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**Ref.** RSO – AP0146/24 (RSO)

10 December 2024

**Subject:** FPP Quality Assurance Workshop  
(Hybrid, 24 - 28 February 2025)

**Action required:** Please respond to the registration by 26 January 2025.

Dear Sir/Madam,

I have the honour to inform you that the ICAO Asia-Pacific Flight Procedure Programme (APAC FPP) will conduct a Quality Assurance Workshop from **24 to 28 February 2025** via hybrid mode. In-Person attendance will be at the ICAO APAC Regional Sub-Office (RSO) located in Beijing, China. Virtual attendance will be in a virtual classroom via Microsoft Teams.

The workshop provides training in the theory and practice of the specifications contained in ICAO Doc.9906 (Quality Assurance Manual for Flight Procedure Design). All the published volumes will be covered in this workshop.

States/Administrations are cordially invited to nominate participants for attendance. The workshop will be free of charge to APAC FPP members. However, the trainees' State/Administration is expected to fund their travel, accommodation and living expenses. As the workshop, including all materials, will be conducted in English, participants should have adequate communication skills in English. The workshop is most beneficial for regulators, flight procedure designers, flight procedure validation pilot, Air Traffic Controllers, ATS/CNS/AIM personnel and other relevant personnel.

Enclosed herewith are the Workshop Schedule (Attachment A) and the Registration Form (Attachment B). I would kindly request that States/Administrations nominate participant(s) by registering for the workshop **no later than 26 January 2025** to allow sufficient time to prepare for visa application. Kindly complete the attached Registration Form and submit to Ms. Linling Huo by email: [hlinling@icao.int](mailto:hlinling@icao.int) and copy APAC-FPP@icao.int, tel. +86 (10) 64557177, fax +86 (10) 64557164.

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

Yours sincerely,

for Tao Ma  
Regional Director

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**Enclosures:**

- Attachment A: Workshop Schedule
- Attachment B: Registration Form
- Attachment C: Workshop Bulletin