

Regional Training Cooperation Framework (RTCF) Working Group

Record of Discussion of Sixth Meeting Video Teleconference meeting, 14 May 2025

1. The Sixth Regional Training Cooperation Forum (RTCF) Working Group (WG) meeting was held online on 14th May 2025. The list of participants is in **Appendix 1**.
2. Mr. Raju Shrestha, Regional Officer/Technical Assistance, ICAO APAC Regional Office welcomed the working group members to the meeting. The Regional Director of ICAO APAC Regional Office Mr. Tao Ma delivered his welcome remarks. During the opening remarks, the meeting was informed with deep sadness that Ms. Shiela Cuesta, member of RTCF WG and Training Needs Analysis (TNA) sub-group nominated by the Philippines, had recently passed away. In her memory, participants observed a moment of silence to honor her life and her meaningful contributions to the workgroup.
3. The meeting was chaired by Ms. Natalie Randolph, Vice Chair of RTCF Working Group. She conveyed her heartfelt condolences on the passing away of Ms. Shiela Cuesta, expressed her appreciation to ICAO APAC Regional Office for facilitating the meeting and thanked the participants for attending the sixth RTCF Working Group meeting.
4. The meeting was attended by members from Bangladesh, Cambodia, China, Hong Kong China, Fiji, India, Indonesia, Japan, Malaysia, Pakistan, Philippines, Republic of Korea, Singapore, Sri Lanka, Thailand, United States of America, Vietnam, and the ICAO Team.

Agenda 1: Adoption of Provisional Agenda

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

Agenda 2: Adoption of Record of Discussion RTCF WG/5

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

Agenda 3: Matters Arising from RTCF WG/5

7. The meeting noted the matters arising from RTCF WG/5 meeting as attached in **Appendix 4**.

Agenda 4: Updates on ICAO Training Symposium

8. Singapore provided updates on ICAO APAC Regional Aviation Training Symposium 2025 in Singapore, which included draft programme, speaker updates, registrations, exhibition, and Youth for Aviation Programme. The presentation was enclosed as **Appendix 5**.
9. Mr. Raju Shrestha encouraged all attendees to expedite the confirmation of their respective speakers and panellists for the upcoming event.
10. The meeting was informed that there was no limit on the number of participants each country can nominate for ICAO Regional Aviation Training Symposium, and all countries were encouraged to confirm their attendees and complete online registration.

11. The meeting was informed that the age limit for the Youth for Aviation Programme was under 25 years, and the related letter had been sent to the Directors-General of the respective States in early April.

Agenda 5: Updates on Training Compendium Development

12. Vice Chair Lia Sunok Lee led the discussion and provided updates on the development of the Training Compendium. She introduced the work objectives and key information to be included in the compendium. The first phase of data collection was successfully completed in April. The second phase was underway, with a submission deadline of May 16 for the expert team to commence printing and design. A final review was scheduled for completion by May 27. All relevant states were requested to review the materials and submit any final changes or inputs before the publication. The presentation was enclosed as **Appendix 6**.
13. The meeting was informed that up to three training centres per country could be included in the compendium, and all stakeholders were encouraged to provide high-resolution photographs to enhance the quality of the publication.

Agenda 6: Updates on Training Needs Analysis

14. Vice Chair Ms. Natalie Randolph, the lead of TNA SWG, briefed the meeting on the progress of the TNA survey. The meeting was informed that 29 responses from States/Administrations had been received. The TNA survey summary, along with the spreadsheet containing detailed responses retrieved from the E-Form, was shared with the TNA team members. The presentation was enclosed as **Appendix 7**.
15. It was also acknowledged that the survey outcome would be a comprehensive analysis report, which would be presented at the ICAO Regional Training Symposium and DGCA/60. Additionally, it was noted that four volunteers from Viet Nam and Philippines had been designated to support the analysis and drafting of the TNA survey results.
16. Singapore inquired whether there would be a specific panel or platform planned for the presentation of the TNA results at the Training Symposium. Vice Chair Ms. Natalie Randolph indicated that she would coordinate with Singapore on the most appropriate way to present the results at the Symposium. Vice Chair Ms. Lia Sunok Lee further suggested that the key findings could be presented under Panel 4 of the Training Symposium, which would focus on building a resilient aviation workforce in the APAC Region.
17. Regarding the DGCA/60 paper, the participants were informed that this paper was currently being developed by the Republic of Korea and would include a dedicated section on the TNA results. The full analysis report would be attached as an attachment to the paper.
18. Mr. Raju Shrestha expressed appreciation to those who had already submitted their responses to the TNA survey and encouraged all States/Administrations to complete their submissions at the earliest opportunity to achieve the target response rate of 80%.

Agenda 7: Updates on Train-the-Trainer Programme

19. Ms. Natalie Randolph briefed the meeting on updates regarding the Train-the-Trainer Programme (TTP), including the goals and plans for OJTI, TIC, and GSI courses under the TTP framework. A

total of 124 inspectors was listed on the TTP Management Sheet. The presentation was enclosed as **Appendix 8**.

20. The meeting noted that an ICAO GSI AIR course was being conducted in Indonesia, with seven participants and one OJTI in progress. States concerned were encouraged to submit nominations for the TIC course to be held in June 2025 in Singapore, to support training preparations and the regional objective of developing more qualified instructors. The meeting was also informed that three GSI courses and one TIC were planned in China during 2025–2026, targeting China and its neighbouring countries.
21. The Regional Director of ICAO APAC Regional Office Mr. Ma Tao expressed appreciation for the achievements made under the TTP programme and inquired about the Working Group's plan to submit a paper on the TTP to DGCA/60. The meeting discussed the close linkage between the RTCF WG Report and the TTP paper, including how best to structure the working papers and under which agenda item they should be submitted.

Agenda 8: Discussion on the RCMTF Report and 1st Regional Symposium Presentation

22. The meeting was briefed on the Items to Report to RCM TF/17 by Vice Chair Ms. Natalie Randolph. The briefing covered the latest work and progress of the RTCF WG, including updates on its recent meetings, preparation progress for the ICAO APAC Regional Aviation Training Symposium, as well as developments in the Regional Training Compendium, Regional TNA, and the TTP. The presentation was enclosed as **Appendix 9**.
23. Vice Chair Ms. Lia Sunok Lee shared with the participants some initial thoughts and proposed content for the discussion paper on the RTCF WG report. She encouraged Working Group members to provide their inputs and suggestions on the way forward for the RTCF initiative, so that concrete action items and recommendations could be reflected in the DGCA/60 paper to support the endorsement of the proposed plans.

Agenda 9: Other Business/ Date for Next Meeting

24. The meeting agreed the next meeting to be conducted in person on 15 July 2025 in Singapore.
25. The Regional Director of ICAO APAC RO commended the progress made under the RTCF initiative and encouraged the development of a well-prepared working paper for DGCA/60 to report on the outcomes and propose concrete, action-oriented items for endorsement by the DGCA Conference.
26. Without further matters, the sixth RTCF Working Group meeting was concluded and ICAO expressed sincere appreciation to all for attending the meeting.

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