

MEETING MINUTES AND AGENDA (MM)

DOCUMENT NUMBER: HKVACC-MM-2025-Q2

MEETING DATE: 04 JUL 2025

PUBLICATION DATE: 11 JUL 2025

SUBJECT: Staff Meeting Minutes and Agenda (2025 Q2)

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1. OPENING

1.1. In Attendance

- Mark Hui (MH) – ACCHKG1
- Angelo Lee (AL) – ACCHKG3
- Arthur Leung (AR) – ACCHKG3A
- Justin Wai (JW) – ACCHKG5
- Tony Siu (TS) – ACCHKG5A
- Lim Chan (LC) – ACCHKG6A
- Michael Cheng (MC) – ACCHKG7
- Rain Yuen (RY) – ACCHKG8

1.2. Regrets

- Hanson Fung (HF) – ACCHKG6
- Ian Lau (IL) – ACCHKG10

2. AGENDA

2.1. Implementation of Procedure Changes

2.2. Social Media Staffing

2.3. New S1 Introduction Test / Interview

2.4. FMP Tool Integration on Website

2.5. Tier 1 Application

3. MEETING MINUTES

Meeting opened by MH at 1605z.

3.1. Social Media Staffing

- MH reports that two applicants have applied for the role of Deputy Public Relations Director (ACCHKG7A). Following discussion with AL, MH suggested creating a social media / community manager role and recommended that the two applicants be appointed in this role. Unlike a regular staff role this role will not

have access to VATSEA HQ and staff-only Discord channels, except for channels related to PR and marketing. Additionally, management of the Discord server will not be a responsibility of this role. Feedback is welcome from other staff members regarding the creation of this role. MH to continue with appointment of the two applicants in this role after specific details have been worked out.

3.2. Tier 1 Application and New S1 Introduction Test / Interview

- AL reports that the Tier 1 application for HKG is currently pending approval from VATSIM BoG.
- Plan is for S1 intake to be reopened after T1 application has been approved. MH put forward the question of bringing back the interview for S1. RY mentioned difficulties in scheduling interviews for prospective applicants. RY also mentioned possibility of conducting group interviews for these prospective applicants. AL suggested doing group interviews on a weekly basis.
- RY suggests conducting orientation sessions for those applicants; however, AR disagrees as the word orientation suggests that the applicant has already been accepted. Interviews to be brought back as a result. MH proposes 10-12z/12-14z every Saturday for the interviews. Due to the difficulties mentioned above some staff members would prefer group interviews, while a select few would prefer individual interviews.
- RY recommends that group interviews be conducted in groups of 3-4 people each. MH recommends that each group should consist of 5 people. Each interview to last around 30 minutes giving 6 minutes per person, which led to concerns from some staff members that it would last too long.
- MH suggests groups of 4-6 people lasting 45 mins, with a 15-minute break for the interviewer for a total of 1 hour per group.
- RY recommended that METAR decoding questions be used in the interview; MH objected as METAR decoding would be difficult in a group interview. RY mentions that use of AI by applicants has previously led to difficulties in the old application process.
- AL introduces the interview process used by real world aviation organisations which includes a group task. MH raised concerns that group tasks may be difficult so proposes that group tasks be left out.
- AL believes that the group interview format may be unsuitable as there is no "teamwork" component. RY believes that group interviews are useful as interviews can be conducted more efficiently.
- It was proposed that individual interviews be used with 10 minutes each for each applicant. Interviews to be conducted in a specific timeframe each Saturday. MH suggested that if a specific applicant were to not be available during that time, then a different timeframe could be coordinated with the applicant. This method is to be adopted.

- AL suggests that specific requests for a different timeframe should only be entertained if the applicant were to not be available for 3 consecutive sessions.
- AR suggests that this method is discriminatory against applicants from certain time zones (e.g. Canada).
- AL mentions that prospective S1 controllers currently have to complete event sessions (with events on Saturdays), however concedes that GCAP does not require controllers to control during events.
- RY mentions the possibility of letting controllers onto the roster whilst barring them from controlling during events, however AL mentions that GCAP prohibits this.
- AL suggests that event sessions can be waived if the trainee has completed an online session with heavy traffic load. AR suggested traffic amounts of 20 aircraft per hour (arrivals and departures combined). AL then suggested renaming event session to online session with heavy traffic load altogether.
- MH suggests that trainees should be informed that weekday sessions will probably not meet the required traffic amount, and that heavy traffic load sessions should be conducted on Saturday, preferably during an event.
- Updated training syllabus to be released after T1 approval has been granted.
- RY recommends that the join us webpage on the website be updated ASAP as certain items on the webpage are outdated. Following items to be updated:
 - "Do you have any aviation background" is to be removed
 - "What made you choose our vACC" is to be removed
 - The phrase "once passed" is to be removed
- AL and MH mention that any applications that do not meet our stated requirements should be rejected without reason.
- RY suggests that the important note on the join us webpage should be removed; AR mentions that removing the important may lead to people using AI to pass the application and thus potentially wasting staff resources. RY believes that the staff resources wasted would be negligible.
- AR and MH then suggest rewriting the join us page from scratch as it is too messy. To be done in the future.

- AL mentions that the current process for transferring controllers is:
 1. Member requests transfer and transfers to VATSEA
 2. Member applies to a vACC
 3. If no vACC accepts the member then the member is transferred back to their original division
- If the vACC accepts the member:
 1. 90-day period for transfer starts
 2. Training and assessment to be completed for the member (a pass for the assessment on unrestricted positions with passing mark 80% leads to a pass in the entire transfer process)
 3. If the assessment is not completed within 90 days, the member may be transferred back to their original division
- AL mentions that transfers cannot be nominally rejected due to TVCP, unless the following requirements have not been met:
 - Member does not meet requirements to transfer
 - Any disciplinary action within the last year
 - Member does not meet activity requirements in original division, if any
- Any rejections shall be made in writing to the member.
- Visiting applicants may be rejected for the following:
 - Member does not meet requirements to visit (e.g. at least 50 hours on rating and minimum S3, or S2 if within VATSEA)
 - Any disciplinary action within the last year
 - Member does not meet activity requirements in original division, if any
- Applicants who meet the requirements above shall not have their application nominally rejected.
- S2 applicants may choose to apply only for the unrestricted positions, meaning that once our T1 application has been approved they may only control VHHX and VMMC.
- As VHHH_APP is a T1 position, S3 applicants do not have this option at _APP level, but they may still choose to apply for unrestricted positions up to _TWR only.
- C1 applicants will need to be given a familiarisation session.

- Visiting applicants may be assigned a training course. AL suggests using the same process for locals as for visiting.
- Details on reopening visiting/transfer to be worked out when T1 application is completed.

3.3. Implementation of Procedure Changes

- MH suggests that implementation of procedure changes can be improved as evidenced from multiple recent occurrences where certain less active controllers were found to not be up to date with recent procedure changes. Certain controllers have also put in feedback that procedure changes have been too frequent. MH recommended that procedure changes be put out on a quarterly basis to reduce burden on controllers.
- MH also recommended that we conduct briefing sessions, also on a quarterly basis where controllers can be updated on procedure changes and any potential temporary instructions for major events (e.g. Hong Kong Overload). A Q&A session will also be available for controllers to ask questions, and this session will be recorded for reference by other controllers who may not have attended. MH suggests that through this method this will ensure that our procedure changes are followed more often.
- JW raises concern that (urgent) AIP amendments may be missed due to the need to post procedure changes on a quarterly basis. MH then suggests doing this on a monthly basis (per AIRAC). Both AR and AL then mention that it is the responsibility of the controller to stay up to date with procedure changes as per GCAP.
- AR suggests that procedure and SOP changes should remain in the #procedure-changes channel for 2 quarters to allow controllers to review them in their own time. AL suggests that the timeframe be shortened to 2 months as GCAP requires controllers to stay up to date with procedure changes within a 2-month period.
- JW suggests that we retire the procedure changes system altogether as updates to SOPs / LOAs are now less frequent. AR suggests keeping the procedure changes system for any potential urgent changes. JW agrees.
- JW proposes setting a cut-off date for procedure changes, where changes shall be finalised at least 2-3 days before each AIRAC day to avoid a repeat of past events where procedure changes have been published too late. To be adopted.
- AL proposes that briefing sessions be done on a Sunday and on a monthly basis, when there are any pending procedure changes / important updates to the sector file. MH suggests that this briefing session be conducted irrespective of the number of changes to the procedures / sector file. AL suggests turning the session into a townhall. AR proposes trialling these sessions to check for turnout.

- MH proposes that there be a specific date/time where changes to the sector file / SOP / procedure changes come into effect.
- For the briefing session and the deadline for new changes, MH suggests that if these two dates are after AIRAC day / very close to AIRAC day, then the controllers shall be asked to continue using the old procedures until after the briefing session has been done.
- JW suggests that events should not be conducted on a Saturday if they are close to the AIRAC date to avoid possible complexities.
- MH proposes that a system be put in place to allow controllers to properly acknowledge procedure changes. The procedure change notification role should be retired with posts tagging the controller role directly. The post should also be viewable by pilots / other members to allow them to also stay up to date with the changes. AL suggests a 2-month period for the controllers to acknowledge the changes.

3.4. FMP Tool Integration on Website / Other

- LC proposes a briefing session for Hong Kong Overload and is seeking a staff member to conduct the briefing session. LC also shared details regarding CTL.
- LC has also found that during events, aircraft from other directions enter HK airspace and cause congestion. As a result, LC has reached out to the developer of the ECFMP / CDM plugin for Europe to create an "ACFMP" system for Asia to be based upon the ICAO ATFM system.
- Further to the above Thailand have also expressed their interest in using a newly created CDM system, also developed by the European CDM developer.
- AL proposes bringing this system to division level as the goal is for all of VATSEA to use the system. LC mentions that using this system will require the CDM plugin to be used more frequently, which also means a briefing session for controllers.
- LC mentions that the vACC tutorial series has been on pause for a while. AL mentions that the script for the pushback video is done, however AR mentions that the content of the script itself will need to be updated as it includes outdated phraseology.

Meeting adjourned by MH at 1745z.