

Ref.: 687P5 GH A 2025-04

9 September 2025

To: Directors General of Civil Aviation and National Coordinators of COSCAP-SEA Member States, COSCAP-SA Member States.

Subject: Invitation to COSCAP- SEA & EU-ASEAN SCOPE APP (EASA) Workshop on Ground Handling at Aerodromes, 14 – 17 October 2025, Bangkok, Thailand.

Dear Sir/Madame,

I am pleased to extend an invitation to your Administration to nominate participants for the COSCAP-SEA & EU-ASEAN SCOPE APP (EASA) Workshop on Ground Handling at Aerodromes, scheduled from 14 to 17 October 2025, in Bangkok, Thailand.

This workshop aims to enhance the safety, efficiency, and reliability of ground handling operations. It will provide a platform to strengthen coordination among States, Civil Aviation Authorities (CAAs), aerodrome operators, airlines, and ground handling service providers. Participants will have the opportunity to share best practices in implementing safety management principles and standard operating procedures, and to discuss the critical interfaces between regulators, service providers, and the aviation industry in support of effective State Safety Programmes (SSPs).

Given the wide range of providers and stakeholders involved, we kindly request CAAs to extend this invitation to their national industry partners. This includes, but is not limited to, aerodrome operators, independent and airline-operated ground handling service providers, airlines across scheduled, cargo, charter, and general aviation sectors, as well as other relevant associations and training organizations.

We are pleased to inform you that **EASA has graciously agreed to support flight tickets and hotel accommodation for two CAA delegates from each COSCAP-SEA Member State**. Southeast Asia Member States may indicate this support when completing the enclosed Registration Form.

To ensure smooth logistical and on-site administrative arrangements at the ICAO Asia and Pacific Regional Office in Bangkok, we kindly request confirmation of participation at your earliest convenience, and no later than 3 October 2025.

Enclosed with this letter are the Workshop Agenda (Attachment A), the Registration Form (Attachment B), and the Workshop Bulletin (Attachment C).

We sincerely thank the EU-ASEAN SCOPE APP (EASA) for their invaluable support and collaboration in organizing this workshop, and we look forward to your Administration's active participation in this important event.

Yours sincerely,



Sudhir Singh,
Chief Technical Advisor
Programme Coordinator,
ICAO COSCAP-SEA

cc: COSCAP SEA Steering Committee Chairman (director.general@caap.gov.ph)
ICAO APAC Regional Director (apac@icao.int)
COSCAP-SA Administrative Assistant (amohamed@icao.int)