

# **Regional Training Cooperation Framework (RTCF) Working Group**

## **Record of Discussion of Second Meeting In-person meeting, Singapore, 15 July 2025**

1. The Seventh Regional Training Cooperation Forum (RTCF) Working Group (WG) meeting was held in Suntec City Convention Centre, Singapore on 15 July 2025. The list of meeting participants is in **Appendix 1..**

### **Agenda 1: Meeting opening and Adoption of Provisional Agenda**

2. Ms. Charmaine Liu, RTCF/WG Chair ICAO welcomed all members of Working Group present in the second physical meeting after the WG was formed.
3. ICAO Regional Director, Mr Ma Tao accompanied by Mr. Miguel Marin, Deputy Director Capacity Development and Implementation, delivered the opening remarks emphasising the good work and deliverables by the RTCF Working Group which included the inaugural ICAO APAC Regional Training Symposium, APAC Training Compendium, Training Need Analysis Survey Report, and the Regional Train-the-Trainer Program.
4. The meeting adopted the agenda as attached in **Appendix 2..**

### **Agenda 2: Adoption of Record of Discussion RTCF WG/6**

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

### **Agenda 3: Matters Arising from RTCF WG/6 Meeting**

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

### **Agenda 4: Updates on RCMTF Paper for DGCA/60 Conference**

7. The Chair presented the draft Discussion Paper for updates of RTCF Working Group to be presented in the 60<sup>th</sup> DGCA Conference.

### **Agenda 5: Updates on ICAO Training Symposium**

8. Ms. Charmaine Liu, RTCF/WG Chair updated on the ICAO APAC Regional Training Symposium, including the Symposium's programme and agenda and the expected turnout of about 500 participants, with around 70% international stakeholders. She shared that besides speeches by Mr. Ma Tao, ICAO APAC Regional Director, Singapore's Senior Minister of State for Transport, Ms Sun Xueling, and Mr. Juan Carlos Salazar, ICAO Secretary General, the opening of the Symposium would also feature an award ceremony for the Singapore-ICAO NGAP Scholars.
9. The symposium programme featured two high-level panels and four discussion panels, technical visits and a social programme. In parallel, the Asia-Pacific Youth for Aviation (YFA) Programme was held from 14 to 18 July 2025, involving 37 youth participants from 18 States and Administrations.

## **Agenda 6: Updates on Training Compendium Development**

10. Ms. Lia Sunok Lee (CAA ROK) presented the APAC Aviation Training Compendium during the RTCF WG/72 meeting. She described it as a regional initiative to centralize aviation training information, including ICAO courses, certified instructors, and collaboration opportunities. The compendium comprises data from APAC training institutes, ICAO-related courses (GSI, TIC, TMC, TDC, OJTI), and regional fellowship and scholarship programmes. It also lists ICAO-qualified instructors across various domains.
11. Development began in April 2025 with input from 12 States. A second round of data collection ended in May, followed by expert design and final review in June 2025. The first edition includes contributions from 13 States and 16 training centers. It features ICAO ITP/STP courses, GSI categories, instructor certification details, and scholarship offerings from five APAC States.
12. Ms. Lia Sunok Lee proposed future improvements, such as adding more instructors from the RTCF TTP pipeline, integrating the APAC Regional Training Programme (APRTP), and using the compendium to support regional cooperation in training and technical assistance. Distribution plans include both electronic and hard copy formats. The digital version will be made available on the ICAO APAC website, training centre websites, and the websites of APAC Member States. Hard copies will be distributed at the 1st APAC Training Symposium on 16 July 2025 and the 60th DGCA Conference in Sendai, Japan, on 28 July 2025.

## **Agenda 7: Updates on Training Needs Analysis**

13. Ms. Natalie Randolph, Vice-Chair, presented for the Training Needs Analysis (TNA) Sub-Working Group (SWG3), which is led by the United States with members from Bangladesh, the Philippines, and Vietnam. The main updates focused on the progress and outcomes of the 2025 TNA Survey. The survey was circulated via State Letter SN2 (2025): AP00030/25 (TC) to assess training needs across the Asia-Pacific region. A total of 35 responses were received, representing an over 85% response rate. Seven volunteers from the U.S., Philippines, and Vietnam supported the analysis and report drafting. The TNA team held weekly meetings to review findings and formulate recommendations.
14. The final report, completed in July 2025, includes actionable recommendations such as developing comprehensive training programmes, improving resource allocation, investing in local training infrastructure, promoting training self-sufficiency, and enhancing collaboration among States and regional organizations. The report will be presented at the ICAO Training Symposium and the 60th DGCA Conference.
15. ICAO Secretariat presented the Regional Training Program Proposal (RTPP) which was developed in response to the TNA Survey Report and Recommendations. This proposal features a dual-track approach: an Interim Training Program (Program 1) to address immediate needs, and a Self-Sustaining Training Program (Program 2) to build long-term capacity. This parallel implementation ensures both urgent training gaps are met, and a sustainable framework is established, reflecting the region's current conditions and future aspirations.
16. Ms. Laura Camastra from ICAO GAT expressed support for the initiative, noting its potential to serve as a benchmark for similar efforts and suggesting that it would be useful to present the TNA and RTCF work to the ICAO Assembly. In response, ICAO APAC RD clarified that while the Assembly was a forum for State-level matters rather than task force or working group initiatives, efforts would be made to explore appropriate avenues for raising the initiative to that level.

## **Agenda 8: Updates on Train-the-Trainer Programme**

17. Ms. Natalie Randolph, Vice-Chair, opened the presentation by outlining the strategic vision of the Train-the-Trainer Programme (TTP) implemented under the SMART framework. The programme aims to expand the pool of qualified ICAO instructors across ICAO GSI Courses categories, targeting six new instructors within two years and two more per GSI category by 2026 in the APAC region. He also emphasized alignment with international aviation safety strategies, including GASP and AP-RASP, with all activities tracked via the TTP Management Sheet for transparency and accountability.
18. An update on the programme's progress showed 124 candidates currently enrolled—28 in GSI-AIR, 31 in GSI-OPS, and 33 in GSI-PEL and 2 qualified Instructors (1 GSI-PEL and 1 GSI-AIR). Additionally, 22 have completed the ICAO Training Instructors Course, and 5 are awaiting On-the-Job Training for Instructor (OJTI). Recent training sessions were conducted in Indonesia and Singapore, with upcoming ones in China and Korea. In addition, other fellowships were expected to come from FAA, reflect the programme's regional engagement. The Vice-Chair concluded by urging member States to support their nominated candidates, stressing that the programme's success relies on collective commitment.
19. Indonesia informed the meeting that they are offering to host the upcoming ICAO GSI Courses and also conveyed that two instructor candidates for GSI-PEL and GSI-OPS have completed their ICAO Instructor applications.
20. Sri Lanka enquired about the limited number of qualified instructors, noting that only two had been qualified to date. In response, it was clarified that the instructor qualification process is intentionally rigorous and comprehensive, ensuring high standards are maintained. Following this discussion, the meeting proposed evaluating the current qualification process to identify opportunities for streamlining and expediting instructor certification without compromising quality.
21. EASA emphasized the importance of prioritizing the strengthening of system organizational capacity as a foundational step. He suggested that enhancing institutional structures and support mechanisms would better position the programme for sustainable success and more effective implementation of training initiatives.
22. Bangladesh highlighted the need to expand capacity-building efforts beyond the current GSI-AIR, GSI-PEL, and GSI-OPS categories to also include ANS Inspectors and Aircraft Accident Investigators. They also noted that there are no ICAO GSI courses for ANS Inspector, Aerodrome Inspector. In response, the Secretariat informed the meeting of an ongoing initiative to develop the Inspector Competency Building Framework (ICBF) Manual and extended an invitation for collaboration in finalizing the document. This manual is intended to serve as a reference for developing inspector training systems. Pakistan seconded by Bangladesh expressed support for the initiative, affirming continued commitment to its progress. A proposal to expand the RTCF/WG role to support the development of other ICAO GSI Courses.

## **Agenda 9: Other Business/ Date for Next Meeting**

23. Mr. Raju Shresta, ICAO APAC ROTA, summarized the discussion by highlighting the following:
  - a. Training Compendium completion,

- b. Conduct of the ICAO APAC Regional Training Symposium,
  - c. Members to work with ICAO to implement the Regional Training Program Proposal, and
  - d. Recalled the history and success stories of RTCF Working group
24. The meeting agreed to hold the next meeting virtually in October 2025 or November 2025 with the exact date and time to be confirmed upon coordination with ICAO APRO.

**Closing Remarks**

25. Vice-Chair Ms. Natalie Randolph expressed gratitude for the active participation of the Working Group members and appreciated the commitment shown by all parties.
26. Without further matters, the seventh RTCF Working Group meeting was concluded, with the ICAO APAC Regional Office expressed sincere appreciation to all for attending the meeting.