



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
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Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: E 2/4, T 14/3.RAS/97/903: AP058/25 (TC)

28 April 2025

**Subject:** ICAO-EASA Workshop on Organisational Set-Up  
and Institutional Frameworks for Civil Aviation Authorities  
(17 – 18 June 2025, Manila, Philippines)

and

22<sup>nd</sup> COSCAP South East Asia Steering Committee Meeting  
(19 – 20 June 2025, Manila, Philippines)

**Action required:** Please submit official nomination by **16 May 2025**.

Sir/Madam,

I have the honour to invite you to the ICAO-EASA Workshop on Organisational Set-Up and Institutional Frameworks for Civil Aviation Authorities, which will be held in Manila, Philippines from 17 to 18 June 2025. The executive workshop will be followed by the 22<sup>nd</sup> COSCAP South East Asia Steering Committee Meeting (SCM/22) which will be held at the same venue on 19 and 20 June 2025. The afore-mentioned activities are graciously hosted by the Government of the Philippines through the Civil Aviation Authority of the Philippines (CAAP) in collaboration with the European Union Aviation Safety Agency (EASA).

The ICAO-EASA Workshop on Organisational Set-Up and Institutional Frameworks for Civil Aviation Authorities aims to deepen participants' understanding of diverse institutional and organizational models for Civil Aviation Authorities (CAAs). This executive-level workshop will also serve as a platform for senior officials to exchange valuable experiences and insights on establishing and maintaining efficient, autonomous, and sustainable national aviation regulatory bodies. The provisional workshop agenda is attached herewith for your kind consideration.

The COSCAP SEA Steering Committee Meeting will be a closed (by invitation only) meeting for COSCAP SEA Member States and Partner States, Organisations and Industry. Additional information of both activities will be available on the ICAO Asia and Pacific Regional Office website <https://www.icao.int/apac/meetings/pages/default.aspx>.

COSCAP-SEA States/Administrations are kindly requested to submit the official nomination letter (maximum 3 workshop participants per State) to email address [apac@icao.int](mailto:apac@icao.int) with copy to [thita.pongdara.ext@easa.europa.eu](mailto:thita.pongdara.ext@easa.europa.eu); [csakdanuphap@icao.int](mailto:csakdanuphap@icao.int); [sjuntarapratin@icao.int](mailto:sjuntarapratin@icao.int) at your earliest convenience, but not later than **16 May 2025**.

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

Yours sincerely,

A handwritten signature in blue ink, appearing to be the Chinese characters '馬時' (Ma Shi), which corresponds to the name Tao Ma.

Tao Ma  
Regional Director

**Enclosure:**  
Provisional Workshop Agenda

