



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

Tel.: +1 514-315-2300

Ref.: TC 2/3.81 (INS/21/801) – 25/78

29 July 2025

**Subject:** Indonesia – ICAO Developing Countries  
Training Programme 2025

**Action required:** Submit applications for interested and  
eligible candidates by completing the on-line Fellowship  
and Scholarship Application Forms by 29 August 2025

Sir/Madam,

I have the honour to refer to the Indonesia – International Civil Aviation  
Organization (ICAO) Developing Countries Training Programme (DCTP), which is sponsored by  
the Government of Indonesia and administered by ICAO.

The DCTP was renewed in October 2022 to provide 180 fellowships over the  
course of three years.

I am pleased to announce that in 2025, there are 60 fellowships available under the  
DCTP between the Government of Indonesia and ICAO. The details of the courses as well as terms  
and conditions applicable to these fellowships are explained in **Attachments A, B, and C**.

Nominating Governments should complete and endorse the Nomination Form  
available online before applicants proceed with the online application. <https://www.trainairplus.id>.  
Kindly note that States that submit candidates will be informed of the result of the selection process  
about five weeks prior to the commencement of the course.

Accept, Sir/Madam, the assurances of my highest consideration.

Juan Carlos Salazar  
Secretary General

**Enclosures:** (English only)

- A — Indonesia – ICAO Developing Countries Training  
Programme 2025
- B — Course Details
- C — Fellowship Nomination Form & Flight Itinerary

**ATTACHMENT A to State letter TC 2/3.81 (INS/21/801) – 25/78**  
**INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2025**

**1. OVERVIEW**

Indonesia and ICAO jointly established the Developing Countries Training Programme (DCTP) in 2025. Sponsored by the Indonesia Government and administered by the ICAO Capacity Development and Implementation Bureau (CDI), the DCTP provides fellowships for a specialized training programme conducted by the Human Resources Development in Transportation Agency (HRDTA). 60 Fellowships will be available in 2025, and we welcome applications from government officials of eligible developing ICAO Member States.

Details of the courses can be found below, please refer to the fellowships page on **INDONESIA TRAINAIR PLUS** website for updates <https://www.trainairplus.id>.

**2. COURSE SCHEDULE**

Code	Course	Date	Application Closing Date	Participants	Delivery Method
A	Essential Soft Skills for NextGen Aviation Professionals (ESSNGAPO EN): Online	20 October 2025	29 August 2025	35	Online
B	Performance-Based Navigation Overview (PBNO EN): Online	20 October 2025	29 August 2025	10	Online
C	Air Transport Economics for Airport Professionals (ATEAP EN): Online	20 October 2025	29 August 2025	15	Online

**3. TERMS OF FELLOWSHIPS AND APPLICATION PROCEDURES**

The Government of Indonesia will bear the training fees for participants accepted for the courses. Fellowship applications should be submitted online at <https://www.trainairplus.id> by the stated closing dates. Nomination Forms, signed and endorsed by Director-General of Civil Aviation or equivalent, must be completed and submitted as part of the online application.

For enquiries, please contact:

Center for Human Resources Development on Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

Palembang Aviation Polytechnic

Tel: +62 711 410930 Fax: +62 711 420385

Email: [poltekbang.plg@dephub.go.id](mailto:poltekbang.plg@dephub.go.id)

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**COURSE CODE: A**

**INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2025**

**COURSE CODE: A**

**Essential Soft Skills for NextGen Aviation Professionals (ESSNGAPO EN): Online**

20 October 2025

**1. DESCRIPTION**

The Essential Soft Skills for NextGen Aviation Professionals Online Course is designed to provide you with the soft skills, leadership abilities, and communication strategies necessary for advancing your career in aviation organizations. This initiative is part of a broader effort to ensure the sustainable growth of the global aviation sector by fostering a well-trained and knowledgeable workforce.

The Essential Soft Skills for NextGen Aviation Professionals Online Course equips aspiring and junior aviation professionals with critical soft skills, including techniques for enhancing communication, teamwork, time management, and ethical decision-making. Through this 4-hour self-study online course, participants will gain the leadership and interpersonal abilities necessary to excel in the dynamic aviation industry and contribute to its sustainable growth.

**2. LEARNING OBJECTIVE**

Upon completion of the course, participants will be able to:

- Recognize effective and ineffective communication, including active listening and conflict management.
- Understand the value of teamwork, different work styles, roles, and the importance of diversity in the workplace.
- Explain ways to improve efficiency and manage work stress, including quick coping strategies and preventing long-term negative effects.
- Gain essential skills for delivering engaging presentations, from preparation to connecting with the audience.
- Describe the key qualities and attributes of aviation professionals and the basics of ethical decision-making.

**3. LOCATION OF COURSE DELIVERY**

Online

**4. PARTICIPANTS**

35 participants

**5. COURSE DURATION**

1 Day / 4 Hours

## **6. TARGET POPULATION**

Primary target audience:

- **Young Professionals Aspiring to Enter the Aviation Industry:** Individuals who are early in their careers looking to break into the aviation sector seek foundational knowledge and industry-specific skills.
- **Junior Professionals Seeking to Enhance Their Skills:** Those already in the aviation industry want to deepen their knowledge and advance their careers by building on their expertise.
- **Civil Aviation Authorities (CAAs):** Those interested in broadening their understanding of the aviation industry and its evolving landscape, particularly from the perspective of new entrants into the field.

Secondary target audience:

- **Graduating University and College Students:** Final-year students who are about to enter the workforce and are interested in starting a career in the aviation industry.

## **7. EXPENSES**

Free

## **8. PROCESS OF APPLICATION AND SELECTION**

- a) Access the registration menu on the website (<https://www.trainairplus.id>) with your e-mail address and password.
- b) Complete the application form and upload the state letter with official nomination form (Attachment C).
- c) Selection process by the Indonesia Selection Committee.
- d) Applicants will get the award from ICAO.
- e) The Center for HRD on Civil Aviation (CHRDCA) Indonesia will contact the participants regarding invitation letters, etc.

## **9. APPLICATION DEADLINE**

29 August 2025 (18:00, Jakarta Local Time)

## **10. CONTACTS**

Center for Human Resources Development on Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

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**INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2025**

**COURSE CODE: B**

**Performance-Based Navigation Overview (PBNO EN): Online**

20 October 2025

**1. DESCRIPTION**

PBN represents a shift from sensor-based to performance-based navigation. PBN routes and procedures are designed to meet a navigation specification which is defined in terms of accuracy, integrity, availability, continuity and functionality for the proposed operations in the context of a particular airspace. PBN implementation impacts all areas: aircraft operations, regulatory approvals and authorizations, training, instrument flight procedure design, airspace design, aircraft separation, etc. Understanding of the PBN concept and its principles becomes essential for all aviation stakeholders.

Goal of the course is to provide a high-level overview of the Performance-Based Navigation (PBN) Concept and its principles. This course is the pre-requisite for further PBN training.

The following two online modules of the course cover:

- a. Introduction to PBN. PBN Concept. Area Navigation.
- b. Area Navigation and PBN. RNAV Routes. SIDs, STARs. Airspace Development. ATC Considerations.

**2. LEARNING OBJECTIVE**

Upon completion of the course, participants will be able to:

- Explain the PBN concept;
- Develop a common understanding and foundational PBN knowledge to serve as the basis for future, in-depth PBN courses;
- Explain the PBN components;
- Explain PBN implementation.

**3. LOCATION OF COURSE DELIVERY**

Online

**4. PARTICIPANTS**

10 participants

**5. COURSE DURATION**

1 days/ 5 hours.

## **6. TARGET POPULATION**

Primary target audience:

- Civil Aviation Authorities (CAA);
- Airline Personnel;
- Air navigation service providers;
- Air traffic service providers.

## **7. EXPENSES**

Free

## **8. PROCESS OF APPLICATION AND SELECTION**

- a) Access the registration menu on the website (<https://www.trainairplus.id>) with your e-mail address and password.
- b) Complete the application form and upload the state letter with official nomination form (Attachment C).
- c) Selection process by the Indonesia Selection Committee.
- d) Applicants will get the award from ICAO.
- e) The Center for HRD on Civil Aviation (CHRDCA) Indonesia will contact the participants regarding invitation letters, etc.

## **9. APPLICATION DEADLINE**

29 August 2025 (18:00, Jakarta Local Time)

## **10. CONTACTS**

Center for Human Resources Development on Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

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**INDONESIA – ICAO DEVELOPING COUNTRIES TRAINING PROGRAMME 2025**

**COURSE CODE: C**

**Air Transport Economics for Airport Professionals (ATEAP EN): Online**

20 October 2025

**1. DESCRIPTION**

This Air Transport Economics for Airport Professionals Online Course will provide an understanding on the fundamental principles of air transport economics, practical guidance to airport administration and operations, in order to assist in the efficient economic and financial management of airports.

The Air Transport Economics for Airport Professionals Online Course (7h) will provide an understanding of fundamental principles of air transport economics and practical guidance to airport administration and operations from the economic perspective, in order to assist in the efficient management of airports.

**2. LEARNING OBJECTIVE**

Upon completion of the course, participants will be able to:

- Describe the characteristics of air transport services, non-scheduled international air transport services, and passenger rights, and their contribution to the commercial international air transport market.
- Identify the common traffic rights utilized in international air transport and how they contribute to the smooth functioning of the global air transport market.
- Describe State's responsibilities for different forms of airport ownership, and the best practices of good corporate governance of airports.
- Identify appropriate forms of economic oversight of airports to achieve a balance between the interests of airports and public policy objectives such as ensuring the non-discrimination and transparency in the application of charges.
- Explain regulations and ways to optimize key airport operations.
- Become familiar with the use of best practices in economic and financial management to attain an airport's strategic goals, and to improve the transparency, efficiency and cost-effectiveness of airport services and infrastructure.
- Recognize the capacity and the degree to which non-aeronautical activities contribute to the revenues of commercial airports.

**3. LOCATION OF COURSE DELIVERY**

Online

**4. PARTICIPANTS**

15 participants

## **5. COURSE DURATION**

1 days/ 7 hours

## **6. TARGET POPULATION**

CAAs and airport officers with the function of government and regulatory affairs:

- Airport General Manager/ Executive Director
- Airport Finance Directors, Managers
- Airport Marketing and Commercial Managers
- Airport Operations Directors, Managers
- Airport Consultants
- Civil Aviation Authority Officials.

Secondary target audience:

- This course will be helpful for professionals in their early career development in the
- air transport industry or government civil aviation regulatory agencies.

## **7. EXPENSES**

Free

## **8. PROCESS OF APPLICATION AND SELECTION**

- a) Access the registration menu on the website (<https://www.trainairplus.id>) with your e-mail address and password.
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## **9. APPLICATION DEADLINE**

29 August 2025 (18:00, Jakarta Local Time)

## **10. CONTACTS**

Center for Human Resources Development on Civil Aviation Indonesia

Tel: +62 21 5982207 Fax: +62 21 5982279

Email: [registration@trainairplus.id](mailto:registration@trainairplus.id)

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**FELLOWSHIP NOMINATION FORM**

*(Should be completed by participants)*

**INDONESIA – ICAO Developing Countries Training Programme 2025  
Fellowship Nomination Form**

**Note:** — This form must be completed in full and forwarded to CHRDCA Indonesia and ICAO prior to the closing date of the course. Please Type or Print clearly in CAPITAL LETTERS and prepare two copies including the original. The words “NIL” or N/A” should be used where applicable. Do not leave any spaces blank. Incomplete forms will not be considered.

**PART I – NOMINATION BY  
GOVERNMENT**

The Government of \_\_\_\_\_ *(name of State)* hereby:

1. Nominates: Mr./Mrs./Ms. \_\_\_\_\_ *(full name)*  
for \_\_\_\_\_ *(course name)*  
scheduled for \_\_\_\_\_ *(course dates)*

2. Declares that the objectives of this fellowship are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Certifies that:

- a) the nominee will be in possession of a valid travel document beyond the scheduled termination date of the course requested;
- b) all information provided by the nominee is complete and correct; and
- c) the nominee has an adequate knowledge of and/or expertise in the training field and English language proficiency allowing him/her to successfully participate in the training course.

Contact Information:

Tel: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
*(Type or print clearly)*

Fax: \_\_\_\_\_

Name of Authorized Official: \_\_\_\_\_  
*(Type or print clearly)*

E-mail: \_\_\_\_\_

Position/Title: \_\_\_\_\_  
*(AFFIX OFFICIAL SEAL OR STAMP)*

\_\_\_\_\_  
Signature of Civil Aviation Authority

\_\_\_\_\_  
Date

**INDONESIA – ICAO – Developing Countries Training Programme 2025  
Fellowship Nomination Form**

**PART II – NOMINEE’S PERSONAL HISTORY**

*(PHOTO)*

1. Name: *(Mr./Mrs./Ms. First/Middle/Last Name)*

Date of birth: *(Month/Day/Year)*

Male	Female

Marital status

Nationality

2. Language ability:

a) Mother tongue \_\_\_\_\_ b) Language/s used in school/college/university

b) Language/s used at work \_\_\_\_\_

3. Education record:

a) School education record:

Name/town/country of school/s  
attended

Period

from

to

Grade completed and  
certificate acquired

b) College/university education record:

Name of  
college/university

Subject/s studies

Period

from

to

Degree/diploma acquired

# INDONESIA – ICAO – Developing Countries Training Programme 2025 Fellowship Nomination Form

c) Technical and/or specialized training record:
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Name and place of the training institute	Subject/ Studies	Period		Duration (weeks)	Diploma/ certificate acquired
		from	to		

#### 4. Employment:

Present position /title \_\_\_\_\_

Department or division \_\_\_\_\_ Name \_\_\_\_\_  
of organization \_\_\_\_\_

Address:

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E-mail \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

*Country code    Area code    Number                      Country code    Area code    Number*

Type of Organization:      Government / Public      Private      International      Others

Describe your present duties:

[illegible]

Employment record: <i>(indicate last five years and/or last two positions)</i>																																		
Employer <i>(Name of company/organization)</i>	Position last held	Period		Duties and responsibilities																														
		from	to																															
<b>INDONESIA – ICAO Developing Countries Training Program 2025 Fellowship Nomination Form</b>																																		
<p>5. Title of course applied for: _____</p> <p>Describe your expectations from participation in this training course:</p>																																		
<p>6. Former training in Indonesia (if <input type="checkbox"/> Yes <input type="checkbox"/> No any)</p> <p>Name of programme _____ Period _____ <span style="float: right;"><i>Month / Year</i></span></p>																																		
<p>7. English language proficiency</p> <p>In case you speak English as a foreign language, you are required to indicate your English language proficiency.</p> <p>If available, indicate any of your English proficiency test scores:</p> <p style="text-align: center;">TOEFL: _____ TOEIC: _____ other: _____ <span style="display: inline-block; width: 150px; text-align: center;"><i>Score</i></span><span style="display: inline-block; width: 150px; text-align: center;"><i>Score</i></span><span style="display: inline-block; width: 150px; text-align: center;"><i>Score</i></span></p> <p>If you do not have any official test score, please self-assess your English language proficiency below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Excellent</th> <th style="width: 15%;">Good</th> <th style="width: 15%;">Fair</th> <th style="width: 15%;">Poor</th> <th style="width: 30%;">Remarks</th> </tr> <tr> <td>Listening</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Speaking</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Writing</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reading</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Excellent	Good	Fair	Poor	Remarks	Listening						Speaking						Writing						Reading					
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Listening																																		
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<p>8. Nominee's statement:</p> <p>(i) I understand that the fellowship will not become effective, and no travel can be undertaken until I receive written notification and instructions of the award of fellowship from ICAO.</p> <p>(ii) Should I be awarded this fellowship I hereby undertake to:</p> <p style="margin-left: 20px;">a) Conduct myself, at all times, in a manner compatible with my status as holder of an ICAO</p>																																		

fellowship.

- b) Devote all my time during the fellowship programme to the successful pursuit of my studies as directed by the Human Resources Development in Transportation Agency (HRDTA), Indonesia and ICAO.
  - c) Refrain from engaging in political, commercial, or any activities detrimental to Indonesia.
  - d) Return to my country following the termination of the course and apply my newly acquired knowledge to further the development of civil aviation in my country.
- (iii) I certify to the best of my knowledge that all the information given above is true in all aspects.

\_\_\_\_\_  
Nominee's signature

\_\_\_\_\_  
Date

— END —