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Ref: RT 3/3: AP111/14 (RSO)

30 July 2014

**Subject:** FPP PBN Procedure Design Initial Course (No. 8), Beijing, 2 -19 September 2014

**Action Required: Respond by 25 August 2014**

Sir/Madam,

I have the honor to inform you that the ICAO Asia-Pacific Flight Procedure Programme (FPP) will conduct an PBN Procedure Design Course on 2 – 19 September 2014. The course will be conducted at the ICAO APAC Regional Sub-Office (RSO) located near Terminal 3 of Beijing International Airport, Beijing, China. To provide the best training environment, registration for this course is limited to twenty-four students.

Each State/Administration is cordially invited to nominate two to three participants for attendance at the PBN Procedure Design Course. Priority for this course will be accorded to the Active Participating States and User States of the FPP, respectively. Since the FPP Office expects that there will be considerable demand for this course, priority should be indicated if more than one person is nominated. There will be no charge for the training course; however, your administration is expected to fund the travel, accommodation and living expenses for your nominees.

Participants are required to have successfully completed a Pans-Ops Procedure Design Initial Course either in the FPP or in other institutions and have experience in actual procedure design practices. They should have adequate communication skill in English. In addition, participants are also required to complete and return to the FPP the pre-course assignment that will be distributed to accepted nominees before the beginning of the course.

Attached are the detailed course schedule, registration form and hotel information. I would kindly request that States should nominate participant(s) by registering for the course no later than 25 August 2014 in order that we can forward to them the pre-course assignment.

Please direct responses to the ICAO APAC RSO, Mr. Wang Xiaoyin, email [xwang@icao.int](mailto:xwang@icao.int), tel +86(10)64557171, fax +86(10)64557164.

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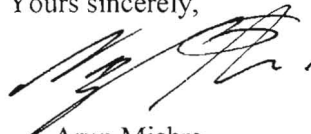
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Accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

  
Sir Arun Mishra  
Regional Director  
ICAO Asia Pacific Office

Enclosures:

- Attachment A: Course Schedule
- Attachment B: Registration Form
- Attachment C: Hotel Information