

**61ST CONFERENCE OF
DIRECTORS GENERAL OF CIVIL AVIATION
ASIA AND PACIFIC REGION**

*Kuala Lumpur, Malaysia
7 – 11 September 2026*

**AGENDA ITEM 8: CAPACITY DEVELOPMENT AND
IMPLEMENTATION**

**STRENGTHENING CONTINUITY AND MONITORING OF
ACTION ITEMS THROUGH APAC DGCA CONFERENCE
ACTION ITEMS TRACKER PORTAL**

(Presented by The Republic of Indonesia)

SUMMARY

Following Action Item 60/2, Indonesia and the ICAO APAC Regional Office developed the “**APAC DGCA Conference Action Items Tracker Portal**” to streamline the monitoring of regional commitments. With the Secretariat having already migrated historical data from the 59th Conference, the system is now ready for States to update the implementation status of the 59th and 60th Action Items. This dedicated platform organizes commitments under the 7 Pillars, replacing manual spreadsheet tasks with a continuous, year-round monitoring process. The Conference is invited to endorse the portal’s formal adoption and request States/Administrations to complete progress updates, ensuring that regional implementation remains transparent, verified, and fully aligned with the GASP and AP-RASP.

STRENGTHENING CONTINUITY AND MONITORING OF ACTION ITEMS THROUGH APAC DGCA CONFERENCE ACTION ITEMS TRACKER PORTAL

1. INTRODUCTION

1.1 The Asia-Pacific DGCA Conferences consistently produce valuable Action Items to advance aviation safety, sustainability, innovation, and regional collaboration. Managing cumulative Action Items across annual conferences creates administrative demands for States/Administrations. Without a standardized and continuous recording system, monitoring progress across the DGCA Conference 7 pillars (Aviation Safety, Air Navigation & Digital Transformation, Aviation Security & Facilitation, Economic Development & Air Transport, Environment & Climate Action, Capacity Development & Workforce, and DGCA Governance & Cooperation) will result in risking data fragmentation and a loss of continuity between annual Conferences.

1.2 The existing process of monitoring APAC DGCA Conference Action Items relies on an online form-response spreadsheet. While this format gathers updates in a single file, it does not support structured progress tracking, historical logging, or an organized document repository. Since the resulting database is formatted horizontally, extracting regional progress metrics requires manual processing. This lack of centralized visibility and automated analysis slows down the compilation of final conference reports.

1.3 To address these challenges, it is necessary to establish a dedicated tracking platform. Establishing this platform provides a practical tool to accelerate the objectives of the ICAO Global Aviation Safety Plan (GASP) and the Asia-Pacific Regional Aviation Safety Plan (AP-RASP). It consolidates diverse Conference outcomes into a single, manageable interface. Moreover, the platform helps streamline and advance the long-term goals of the ICAO Strategic Plan (2026–2050) across its core objectives, including Safety, Security and Facilitation, Environmental Protection, Capacity and Economic Development, and Efficiency.

1.4 Compared to the online form-response spreadsheet, the dedicated tracking platform introduces a far more practical approach to regional cooperation. It replaces the standard spreadsheet format with an interactive, web-accessible database, allowing all stakeholders to collaborate securely within a single system. This transitions reporting from a rushed, annual task before the conference into a continuous, year-round process. By consolidating all the progress for the DGCA Conference 7 pillars into one unified platform, the region maintains consistent data and clear update histories. In practice, using this platform reduces the administrative workload, makes progress visible across States and Administrations, and provides instant analytics to support regional coordination.

1.5 This initiative is a direct follow up to Action Item 60/2 of the 60th DGCA Conference held in Sendai, Japan, in 2025. The Conference urged States/Administrations to report their progress on Action Items within the stipulated time. In fulfillment of this regional directive, Indonesia actively coordinated with the ICAO APAC Regional Office, acting as the Secretariat, to design and deploy this collaborative tracking platform to support continuous monitoring of Action Items.

2. DISCUSSION

2.1 Managing Action Items through an online form-response spreadsheet creates difficulties for stakeholders. For States/Administrations, the lack of structured progress tracking and historical logging means they cannot view their cumulative compliance metrics over time, nor can they access their historical data from past conference cycles. Furthermore, because the system does not support an organized document repository, States are forced to store their official proof of implementation in scattered offline folders rather than linking them directly to the Action Items. At the same time, Focal Points are challenged with a repetitive review process. Since they cannot verify uploaded documents directly on the shared sheet, they must coordinate back-and-forth externally to

request and check supporting files. Finally, the Secretariat lacks real-time monitoring due to the horizontal format of the database, forcing them to manually calculate progress metrics for each country. Without automated tools, any corrections or updates must be edited directly in the raw spreadsheet cells, which increases data handling errors and delays the compilation of final conference reports.

2.2 Addressing these difficulties and fulfilling the reporting requirements established under Action Item 60/2 at the 60th Conference, Indonesia, in coordination with ICAO APAC Regional Office as the Secretariat, developed the “**APAC DGCA Conference Action Items Tracker Portal**”. This dedicated platform is designed to assist States/Administrations in achieving their objectives by consolidating the DGCA Conference 7 Pillars into a single, manageable interface. The portal functions to submit, track and accelerate progress of implementation of Action Items, aligning objectives of the Global Aviation Safety Plan (GASP 2026–2028) and the Asia-Pacific Regional Aviation Safety Plan (AP-RASP 2026–2028). Furthermore, since the platform categorizes all Action Items under the 7 pillars, it allows the region to see how local tasks contribute directly to the broader objectives of the ICAO Strategic Plan (2026–2050). This structured mapping ensures a coordinated approach to data management and maintains reporting continuity across multiple conference cycles.

2.3 Resolving the specific challenges described above, the platform introduces a continuous, verified workflow. Replacing the form-response spreadsheet, the platform enables direct progress updates, centralized document uploads, and visual compliance history monitoring. These inputs undergo a structured review process, allowing immediate verification of the reported Action Items and checking of all uploaded evidence. Finally, role-based database access secures data entry, manages final approvals, and generates real-time regional progress analytics.

2.4 APAC DGCA Conference Action Items Tracker Portal is fully accessible to all users. It is designed to support administrative workflows of participating States/Administrations (including Representatives) and the Secretariat, featuring:

- **Centralized Regional Dashboard:** Displays implementation status across regional strategic pillars, with filtering options for specific Conferences, States/Administrations, and theme topics.
- **Role-Based Access Control:** Defines specific access levels for States/Administrations, Focal Points and the Secretariat.
- **Multi-Year Progress Tracking:** Transforms manual reporting into a continuous, year-round monitoring process.
- **Export Center & Standardized Templates:** Facilitates direct report extraction to PDF, Word, and Excel formats, alongside customized templates.
- **Collaboration Space:** Provides a shared space for States and Administrations to exchange information, share implementation strategies, and conduct coordination.

2.5 Through active participation from States/Administrations in updating data into this centralized platform, the region can better inform its decision-making, improve peer-review processes during periodic Conferences, and maintain consistent progress.

3. ACTION BY THE CONFERENCE

3.1 The Conference is invited to:

- a) note the progress in the development of the APAC DGCA Conference Action Items Tracker Portal and encourage States/Administrations to utilize the platform;

- b) request States/Administrations to nominate official Focal Points including their supporting members, and update the implementation progress of the 59th and 60th Action Items and beyond within the portal, noting that the Secretariat has already completed the migration of legacy data from the 59th Conference.;
- c) task the ICAO APAC Regional Office to integrate the portal's real-time analytics into formal Secretariat progress updates for the 62nd DGCA Conference and beyond. This initiative replaces manual spreadsheet calculations with automated reports that align regional implementation milestones with the ICAO objectives;
- d) encourage States/Administrations to utilize the portal's document repository to upload official evidence of implementation for the DGCA Conference Action Items as they become familiar with the system. This voluntary submission aims to achieve an increasing percentage of verified Action Items over time, using the portal's automated compliance metrics and historical logging to demonstrate improved regional data integrity; and
- e) invite States/Administrations to provide continuous technical feedback to enhance the portal's user experience and functionality. This collaborative engagement aims to produce a prioritized enhancement roadmap with at least five major feature updates by the 62nd DGCA Conference, tracked through the portal's feedback channel.

— END —

APPENDIX 1 – Handbook for Member and Focal Point

Quick Reference Handbook (QRH) for Member and Focal Point

APAC DGCA Action Items Tracker Portal



The Authentication Gateway Delegate Registration & Verification

Mandatory Identifiers

Delegates must register using an official Office Email and Office Phone Number to ensure strict institutional access.

Security Governance

Optional Supervisor Verification provides an additional layer of administrative security.



QRH For Member and Focal Point

Secure Login & Instant Access

Secure Gateway
Input registered credentials or utilize the rapid Google SSO authentication method.

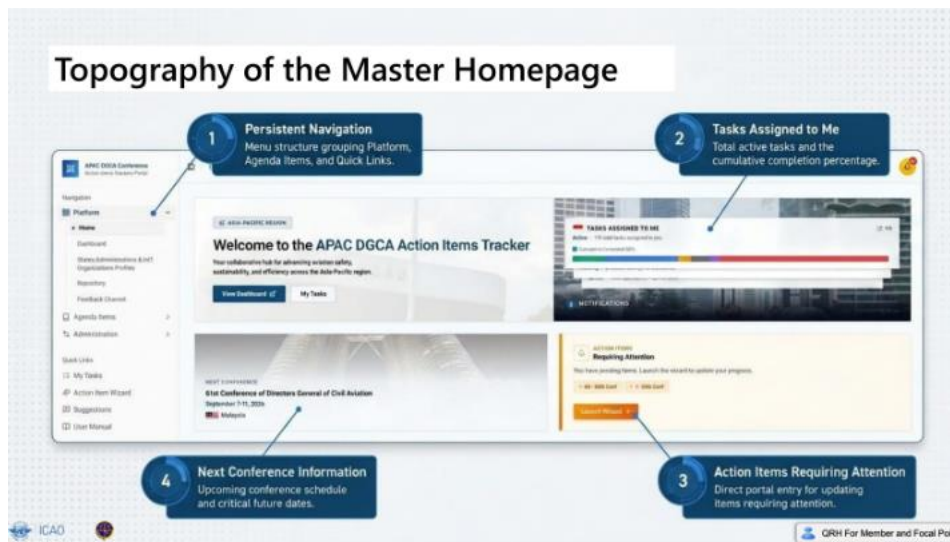
Account Recovery
Instant routing for password resets and locked accounts.



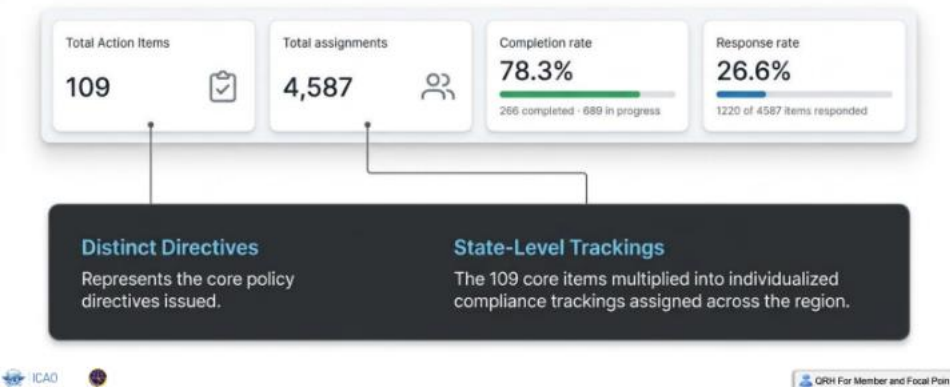
Immediate Orientation
Upon successful authentication, users are instantly routed to their personalized administrative workspace.



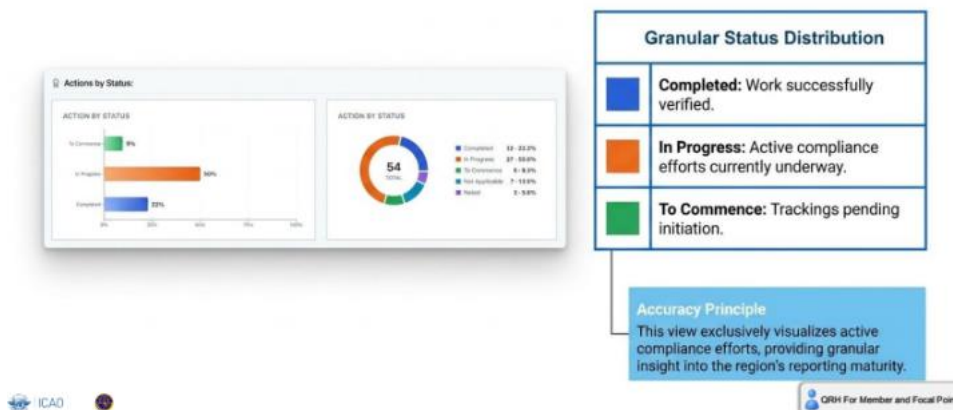
QRH For Member and Focal Point



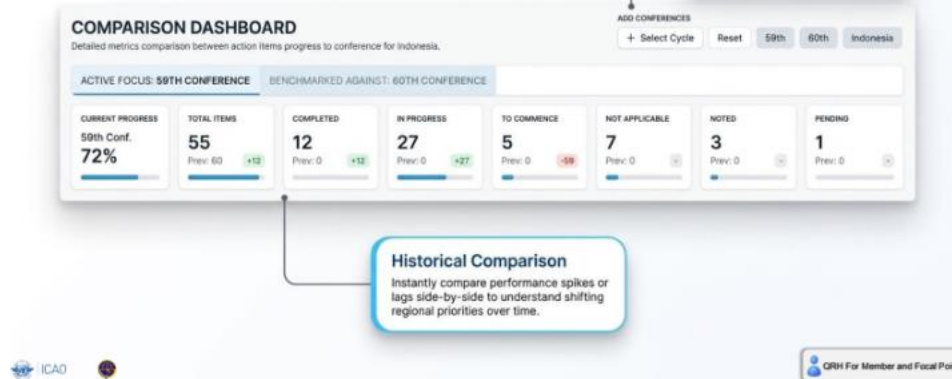
Dashboard Intelligence: High-Level Compliance



Diagnosing Active Work: Dashboard Maturity



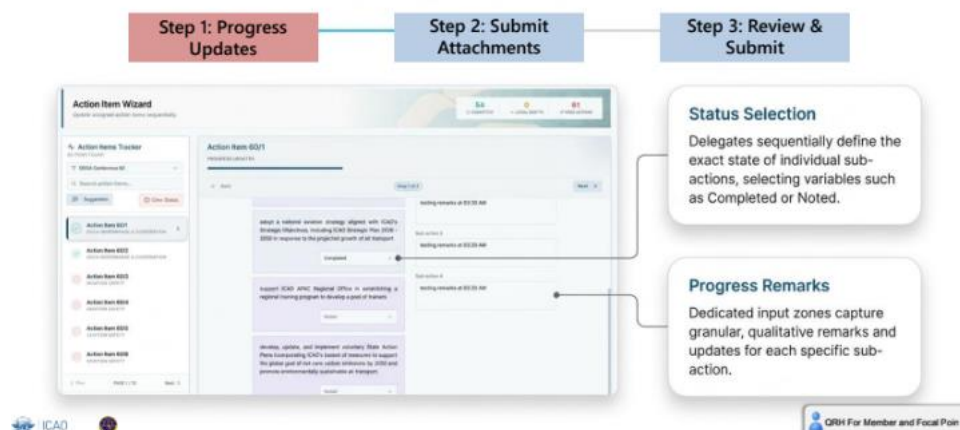
Benchmarking History: Dashboard Comparison



Identifying Bottlenecks: Dashboard Performance



The Execution Phase: Progress Updates

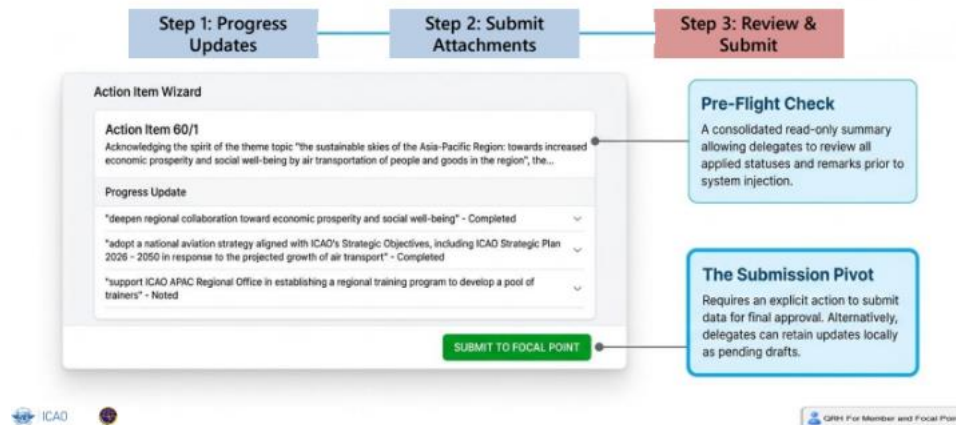


The Execution Phase: Evidentiary Documentation



The Digital Flight Deck

The Execution Phase: Final Review & Submission



Governance Architecture: Role Authority Matrix

Differentiating user capabilities within the Unified Reporting Engine.

	Member (Delegate)	Focal Point (Administrator)
Input Status Updates	✓	✓
Save Local Drafts	✓	✓
Final Governance Authority	✗	Review and Finalize Action Items Exclusive authority to validate and push drafts to the live regional database.

The Data Room

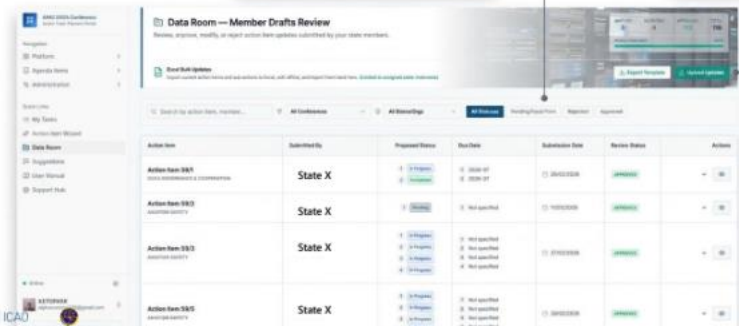
Focal Point Exclusive

1 Administrative Review Interface

Focal Points actively monitor the intake queue, possessing absolute authority to Approve, Reject, or modify individual action item updates submitted by state members.

2 Mass Data Operations

Vital capability to execute bulk exports, allowing administrators to modify records offline and upload mass approvals back into the portal.



Data Room — Member Drafts Review

Review, approve, modify, or reject action item updates submitted by your state members.

Over Bulk Updates

Export current action items and save updates to local, with offline, and upload them back into the system to update existing records.

Action Item	Submitted By	Proposed Status	Due Date	Submission Date	Review Status	Actions
Action Item 584 Action Item 584	State X	1 Approved 2 Pending 3 Rejected	2026-07-01 2026-07-01	2026-07-01	Approved	[-] [X]
Action Item 585 Action Item 585	State X	1 Approved 2 Pending 3 Rejected	Not specified	2026-07-01	Approved	[-] [X]
Action Item 586 Action Item 586	State X	1 Approved 2 Pending 3 Rejected	Not specified	2026-07-01	Approved	[-] [X]
Action Item 587 Action Item 587	State X	1 Approved 2 Pending 3 Rejected	Not specified	2026-07-01	Approved	[-] [X]

QR1 For Member and Focal Point

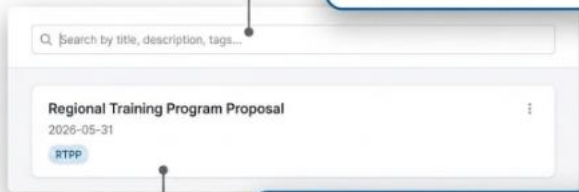
The Repository: Centralized Knowledge Hub

Precision Navigation

A unified search engine for instantly locating reference documents and historical action item attachments.

Living Documents

Acts as a permanent vault for dynamic regional directives, ensuring all delegates draw from a single source of truth outside of active reporting cycles.



Search by title, description, tags...

Regional Training Program Proposal

2026-05-31

RTTP

QR1 For Member and Focal Point

The Feedback Channel

Public Regional Collaboration.

The Non-Formal Hub

A collaborative public square designed for inter-state dialogue, sharing regional challenges, and driving aviation innovation.

Direct Engagement

Utilizes modern @ mention architecture to tag specific members, facilitating rapid, real-time collaboration uncoupled from formal reporting.



Share an Insight (OPTIONAL TO MEMBERS FEED)

PUBLIC TO ALL MEMBERS

What's your latest insight or challenge? (Type @ to mention)

POST IN: GENERAL FEED | Poll | Mention | Embed Link | Tag @ to tag members

Post Insight

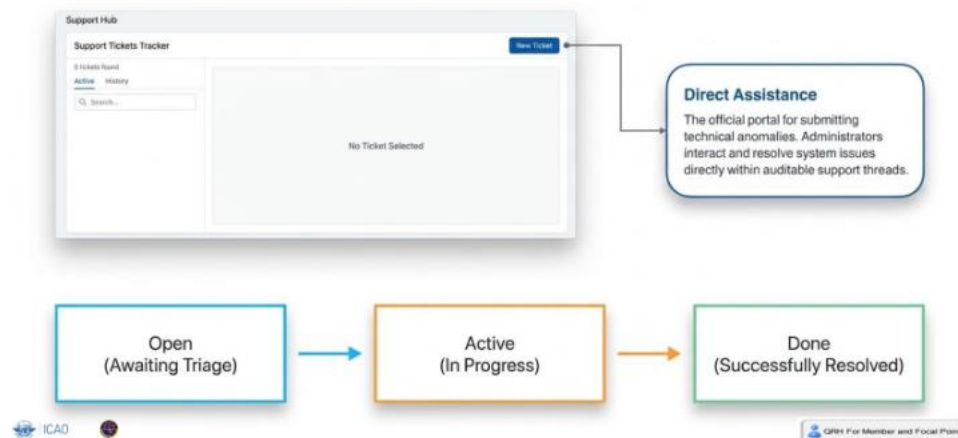
QR1 For Member and Focal Point

Official Suggestions

Submitting Bilateral Proposals.

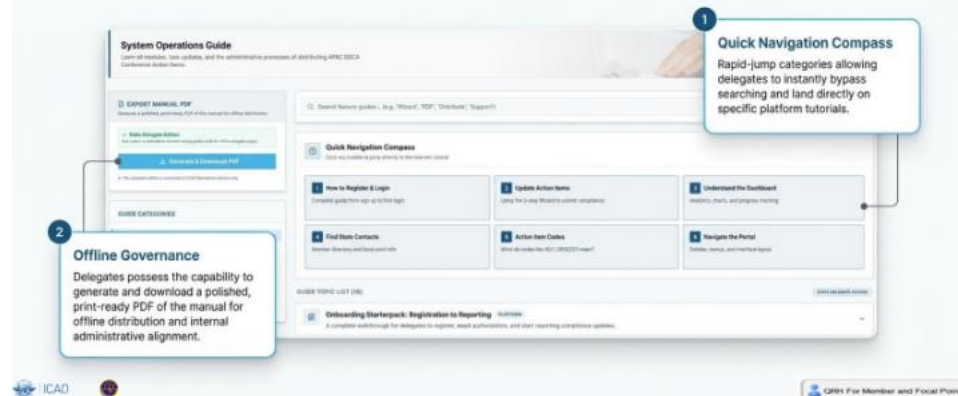


The Support Hub: Technical Lifeline



User Manual & Operations Guide

The ultimate self-serve destination.



APPENDIX 2 – Handbook for Administrator

Quick Reference Handbook for Administrators

The Authentication Gateway

Sign Up Overview:
Designated for the
unregistered account

1 Delegate Identity: Capture Name, State, and Official Job Title.

2 Contact Details: Provide official organizational email and contact numbers.

3 Security Challenge: Mandatory verification to prevent automated access.

Secure Login & Recovery

Primary Access: Authentication requires the heavily vetted, registered official email.

Account Recovery: Instant "Forgot password?" routing for locked accounts.

Instant Redirection: Upon approval, users are seamlessly routed to their personalized administrative workspace.

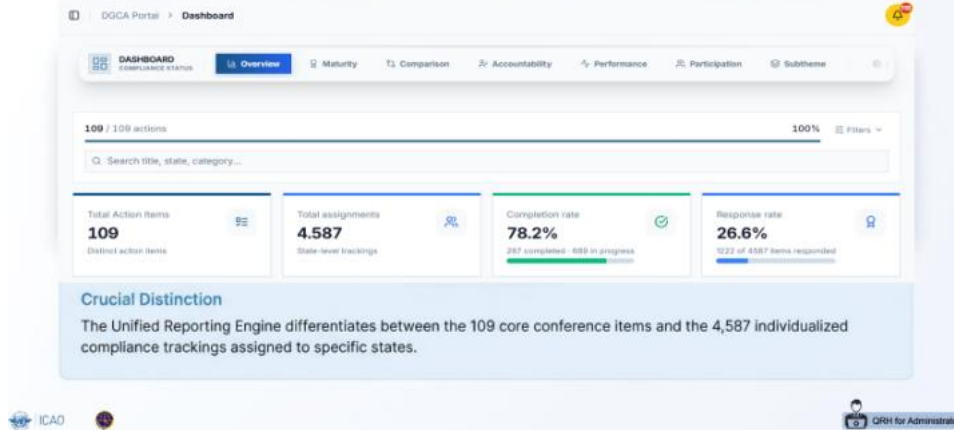
Command Center: Home Page Overview

Regional Summary: High-level greeting establishing the collaborative hub for the Asia-Pacific.

Active Tracking: The "Tasks Assigned to Me" progress tracker displays immediate cumulative completed percentages.

Quick Launch: Rapid navigation pathways instantly routing admins to the core Dashboard and Action Item Wizard.

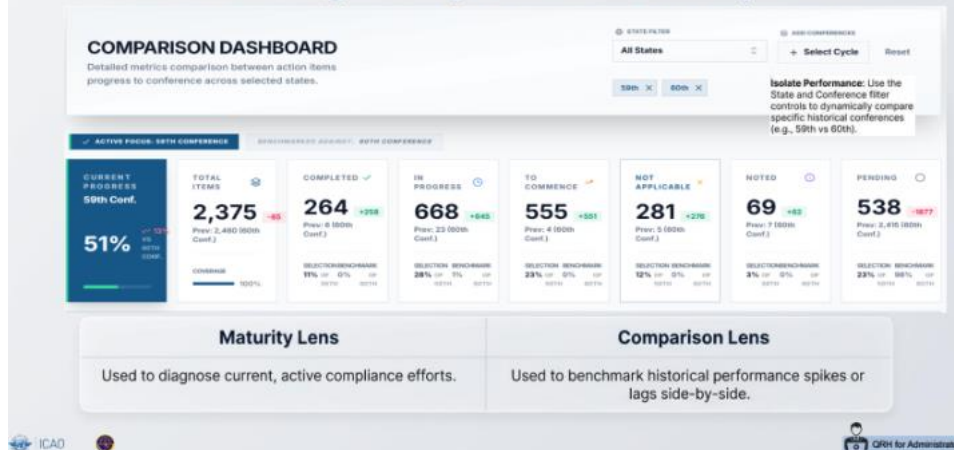
Top-Line Metrics: Dashboard Overview

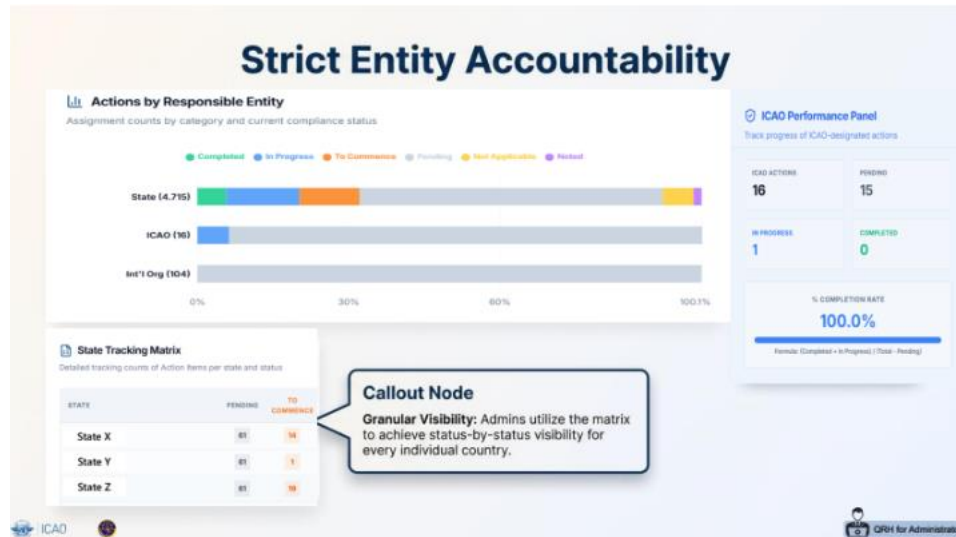


Diagnosing Active Work: Dashboard Maturity



Benchmarking History: Dashboard Comparison





Thematic Drill-Down: Dashboard Subtheme



The Execution Phase: Action Item Wizard

Sequential Update Tool

Guides delegates through a strict 3-step workflow to submit compliance updates.

Includes a Bulk Sync Engine to upload multiple local drafts simultaneously.

Locked by Administrator

Data Integrity Intervention

Admins possess the absolute authority to freeze specific action items or lock entire conferences. This disables further delegate updates to preserve the integrity of the data during critical reporting periods.

ICAO QRH for Administrator

The Verification Engine: Member Drafts Review

Data Room

Action Item	Submitted By	Proposed Status	Due Date	Submission Date	Review Status	Actions
Action Item 58/1 DGCA GOVERNANCE & COOPERATION	State X	To Commence Action	Not specified	26/02/2026	APPROVED	
Action Item 58/1 DGCA GOVERNANCE & COOPERATION	State Y	To Commence Action	Not specified	26/02/2026	APPROVED	
Action Item 58/1 DGCA GOVERNANCE & COOPERATION	State Z	In Progress	Not specified	26/02/2026	APPROVED	

STATUS VERIFICATION: Dual-column system pairs a State's proposed update against the Secretariat's final ruling. The system tracks 4,835 total reviews at a 100% resolution rate.

Excel Bulk Updates

Export Template Upload Updates

OFFLINE CAPABILITIES

Export massive datasets, edit offline in Excel, and seamlessly re-import back into the system.

ICAO QRH for Administrator

Global Control: Action Administration

Action Administration
Draft multiple action items and distribute them to designated groups.

Edit & Control
Govern conference metadata and toggle global lock/unlock states for entire conference sets.

Targeted Distribution
Instantly push selected action items in bulk to predefined regional groups.

Retraction Workflow
Safely pull live items back to draft status if critical errors are found or scope changes are required.

Conference 59: 0 Drafts / 55 Total Items

Action Item 59/1
DGCA Governance & Cooperation - DPY11 DPY12
Action Item 59/1 Acknowledging importance of the theme Conference urged States/Administrations, international org...

TARGET ACTIONS
• adopt emerging technologies in accordance with ICAO SARPs and guidance materials
• continue efforts to improve gender equality, synchronize efforts to achieve strategic objectives, goals, programs, and initiatives of ICAD to

Buttons: Edit Conf, Locked (Conf), Add Item, Distribute to ASEAN, Distribute to APAC, Retract Conf, Delete Action Item, Locked (Item)

ICAO QRH for Administrator

Efficiency at Scale: Bulk Draft Generation

Bulk Draft New Items
Prepare multiple action items at once. They will appear in the Distribution tab without associated drafts.

Conference Identifier (Required)
e.g., 60 for Conference 60

Title / Action Item No.
e.g., Action Item 60/01

Discussion Paper No. (Optional)
e.g., DPY01

Form Anatomy Diagram

- Callout Node 1: Conference Identifier:** Essential categorical labeling (e.g., '60' for the 60th Conference) applied before pushing items live.
- Callout Node 2: Title & Designation:** The primary alpha-numeric item number (e.g., Action Item 60/01).
- Callout Node 3: Strategic Pillar:** Assigning the directive to a specific Agenda Item theme like Aviation Safety.
- Callout Node 4: Optional Metadata:** Append associated Discussion Paper (DP) numbers and establish hard Completion Due Dates.

Items prepared via the rapid-deployment engine remain hidden in a 'Save Drafts' holding queue until officially distributed by an Administrator.

ICAO QRH for Administrator

Community Governance: Members Directory

150 Total Members
12 Pending Approval
120 Approved
18 Admins

Member Management
Review pending registrations, approve members, and manage roles.

Pending Registrations
Review incoming users. Strict protocol requires the verification of official CAA emails; personal accounts are rejected.

Activity Tracking
Monitor the operational status of approved users via Online/Offline indicators and Last Seen timestamps.

Role Assignment
The definitive authorization toggle elevating standard delegates ('Member') to full ICAO Secretariat ('Admin') capabilities.

MEMBER DETAILS	STATUS / ADMINISTRATION / ORG / ADMINISTRATION	CONTACT & OFFICE	SLIP / WORK / RFP	ACTIVITY STATUS	ROLE & STATUS
DI SENSE FARI FARI	Singapore	No Phone	N/A No Supervisor #	Offline Seen: Jan 3, 06:43 PM	APPROVED Member
ICAO APAC RO	ICAO APAC RO	No Phone	N/A No Supervisor #	Offline Seen: Jan 3, 06:43 PM	APPROVED Member
Indonesia	Indonesia	No Phone	N/A No Supervisor #	Online Seen: Jan 3, 05:13 PM	APPROVED Member

ICAO QRH for Administrator

Bilateral Communication: State Suggestions

UI ToolTip
Captures the date and the specific text block regarding reporting complexities or portal functionality.

State/Administration	Submission Details	Reply from ICAO
UI ToolTip Identifies the originating entity (e.g., State X, State Y)	"As we could not participate to any ICAO, APAC and DGCA responsible is from Afghanistan Civil Aviation technical expert to participate to the ICAO conference Civil, Aviation, meetings, workshops, and trainings, ICAO conferences, workshops, mailings, because aviation sector is unpolitical sector, for the global and security we need to attend to above events."	NONE
State X		
State Y	The options provided were often not consistent in the question asked or the nature of the action item. We strongly appreciate the considerable work undertaken to prepare this form and use simplify the responses to no set the macroaes on the action items, however, in many States are many different agencies, answers are collated by a portal security before responding. Is not clear that these options	Reply for formal specific text block regarding reporting complexities or portal functionality.

The Official Record:
This is the formal administrative mechanism for the Secretariat to officially address concerns, sanctions, or scope changes directly on the public record within the portal.

ICAO QR16 for Administrators

The Strategic Heart: Feedback Channel

The screenshot displays the ICAO QRM for Administrators interface. On the left, the 'Share an Insight' form is visible, featuring a profile picture, a title, a description, and a 'Post Insight' button. A callout box points to the 'Post Insight' button, stating: 'UI Tooltip: The collaborative message board where insights and challenges are broadcast to all regional members.' On the right, the 'Global Activity Tracking' section shows a list of activity metrics: 'Total Insights', 'Total Reactions', and 'Engaged States', each with a corresponding icon and a value of 0. A callout box points to the 'Total Insights' metric, stating: 'Callout Node: Provides administrators with a real-time pulse on global community health and engagement velocity.'

The Technical Lifeline: Support Hub

The screenshot displays a user interface for a support portal. On the left, the 'Support Tickets Tracker' section includes tabs for 'All Open', 'Assigned', 'History', and 'State'. Below these is a search bar labeled 'Search tickets...'. A 'Ticket States' section lists three categories: 'Open: Awaiting triage.' (blue circle), 'Active: Currently being resolved.' (orange circle), and 'Done: Successfully closed.' (green circle). A callout box points to the 'All Open' tab, stating 'Multi-tab filtering across All Open, Assigned, History, and States.' Below the ticket states, a message icon with a checkmark is shown, followed by the text 'No Tickets Selected.' and instructions to 'Select a ticket from the list to view its details, or create a new one to ask a question.' On the right, the 'Direct Interaction Thread' section features a callout box stating 'Direct Troubleshooting: Administrators interact, answer technical questions, and resolve issues directly within these individual threads to maintain a clear, auditable support trail for every user.' Below this, a chat history shows messages from 'Admin' and 'User' with timestamps like '11:35 AM' and '9:30 AM'. At the bottom, there is a 'Type a message...' input field and a send button.

Managing the Global Archive: The Repository

Multi-Filter Mechanics

Search keyword... All Statuses All Agenda Items All States/Administrations

Precision Search: Filter millions of records by Keyword, Status, Strategic Pillar, or specific State/Administration.

The Ultimate Source of Truth: Both admins and delegates can download evidentiary decisions and historical conference papers directly to their local machines.

Action Item	Related Action Item	Pillar	State/Administration	Status
Action Item 60/28: Aviation Security & Facilitation	60/28	Strategic Pillar	LIV	Active
Action Item 60/28: Aviation Security & Facilitation	60/28	Strategic Pillar	LIV	Active

ICAO QR for Administrator

Distributing Knowledge: Admin User Manuals

Export Manual PDF
Generate a polished, print-ready PDF of this manual for offline distribution.

1 State Delegate Edition
Safe for external use (~12 pages). Member guides only.

2 Complete Edition
Includes internal administrative procedures (~20 pages). All guides incl. admin procedures - Internal.

Generate & Download PDF

Quick Navigation

- How to Register & Login**
Complete guide from sign up to first login
- Update Action Items**
Using the 3-step Wizard to submit compliance
- Understand the Dashboard**
Analytics, charts, and progress tracking

Guide Topic List (20)
Platform Nav & Portal Interface (PLATFORM)

Absolute Authority: PDF compilation and generation is strictly locked to ICAO Secretariat admins. Member delegates view a restricted placeholder to protect internal governance protocols.

ICAO QR for Administrator