



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.: T 3/9.17 – AP032/25 (ATM)

28 February 2025

Subject: The ICAO APAC Airport and Airspace
Capacity Assessment Workshop

Action Required: To complete online registration by **16
May 2025**

Sir/Madam,

I have the honour to invite your Administration to participate in the ICAO APAC Airport and Airspace Capacity Assessment Workshop, from 02 to 05 June 2025. The workshop will be gratefully hosted by AirNav Indonesia at the Hotel Tentrem Yogyakarta, Yogyakarta, Indonesia.

This workshop aims to equip participants with the knowledge and skills needed for assessment of airport and airspace capacity and the leveraging techniques for enhancement of airspace efficiency and air traffic flow management. The workshop intends to develop recommended actions and a draft Regional Guidance document to assist States in conducting capacity assessment of airports and airspace. It will also address the ICAO's Universal Safety Oversight Audit Programme (USOAP) requirements and the latest developments.

I request that the delegate(s) from your Administration who will be attending the workshop complete online registration by **Friday, 16 May 2025**, using the link provided in the ICAO APAC Airport and Airspace Capacity Assessment Workshop webpage at <https://www.icao.int/APAC/Meetings/Pages/2025-Capacity-Assessment-WS.aspx>. Please ensure your delegates use the email address they normally use for official purposes, and that they attach an official nomination letter to the Event Specific Information Page when registering. Registered participants will receive a confirmation email. All registered participants are requested to carry valid identification (passport, State identity card, etc.) for admission to the workshop.

The event bulletin containing detailed information about the venue, recommended hotels, and other useful information, along with administrative arrangements, will be posted on the workshop webpage in due course. For further assistance regarding the workshop, please contact apac@icao.int with copies to mnelli@icao.int and tchui@icao.int.

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

Yours sincerely,

Tao Ma
Regional Director

Enclosure:

A – Provisional Programme

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

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

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

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

ATTACHMENT A to State letter Ref: T 3/9.17 — AP032/25 (ATM)

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

ICAO APAC AIRPORT AND AIRSPACE CAPACITY ASSESSMENT WORKSHOP

(Yogyakarta, Indonesia, 02 – 05 June 2025)

PROVISIONAL PROGRAMME

About the Workshop

The ICAO APAC Airport and Airspace Capacity Assessment Workshop will provide an opportunity for collaboration and learning, designed to equip participants with the knowledge and skills needed for assessment of airport and airspace capacity and leveraging it to enhance airspace efficiency and air traffic flow management.

Date: 02 to 05 June 2025

Venue: Hotel Tentrem Yogyakarta, Yogyakarta, Indonesia

Objectives

Participants to become aware of:

- Capacity assessment concept and guidance – What, Why, Who, When, How?
- Benefits to capacity assessment
- Development of capacity assessment methods
- Airport capacity assessment
- Airspace capacity assessment
- Capacity assessment and air traffic flow management

Target Audience

- State: regulators, air navigation service providers (ANSPs), air traffic services (ATS)/ air traffic flow management (ATFM)/ airspace management (ASM) departments and airport operators
- Industry: airspace users (airlines), air traffic management (ATM) automation system providers

Contact ICAO

Name	Title	Contact
Mr. Manjunath K Nelli	Regional Officer, ATM ICAO APAC Regional Sub-Office	mnelli@icao.int
Mr. Mior Adli Mior Sallehuddin	Regional Officer, ATM ICAO APAC Regional Office	msallehuddin@icao.int
Mr. Tak Cheun CHUI	AIM/ATM Officer ICAO APAC Regional Office	tchui@icao.int

Provisional Agenda

Agenda Item	Topic
1	ICAO provisions: Framework of ICAO provisions on Demand and Capacity Assessment – Terminology, References, Examples, USOAP Requirements
2	Collaborative Decision Making (CDM) – Importance of Capacity Assessment
3	Airport Capacity Assessment – Factors Affecting Airport Capacity Airport Design, A-CDM, Methodologies, Case Study
4	Airspace Capacity Assessment – Factors Affecting Airspace Capacity, Airspace Design, Aircraft Equipage, CNS Facilities, Methodologies, Case Study
5	Experience Sharing by APAC States/Administrations
6	Outline of Draft Regional Guidance Document on Capacity Assessment
7	Summary of Discussions and Key Takeaways from the Workshop

— END —