

Regional Training Cooperation Framework (RTCF) Working Group

Record of Discussion of Fifth Meeting Video Teleconference meeting, 4 March 2025

1. The Fifth Regional Training Cooperation Forum (RTCF) Working Group (WG) meeting was held online on 4th March 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 and started a round of introduction of all participants attending the meeting.
3. The meeting was chaired by Ms. Natalie Randolph, Vice Chair of RTCF Working Group. She expressed her appreciation to ICAO APAC Regional Office for facilitating the meeting and thanked the participants for attending the fifth 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/4

6. The meeting adopted the record of discussion of the RTCF WG/4 meeting as attached in **Appendix 3**.

Agenda 3: Matters Arising from RTCF WG/4

7. The meeting noted the matters arising from RTCF WG/4 meeting as attached in **Appendix 4**.
8. Singapore requested further clarification on the email mentioned in the Key Training Initiative. ICAO APRO stated that the details regarding the email would be provided after the meeting. *[Afternote: The ICAO APAC RO provided follow-up clarification to Singapore after the meeting and explained that the “email” mentioned in the presentation referred to the email titled “Update on Candidates for APAC Train The Trainer program (TTP)” dated 19 January 2025. The output of this email was a list of prospective instructor candidates nominated by States, which was transposed into the Train the Trainer Programme (TTP) management sheet.]*

Agenda 4: Updates on ICAO Training Symposium

9. Singapore provided updates on ICAO APAC Regional Aviation Training Symposium 2025 in Singapore, which included draft programme, speakers list, invitations, registrations, event website, and marketing plans. The presentation was enclosed as **Appendix 5**.
10. The key updates included the following:

- a) Speakers list and draft programme under review by ICAO Global Aviation Training (GAT), with further updates to be provided.
 - b) Opening remarks to be delivered potentially by a political office holder from Singapore, followed by the Singapore-ICAO NGAP Scholarship Awards Ceremony and there are a few MOUs being planned for signing.
 - c) Invitation lists being consolidated by ICAO APRO, with invitations scheduled to be sent to regional Institutes of Higher Learning and universities by APRO by March 2025.
 - d) Registrations open since late January, with RTCF Working Group members encouraged to register and promote the event within their respective States.
 - e) Marketing campaigns planned, including targeted email campaigns, social media promotion, publication of articles on UnitingAviation.com, and lead generation efforts for sponsors and exhibitors.
11. Mr. Raju Shrestha informed the meeting that the invitation list for universities and training organizations was being finalized in coordination with GAT. He also mentioned ongoing discussions with GAT regarding potential panelists and speakers, with updates to be provided to Singapore once finalized.
12. During the discussion, Republic of Korea inquired whether there was still an opportunity to propose additional panelists or speakers. ICAO APAC Regional Director, Mr. Ma Tao, informed the meeting that APRO was working with ICAO Headquarter and Singapore on the panellist list for the panel discussions, aiming for geographic and state representation. States could still propose panellists/speakers, and coordination would be done accordingly.
13. The Regional Director Mr. Ma Tao highlighted the importance of strengthening training cooperation and promoting capacity building and gender equality in the APAC region and mentioned that the Asia Pacific Training Cooperation Declaration initiative to be adopted during the symposium was being drafted and would be circulated to RCTF WG members for comments. It was discussed that the adoption of the above-mentioned declaration might not require formal procedures/signatures or the presence of DGs but would be announced as adopted at the symposium. ICAO RO/TA emphasized the importance of competent human resources for sustainable oversight systems and added that the declaration would link with commitments from the Delhi Declaration. The declaration's format and layout were still in the preliminary stages, with ongoing consultation with GAT for further guidance.

Agenda 5: Updates on Training Compendium Development

14. 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 draft template was under review and an online discussion had been conducted with ICAO APRO. The template would be circulated to all states in the APAC region for completion, with responses expected by mid-April and the compendium targeted for publication by the end of June. The presentation was enclosed as **Appendix 6**.
15. Singapore pointed out that courses offering both fellowship and paid participation might be misrepresented under the current fellowship/scholarship courses category and proposed distinguishing those open to both fellowship and paying participants. Ms. Lia acknowledged the comment and invited Singapore to provide further feedback after the meeting for continued discussion.

16. In addition, ICAO APAC Regional Office provided an update on the list of ICAO certified training instructors. The meeting noted that continuous contact had been maintained with GAT regarding the inclusion of the list in the compendium, and the meeting would be informed once confirmation was received.

Agenda 6: Updates on Training Needs Analysis

17. Vice Chair Ms. Natalie Randolph, the lead of TNA SWG, briefed the meeting on the progress of the Training Needs Analysis (TNA) survey. She noted that the final TNA Survey had been circulated to Member States via an ICAO APAC State Letter titled *Regional Training Cooperation Framework - 2025 Survey on Training Needs in the Asia Pacific Region*, with a deadline for responses set for 31 March 2025. The presentation was enclosed as **Appendix 7**.
18. 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 to align with the TNA Roadmap, parallel efforts would be required to meet its objectives.
19. ICAO APAC RO/TA encouraged meeting participants to support the timely submission of the survey for data analysis and report preparation, while also inviting volunteers to assist in drafting Regional Training Programme Proposal (RTPP) or SOPs to better advance work and complete phase tasks in alignment with the TNA Roadmap.

Agenda 7: Updates on Train-the-Trainer Programme

20. 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 120 inspectors was listed on the TTP Management Sheet, including participants from previous GSI courses supported by FAA-Boeing and potential instructor candidates from 9 states in response to the ICAO APAC email titled “Update on Candidates for APAC Train The Trainer Program (TTP)”. The presentation was enclosed as **Appendix 8**.
21. The Regional Director informed the meeting that China had committed to conducting four training courses in China, including GSI-OPS, GSI-PEL, GSI-AIR, and a TIC course. Regarding the TTP, given the limited number of ICAO qualified GSI instructors trained through TTP and the region’s constrained pool of potential candidates, he underscored the need for more effective planning to develop ICAO qualified GSI instructors, highlighting the benefits of such efforts in enhancing member states’ training capabilities and strengthening aviation safety oversight across the region.
22. Considering the number of planned courses this year across the region, the Deputy Regional Director, Mr. Manjit Singh suggested to spread them over two years, if possible, to avoid the issue of insufficient candidates. Meeting participants were encouraged to nominate inspector candidates for TTP with the potential to become ICAO qualified instructors, both at the state and regional levels.

Agenda 8: Items to report to RCM TF/16

23. The meeting was briefed on the Items to Report to RCM TF/16 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 Training

Needs Analysis, and the Train-the-Trainer Programme. The presentation was enclosed as **Appendix 9**.

24. The Regional Director suggested including in the document a list of the seven ICAO endorsed GSI instructors based in Asia Pacific Region, along with their organizations and areas of expertise (e.g., OPS, PEL, AIR), to enhance awareness and understanding of the existing GSI instructor structure in the region.

Agenda 9: Other Business/ Date for Next Meeting

25. The meeting agreed the next meeting to be conducted virtually in last week of April 2025 with the exact date and time to be confirmed upon coordination with ICAO APRO.
26. Without further matters, the fifth RTCF Working Group meeting was concluded and ICAO expressed sincere appreciation to all for attending the meeting.