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国际民用
航空组织

Ref. RSO – AP028/26 (RSO)

10 February 2026

Subject: Point in Space (PinS) Procedure Design Course
(Beijing, China, 11-15 May 2026)

Action required: Please respond for registration by **10 April 2026**

Sir/Madam,

I have the honor to inform you that the ICAO Asia-Pacific Flight Procedure Programme (APAC FPP) will conduct *the Point in Space (PinS) Procedure Design Course* from **11 to 15 May 2026** at ICAO APAC Regional Sub-Office (RSO), Beijing, China.

This course highlights the challenges faced and covers all the helicopter-specific criteria. It will consist of three parts: knowledge expansion, exercise and experience sharing. The first part will review ICAO requirements and available materials that can be referred to Point in Space (PinS) for helicopter. The second part will provide practice on how to apply available materials to real cases and how to document it. The final part will present States' best practices and experiences with participants.

The PinS Procedure Design Course is open to any interested individuals with professional responsibilities related to Helicopter PinS procedure design, including regulators, safety managers, air traffic controllers, procedure designers and pilots. Therefore, it would be highly appreciated if your State/Administration could disseminate this invitation to pertinent stakeholders. As the course, including all materials, will be conducted in English, participants should have adequate communication skills in English.

States/Administrations are cordially invited to nominate participants for in-person attendance. To provide the best training environment and make a better assessment, enrolment will be limited to fifty (50) participants. Priority for this course will be given first to Active Participating States/Administrations, and then to User States of APAC FPP.

Given the considerable demand for this course, priority should be specified if a State/Administration nominates more than three candidates. The PinS course will be free of charge for APAC FPP members. However, participants' respective State/Administration is expected to fund their travel, accommodation and living expenses. For non-members, the training fee is USD 1,000 per participant per week.

Enclosed herewith are the Course Schedule (Attachment A), the Registration Form (Attachment B) and the Course Bulletin (Attachment C). We kindly request that States/Administrations nominate participant(s) by registering for the course **no later than 10 April 2026** to allow sufficient time to prepare for visa application preparation. Kindly complete the attached Registration Form and submit it to Ms. Linling Huo via email at hlinling@icao.int, 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, appearing to be 'Tao Ma', written over a light blue horizontal line.

For Tao Ma
 Regional Director

Enclosures:

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