

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

*Kuala Lumpur, Malaysia
7 – 11 September 2026*

AGENDA ITEM 10: OTHER BUSINESS
a): ANY OTHER MATTERS

**STREAMLINING STATE FOCAL POINT UPDATES TO ICAO
THROUGH A SINGLE ONLINE REPOSITORY**

(Presented by Fiji)

SUMMARY

This paper is presented by Fiji. States receive a growing number of separate requests each year to nominate, confirm or update State Focal Points across a wide range of ICAO areas, programmes and initiatives. Each request arrives through a different channel, in a different format and on a different timeline, yet the underlying information is largely the same. For Small Island Developing States in the Pacific, where a single officer often holds several roles, the cumulative effort is significant and competes directly with core safety oversight work. The result is that focal point records held by ICAO may not always reflect the current position. Fiji invites the Conference to consider a single online focal point portal, maintained by States and drawn upon by all ICAO offices and programmes, as a practical step to reduce this burden and improve the accuracy of regional contact data.

STREAMLINING STATE FOCAL POINT UPDATES TO ICAO THROUGH A SINGLE ONLINE REPOSITORY

1. INTRODUCTION

1.1 Accurate and current State Focal Point information underpins much of the work of ICAO and its regional bodies. Focal points are the channel through which safety information, audit correspondence, programme invitations, survey requests and urgent operational notifications reach States. When focal point records are out of date, the consequences are felt on both sides. ICAO correspondence is delayed or misdirected, and States miss opportunities to contribute to the work of the Organization.

1.2 Over recent years the number of ICAO areas, programmes and initiatives requiring a nominated focal point has grown steadily. Requests for nomination or confirmation are issued separately by different Sections of the Secretariat, by regional offices, and by individual programmes, each with its own form, its own deadline and its own record. Fiji recognises and appreciates the intent behind each of these requests. The difficulty lies not in any one request, but in their number and in the absence of a common place to hold the information.

1.3 Fiji offers this paper in a spirit of partnership. The matter raised is not unique to Fiji and is not a criticism of any particular ICAO body. It is a shared administrative reality that Fiji believes can be improved through a modest and practical measure, to the benefit of States and the Secretariat alike.

2. DISCUSSION

2.1 In the Pacific, most Civil Aviation Authorities are small. Technical and administrative functions that in larger administrations are carried out by dedicated teams are, in the Pacific, carried out by a handful of officers, and in some States by a single officer holding several portfolios at once. That same officer is often the focal point for multiple ICAO areas, the person who responds to the requests, and the person who performs the underlying regulatory function.

2.2 When a request for a focal point update arrives, it is assessed against the other work on that officer's desk. An aircraft awaiting a certificate of airworthiness, an operator surveillance activity that is due, a licence examination, an occurrence requiring follow up, or a corrective action plan with a firm deadline will properly take precedence. This is not reluctance to engage with ICAO. It is a prioritisation decision that any responsible regulator would make with the resources available. The practical outcome, however, is that focal point updates are deferred, and over time the records held by ICAO drift away from the true position.

2.3 The information sought across these requests is largely the same in each case. It is typically the name, title, organisation, postal address, telephone number and email address of the nominated officer, together with an alternate. What changes between requests is the recipient, the format and the deadline, not the substance. States are therefore repeating the same information many times over in a year, into records that cannot see one another.

2.4 Fiji suggests that ICAO consider developing a single online State Focal Point portal, serving as a one stop repository for this information. In broad terms, such a portal could allow each State to maintain one authoritative record of its focal points across all ICAO areas, programmes and initiatives, with the State itself responsible for keeping that record current. ICAO Headquarters, regional offices and programmes would draw focal point details from that single source rather than issuing separate requests to States.

2.5 Features that States may find helpful include a State administered account with the ability to nominate a portal administrator; a single profile per officer that can be linked to multiple areas without re-entry; automated periodic reminders to the State to review and confirm its records, replacing multiple individual requests; a clear view of which areas currently have no nominated focal point; and appropriate access controls consistent with data protection expectations, noting that focal point records contain

personal contact information.

2.6 The benefit to States, particularly to Small Island Developing States, would be a single point of effort in place of many. An officer could set aside a short period once or twice a year to review the State's complete focal point record, rather than responding to scattered requests throughout the year. The benefit to ICAO would be records that are more likely to be current and complete, and a reduction in the effort the Secretariat itself expends in issuing, chasing and reconciling separate requests.

2.7 Fiji acknowledges that ICAO already operates a number of online platforms and secure portals for States, and that work may already be underway in this area. Fiji does not propose a new system where an existing platform could reasonably be extended. Fiji also recognises that any such development carries resource implications for the Organization and would need to be assessed on its merits and against other priorities. The purpose of this paper is to bring the operational reality faced by small administrations to the attention of the Conference, and to invite consideration of whether a consolidated approach is feasible.

2.8 Fiji would be pleased to contribute to any scoping or trial of such an initiative, and believes other Pacific States may wish to do the same. The Pacific has consistently shown that where regional effort is pooled, small administrations are able to meet obligations that would be difficult to meet alone. A shared repository for focal point information is a modest expression of that same principle.

3. ACTION BY THE CONFERENCE

3.1 The Conference is invited to:

- a) note the administrative burden that multiple separate State Focal Point update requests place on States, and particularly on Small Island Developing States with limited personnel;
- b) note that where such requests compete with core safety oversight functions, small administrations will properly prioritise those functions, with the consequence that focal point records held by ICAO may not reflect the current position;
- c) invite ICAO to examine the feasibility of a single online State Focal Point portal, or the extension of an existing ICAO platform, to serve as a one stop repository maintained by States and drawn upon by all ICAO offices, programmes and initiatives;
- d) invite ICAO to consult States, including Small Island Developing States in the Asia and Pacific Region, on the requirements and design of any such repository; and
- e) encourage States willing to participate in the scoping or trial of such an initiative to advise the ICAO Asia and Pacific Regional Office.

— END —