



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. RSO – AP093/26 (RSO)

5 August 2026

Subject: APAC FPP Procedure Design Refresher Course
(Bangkok, Thailand, 16 - 20 November 2026)

Actions required: Please submit nominations by **16 October 2026**

Sir/Madam,

I have the honor to inform you that the ICAO Asia-Pacific Flight Procedure Programme (APAC FPP) will conduct the Procedure Design Refresher Course from **16 to 20 November 2026**. The course will be held at ICAO APAC Regional Office (RO), Bangkok, Thailand.

States/Administrations are cordially invited to nominate participants for attendance. To provide the best training environment, enrollment will be limited to forty participants. Priority for this course will be given to Active Participating States/Administrations followed by User States of APAC FPP. Considering the potentially high demand for this course, where more than two candidates are nominated by a State/Administration, the order of priority should be indicated in the registration form. The course will be free of charge to APAC FPP members. However, the trainees' States/Administrations are expected to fund their travel, accommodation and living expenses.

As the course will be conducted in English, participants are required to have a good command of the English language. This course consists of criteria for the recurrent & refresher instrument flight procedure design, typically covering the latest amendments and supplements of PANS-OPS. 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.

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) for the course and complete the registration process **no later than 16th October 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, tel. +86 (10) 64557177.

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

Yours sincerely,

For Tao Ma
Regional Director

Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
Chatuchak
Bangkok 10900
Thailand

Postal Address:
P.O. Box 11
Samyaeak Ladprao
Bangkok 10901
Thailand

Tel.: +66 (2) 537-8189
Fax: +66 (2) 537-8199

www.icao.int/apac
E-mail: apac@icao.int

Enclosures:

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