available and might be available in future.

Agenda 6: Updates on Training Needs Analysis

16. On behalf of Vice Chair Ms. Natalie Randolph, the lead of TNA SWG, ICAO APAC Regional Office briefed the meeting on the progress of Training Needs Analysis. Two TNA SWG meetings were conducted on 8 January and 21 January respectively. The meeting reviewed the TNA survey draft which consisted of three parts including implementation of training plan, aviation professional training (NGAP Professionals) and other comments. The presentation was enclosed as **Appendix 7**.
17. Bangladesh suggested replacing the term "UAS" by standard ICAO terminology "RPAS" in the questionnaire. Additionally, Bangladesh proposed including questions on technicians/engineers in CNS and Aerodrome, as well as expanding the survey to a comprehensive training need assessment. The meeting acknowledged the suggestions and noted that, given the objectives and efficiency of this survey, expanding the questionnaire into a comprehensive training needs analysis across all areas didn't appear feasible at this stage which could be consider in next phase in coming days.
18. Singapore queried on the concept and details on the training proposal. ICAO APAC RO briefed that relevant training proposal or recommendations could only be made after data collection and data analysis. The member States were urged to complete the survey diligently in timely manner to ensure the analysis report reflect accurately the training needs in the region that would enable to set training priorities in the APAC Region.

Agenda 7: Other Business/ Date for Next Meeting

19. Additional updates on Train-the-Trainer Programme (TTP) were provided by ICAO APAC Regional Office. ICAO introduced updates on potential candidates as ICAO qualified instructors. The TTP management sheet would be updated accordingly and shared via the SharePoint channel. Considering no member state volunteered to lead and coordinate the TTP management updates during the meeting, the secretary would take on this responsibility. The presentation was enclosed as **Appendix 8**.
20. The Regional Director suggested the roadmap for the TNA report to be aligned with the Symposium stating the possibility of further coordination between ICAO and Singapore, to highlight the initiative as the APAC regional cooperation. the Symposium would be the best platform for the RTCF WG to present the training needs and priorities to the APAC community The meeting noted the TNA SWG timetable would be adjusted to align with the updated arrangement.
21. The meeting noted that a new mechanism had been established to facilitate information sharing among RTCF WG members via the SharePoint platform.
22. The meeting agreed the next meeting to be conducted virtually in the week of 3 March 2025 with the exact date and time to be confirmed upon coordination with ICAO APRO.

23. Without further matters, the fourth RTCF Working Group meeting were concluded and Miss Lee expressed sincere appreciation to all for attending the meeting.