



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref: RT 3/3 - AP149/16 (RSO)

12 October 2016

**Subject:** FPP Procedure Design Refresher Course  
with a Special Focus on Vertical Guided Approach  
(Beijing, China, 5-9 December 2016)

**Action required:** Respond by 18 November 2016

Sir/Madam,

I have the honour to inform you that the ICAO Asia-Pacific Flight Procedure Programme (FPP) will conduct a Procedure Design Refresher Course with a special focus on Vertical Guided Approach on 5-9 December 2016. The course will also incorporate the latest updates to ICAO Doc 8168 (Amendment 6 /13 Nov 2014). The course will be conducted at the ICAO APAC Regional Sub-Office (RSO), Beijing, China. To provide the best training environment, registration for this course is limited to twenty-four students.

States/Administrations are cordially invited to nominate not more than two participants for attendance at the course. Priority for this course will be accorded to the nominees from Active Participating States and User States of the FPP, respectively. 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.

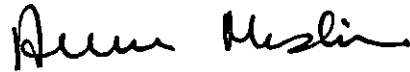
Since this is a refresher training course with hand-on exercises, participants are required to have successfully completed a PANS-OPS Procedure Design Initial Course and a PBN Procedure Design Course either in the FPP or at other recognized institutions, and have experience in actual procedure design work. As the course will be conducted in the English language, including all course materials, participants should have adequate communication skills in English. A relevant resume' of each candidate should be included as part of the registration to assist candidate selection process. In addition, participants are required to complete and return to the FPP the pre-course assignment which will be distributed to accepted nominees at least one week before the course.

Attached are the detailed course schedule, registration form and hotel information. I would kindly request that States/Administrations should nominate participant(s) by registering for the course **no later than 18 November 2016** to allow sufficient time to complete and forward the pre-course assignment.

...2/-

Please direct responses to Ms. MU Lan at the ICAO APAC FPP, email: [mulan@icao.int](mailto:mulan@icao.int), tel. +86 (10) 64557164, fax +86 (10) 64557164.

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



Arun Mishra  
Regional Director  
ICAO Asia Pacific Office

**Enclosures:**

- Attachment A: Course Schedule
- Attachment B: Registration Form
- Attachment C: Nominee's statement
- Attachment D: Hotel Information