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Ref: RT 3/3: AP0136/19 (RSO)

12 December 2019

**Subject:** FPP Procedure Design Refresher Course with  
a Special Focus on Vertical Guided Approach No.8  
(Beijing, China, 24 -28 February 2020)

**Action required:** Please respond by 7 February 2020.

Sir/Madam,

I have the honour to inform you that the ICAO Asia-Pacific Flight Procedure Programme (FPP) will conduct a Procedure Design Refresher Course with a special focus on Vertical Guided Approach on 24 - 28 February 2020. The course will also incorporate the updates to ICAO Doc 8168 (Amendment 8). The course will be conducted at the ICAO APAC Regional Sub-Office (RSO), Beijing, China.

To provide the best training environment, registration for this course is limited to twenty-four students. States/Administrations are cordially invited to nominate not more than two participants for attendance at the course. Priority for this course will be accorded to the nominees from Active Participating States and User States of the FPP, respectively.

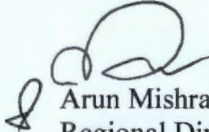
Since this is a refresher training course with hand-on exercises, participants are required to have successfully completed a PANS-OPS Procedure Design Initial Course and a PBN Procedure Design Course either in the FPP or at other recognized institutions, and have experience in actual procedure design work. As the course will be conducted in the English language, including all course materials, participants should have adequate communication skills in English. A relevant resume' of each candidate should be included as part of the registration to assist candidate selection process. In addition, participants are required to complete and return to the FPP the pre-course assignment which will be distributed to accepted nominees at least one week before the course.

Attached are the detailed course schedule and registration form. I would kindly request that States/Administrations should nominate participant(s) by registering for the course **no later than 7 February 2020** to allow sufficient time to complete and forward the pre-course assignment.

Please direct responses to Mr. HUANG Xiaoji at the ICAO APAC FPP, email: [xhuang@icao.int](mailto:xhuang@icao.int), tel. +86 (10) 64557163, fax +86 (10) 64557164.

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

Yours sincerely,

  
Arun Mishra  
Regional Director

**Enclosures:**

- Attachment A: Course Schedule
- Attachment B: Registration Form
- Attachment C: Nominee's statement