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国际民用  
航空组织

Ref. RSO – AP082/26 (RSO)

16 June 2026

**Subject:** PBN Procedure Design Course  
(Beijing, China, 7 - 25 September 2026)

**Action required:** Please respond for registration by **7<sup>th</sup> August 2026**.

Sir/Madam,

I have the honor to inform you that the ICAO Asia-Pacific Flight Procedure Programme (APAC FPP) will conduct the PBN Procedure Design Course from **7<sup>th</sup> to 25<sup>th</sup> September 2026**. The course will be held at ICAO APAC Regional Sub-Office (RSO), Beijing, China.

To provide the best training environment, enrollment will be limited to twenty-four participants. Priority for this course will be given to Active Participating States/Administrations followed by User States of APAC FPP. Since the FPP Office expects that there will be considerable demand for this course, priority should be indicated in the registration form if more than two candidates are nominated by each States/Administrations. The course will be free of charge to APAC FPP members. However, the trainees' States/Administrations are expected to fund their travel, accommodation, insurance and living expenses.

As the course will be conducted in English, participants are required to have a good command of the English language. In addition, participants are required to have successfully completed the FPP PANS-OPS Procedure Design Initial Course or other equivalent courses. If the participants do not have relevant experience or related certificate, they are required to complete and pass the FPP entrance exam. The prerequisite test will be distributed to the nominees before the start of the training. Basic knowledge requirements for participants include turn parameter calculations, protection area drawing, determination of the semi-width of approach segments for VOR or NDB procedures, and ILS facility and function.

Enclosed herewith are the Tentative Schedule (Attachment A), the Registration Form (Attachment B) and the Course Bulletin (Attachment C). I would kindly request that States/Administrations nominate participant(s) by registering for the course **no later than 7<sup>th</sup> August 2026** to allow sufficient time for visa application. Kindly complete the attached Registration Form and submit to Ms. Linling Huo by email: [hlinling@icao.int](mailto:hlinling@icao.int), tel. +86 (10) 64557177, fax +86 (10) 64557164.

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

Yours sincerely,

A handwritten signature in black ink, consisting of stylized Chinese characters, likely '馬濤' (Ma Tao).

Tao Ma  
Regional Director

**Enclosures:**

- Attachment A: Tentative Schedule
- Attachment B: Registration Form
- Attachment C: Course Bulletin