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Ref. RSO – AP011/21 (RSO)

22 January 2021

**Subject:** FPP Procedure Design Refresher Online Course  
No.2 (Virtual Classroom, 15 -19 March 2021)

**Actions required:** Please respond by 5 March 2021

Sir/Madam,

I have the honour to inform you that the ICAO Asia-Pacific Flight Procedure Programme (FPP) will conduct a Procedure Design Refresher Online Course on 15 -19 March 2021. The course will also incorporate the updates to ICAO Doc 8168 (Amendment 8).

To provide the best training environment, registration for this course is limited to 30 participants. 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.

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.

Attached are the detailed course schedule (Attachment A) and registration form (Attachment B). I would kindly request that States/Administrations should nominate participant(s) by registering for the course **no later than 5 March 2021** to reserve the allocated slots for the Course.

Please direct responses to Mr. HUANG Xiaoji at the ICAO APAC FPP, email: [xhuang@icao.int](mailto:xhuang@icao.int), tel. +86 (10) 64557163, fax +86 (10) 64557164.

Please accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'M' followed by a horizontal line and a small flourish.

Manjit Singh  
Acting Regional Director

**Enclosures:**

- Attachment A: Course Schedule
- Attachment B: Registration Form