

MEETING MINUTES AND AGENDA (MM)
DOCUMENT NUMBER: HKVACC-MM-2026-Q1
MEETING DATE: 10 JAN 2026
PUBLICATION DATE: 26 JAN 2026

SUBJECT: Staff Meeting Minutes and Agenda (2026 Q1)

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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
- Hanson Fung (HF) – ACCHKG6
- Lim Chan (LC) – ACCHKG6A
- Rain Yuen (RY) – ACCHKG8
- Ian Lau (IL) – ACCHKG10

1.2. Regrets

- Michael Cheng (MC) – ACCHKG7

2. AGENDA

- 2.1. Social Media Team Progress Review
- 2.2. S2 Seminar Progress
- 2.3. ADC Training Syllabus Update
- 2.4. SOP Updates for 2026 Q1



3. MEETING MINUTES

Meeting opened by MH at 1509z.

3.1. Social Media Team Progress Review

- MH reports that the 6-month probationary period for Shaun Ho and Theo Suen has ended. MH is now considering appointing them ACCHKG7A/7B or to place them in a role with more responsibilities. AL asks MH what the role of ACCHKG7A/7B would entail. MH responds saying that it would formalise their role as Social Media Team members. MH recalls that the decision not to appoint them as ACCHKG7A/7B at first was due to them only managing social media, and that following consultation with the division it was decided to put them on probation.
- RY suggests that ACCHKG7A/7B should be able to assist ACCHKG7 in other roles where needed, and

not only social media. MH then asks what other responsibilities they should be given. AL suggests giving them the additional responsibility of the YouTube Tutorial Series.

- AL suggests that Theo Suen and Shaun Ho should be allowed to come up with ideas for the vACC social media on their own. AL also suggests appointing them as ACCHKG7A/7B to allow them to do this, with other vACC staff members only proofreading content/approving their ideas.
- Motion by MH to appoint Theo Suen and Shaun Ho as ACCHKG7A/7B. Motion carried forward unanimously.

3.2. S2 Seminar Progress and ADC Training Syllabus Update

- AL first provides context by saying that the S2 seminar and ADC training syllabus update are connected, and that the only thing preventing the S2 seminar from going forward is that AL first has to check over all the material first to make sure that nothing SOP-wise needs to be changed after the seminar. AL believes this should be done in 20 days.
- AL mentions that the only flow control that we teach is that the holding points should not reach capacity. Since events now regularly require flow control, AL suggests that we update the ADC training syllabus to increase focus on flow control, as ADC controllers do not know how to effectively conduct flow control.
- LC reports that the CDM plugin currently being configured for HKvACC should be able to do most of the work with regards to flow control. AL points out that controllers should be able to do flow control on their own without the assistance of plugins, hence why an update is required to the ADC training syllabus. AR says that it is difficult for S1 controllers to learn effective flow control prior to gaining their endorsement, as they will have very little opportunity to practice flow control with other controllers in the online environment. AR suggests teaching them more general/broad flow control measures instead such as MDIs as a start. AL suggests teaching the theory first, with details on practical application to be decided down the line.
- AL remarks that departure sequence planning should already be completed before an aircraft begins taxi. AL mentions that S1 controllers are currently not aware of how AMC controllers calculate departure separation, so these points should be added to the S1 syllabus. AL then says that S1 trainees should be able to demonstrate these in the SweatBox environment. AL suggests adding this to the S1 seminar, however AR notes that the knowledge retention from seminars is not great. AR suggests splitting the S1 seminar into 3 separate seminars/theory sessions, one for CDC, one for GMC and one for flow control.
- MH however suggests foregoing the flow control seminar to avoid information overload on trainees. AL suggests converting one of the S1 sessions into a theory session for flow control, however AR mentions that proper documentation will be required for the mentor to deliver the session.
- AL mentions that the usage of TRAM (or arrivals landing on the south runway) will reduce congestion on the ground. AL then asks who should be given the responsibility for selecting aircraft which will land on the south runway and gives the option of either Area or Terminal. MH believes that it is impossible for Terminal to do it for workload reasons. AR disagrees as Area is not concerned with the arrival sequence and is most disconnected with things happening at aerodrome-level. AR believes that the workload for a Terminal controller during events is not to the point where they would not have

time to consider which aircraft could be given the south runway. MH then suggests letting FLC do it if FLC is online, or another specifically designated controller if FLC is offline.

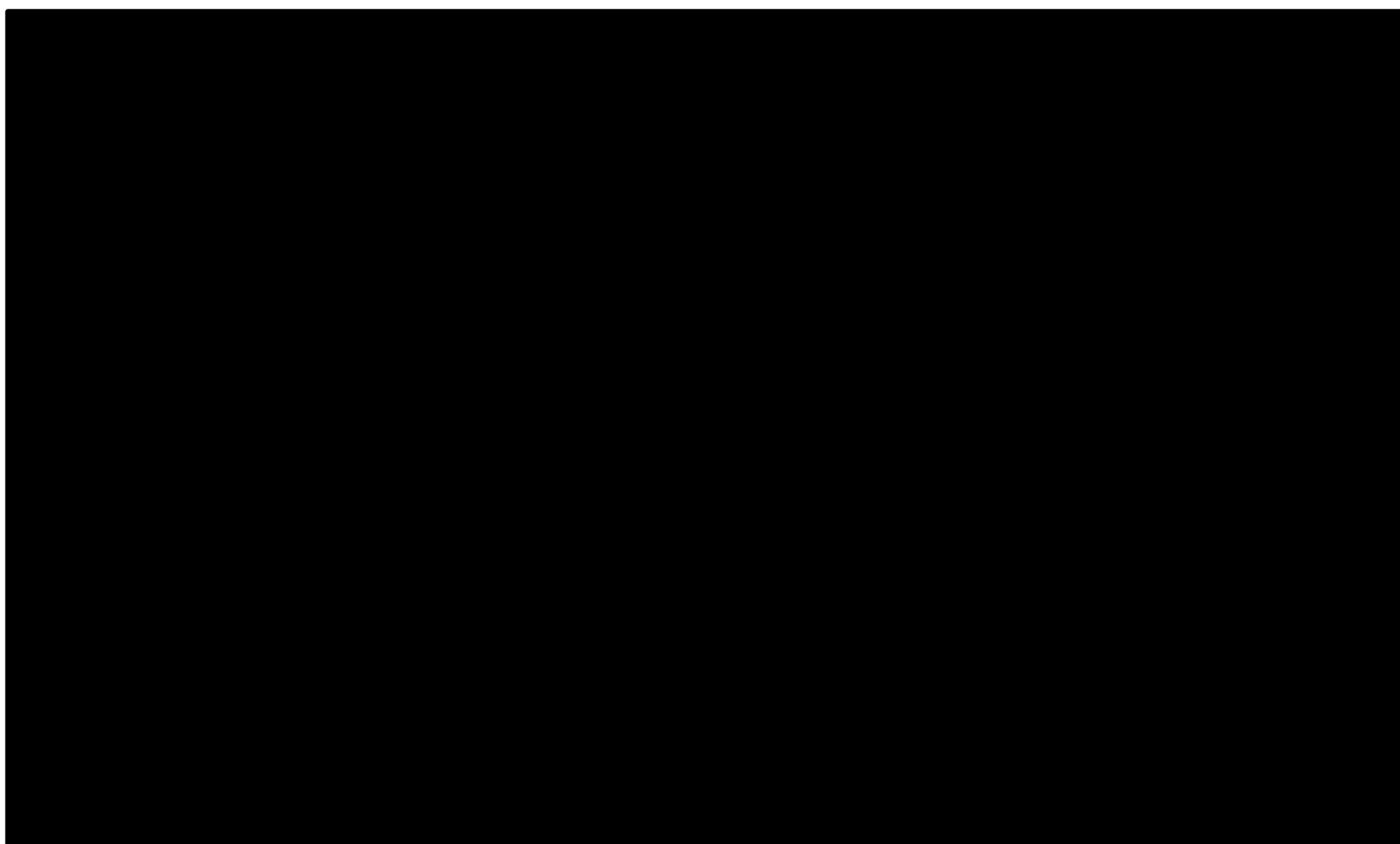
- AR mentions that more training/documentation will be needed so that controllers know how to handle a south runway arrival. AL then approves providing more training to achieve this. AR asks if anything needs to be changed coordination-wise between Approach/Aerodrome for south runway arrivals.
- AL mentions that AMC South should know how to select south runway arrivals, which will also be part of the ADC training syllabus update. AR then suggests nominating at least one AMC controller to assume the role of ASU at all times. AL agrees with this.
- AR suggests putting ASU-related training documentation in the S2 Moodle. AL agrees.
- LC recommends removing the clause in the SOP which requires controllers to ask aircraft for their preferred stand on first contact with GMC, as it prevents controllers from effectively utilising standard taxi routings. Other members agree as asking for pilots' preferred stand once they have reached GMC would be too late.
- AL suggests modifying the GMC splits to better suit our needs, especially seen as the real-world also splits the aerodrome in a different manner. For example, GMC can be split into GMC1+GMC2+Cargo/BAC/GFS+TWY B east of TWY W and GMC3+GMC4. AL proposes that the nominated controller for ASU should be able to come up with a sensible GMC split on their own, with other ADC controllers following what ASU says. If reports of unfairness from GMC controllers come up due to an unreasonable GMC split, then staff members would investigate as required.
- HF says that there may be too many things that could go wrong with ASU coming up with ad-hoc splits as there are too many factors to consider. HF instead proposes that we create multiple combinations of GMC splits for ASU to select from, which would also prevent unfair GMC splits from occurring. AL agrees. AL proposes trialling this for a quarter.
- AL suggests adding non-standard GMC splits and the introduction of ASU into the S1 Moodle. AR agrees.
- AL proposes changing the rules around coordination, especially at ADC level. Seen as ADC coordination in the real world is done by shouting across the tower cab, ADC controllers should be able to conduct coordination using selective hearing. This can be done through dedicated coordination channels on Discord (e.g. S-TWR/NAT). AR mentions that this is not completely feasible as ADC controllers may not all be present in the same channel for various reasons. AL suggests mandating ADC controllers be in the same channel during events. HF then suggests making it mandatory regardless, however MH disagrees as doing so would be a step too far.
- AR suggests only mandating "selective hearing coordination" for controllers who would be able to hear each other by shouting across the room in the real world, e.g. this should not be done for ADC-APP coordination, where VACS should be used instead. AL then suggests making VACS official as VACS is very useful for cases where the controller is not reachable on Discord.
- IL suggests adding functionality to the vACC Discord bot to check if controllers are in the Discord VC during events, however other members say that it would be too far-reaching. AR suggests mandating either Discord/VACS in the SOP, however AL and MH disagree as one controller on Discord and another on VACS would result in the same issue. MH then suggests mandating VACS during events; however, AL disagrees as some people may not have screens large enough to accommodate both VACS and

EuroScope. AL suggests strongly recommending using VACS during events at this stage, with Discord continuing to be mandatory.

- AL notes that there are currently no silent coordination procedures at ADC level. For example, for an arrival taxiing to parking bay N32 handed off from GMC4 to GMC1 holding short TWY B at A11, GMC1 would have to verbally coordinate routing the aircraft via B7/B9 if doing so would be more efficient. AL suggests that we add procedures to allow controllers to coordinate using the aircraft scratchpad to reduce the need for verbal coordination. AL also mentions that inserting the cleared taxi route into the scratchpad would be beneficial to other controllers for situational awareness. AL then asks if training for this should be done through SweatBox or the online environment, with AR and MH saying that it should be done through SweatBox. AL then mentions that the ADC training syllabus will again need to be updated for this.
- MH mentions that we currently do not have enough S2s and that waiting for these changes to be implemented before conducting the S2 seminar would not be ideal. AL suggests training a batch of S2s during this transition period, with AR agreeing. MH believes that some people would disagree with doing so (as it may lead to confusion), so the batch of S2s should either be trained with the changes or trained without. IL suggests allowing the S2 trainees to "opt-in" to the changes. MH then proposes prioritise drafting the necessary training materials for S2 first, followed by training the batch of S2s, with SOPs to follow. AL/AR agrees.
- MH points out that there may be reports of unfairness due to mark deductions in CPTs arising as a result due to these procedures being placed into the training materials first as opposed to the SOPs. AL mentions that these procedures can be placed into supplementary training documents first and then made available to all controllers which should eliminate this issue.
- AL proposes having the first draft of S2 training materials be ready by Lunar New Year, with the S2 seminar to follow immediately. AR agrees.
- MH suggests implementing these updates to procedures/the training syllabus in stages so that controllers have more time to adjust to these procedures. AR proposes implementing these changes in stages to existing controllers, however new controllers should start with the changes immediately.
- MH suggests conducting another S1 seminar after the changes to S1 have been completed. AR says that the seminar will need to be restructured to fit the new materials, however the exact details can be decided at a later meeting. MH comments that this can be done once the S2 training materials and S2 seminar are complete.

3.3. SOP Updates for 2026 Q1

- AL proposes implementing APS+TSU in addition to ASU. TS agrees and will look into this at a later stage. AR mentions that doing so may lead to workload-related issues down the line, for example when Approach is acting as APS during a departure event, and ASU needs to coordinate with departure, however as Approach is APS, ASU will speak to Approach instead, and Approach then has to recoordinate with Departure. AL agrees and therefore plans for APS+TSU are shelved at this time.
- TS reports that the current plan for SOP015 is for it to be withdrawn due to it containing outdated information. With the addition of ASU, all ASU-related contents will be added into SOP001 and FLC-related contents will be added into SOP004.
- TS reports that the plan for SOP002 and SOP003 was for them to be rewritten in the style of the real-world manuals, however as we currently lack real world sources for Kai Tak and Macau, they will instead have the new procedural updates added (i.e. retaining the old format). MH suggests postponing the update to SOP003 until later when a more detailed investigation of the old Kai Tak AIP can be done at the CAD library. TS agrees.
- TS proposes reinstating the real-world frequencies for Kai Tak ADC during Kai Tak events by adding a special clause into the SOP. Other members suggest doing this through TIDs. TS agrees.



Meeting adjourned by MH at 1800z.