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航空组织

Ref. RSO – AP0036/24 (RSO)

23 February 2024

Subject: Procedure Design Refresher Course

(Virtual classroom, 15-17 April 2024)

Action required: Please respond for registration by **5 April 2024**

Sir/Madam,

I have the honor to inform you that the ICAO APAC Flight Procedure Programme (FPP) will conduct the Procedure Design Refresher Course in a virtual classroom via Microsoft Teams from **15 to 17 April 2024**.

This course consists of criteria for the recurrent & refresher instrument flight procedure design, typically covering the latest amendments and supplements of PANS-OPS. Please find more details on the FPP website at <https://www.icao.int/APAC/APAC-FPP/Pages/Procedure-Design-Refresher-Course.aspx>. The course is most beneficial for flight procedure designers, regulators of CAA, air traffic controllers, pilots, AIS & airports personnel and also available to other relevant personnel.

States/Administrations are cordially invited to nominate participants for attendance at Procedure Design Refresher Course. Registration for the course is limited to fifty participants. Priority will be accorded firstly to Active Participating States then to User States of the FPP. As the workshop will be conducted in English, participants should have adequate communication skills in English.

Enclosed herewith are the Tentative Agenda (Attachment A) and the Registration form (Attachment B). I would kindly request that States/Administrations nominate participant(s) by submitting the Registration form **no later than 5 April 2024** via email to hlinling@icao.int.

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

Yours sincerely,

Tao Ma
Regional Director

Enclosures:

- Attachment A: Tentative Agenda of Procedure Design Refresher Course - 2024
- Attachment B: Registration Form

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