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Civil Aviation  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref. SN 2 (2025): AP-TC023/25

3 June 2025

**Subject:** Seventh Meeting - Regional Training Cooperation  
Framework Working Group  
(In-person meeting, 15 July 2025, Singapore)

**Action required:** To confirm participation by 30 June 2025

Sir/Madam,

I am pleased to inform you that the Seventh Meeting of the Regional Training Cooperation Framework Working Group (RTCF WG/7) will take place on 15 July 2025 at the Suntec Singapore Convention and Exhibition Centre in Singapore, graciously hosted by the Civil Aviation Authority of Singapore (CAAS). In that regard, the nominated members of RTCF Working Group are kindly invited to participate in this in-person meeting.

Additionally, RTCF WG members are invited to attend and register for the ICAO Asia Pacific Regional Aviation Training Symposium 2025 at the same venue from 16 to 17 July 2025. More information on the symposium is in the Annex of this letter. Please note that useful information regarding registration, accommodations and directions to the meeting venue are available at <https://www.icao.int/Meetings/irtsapac2025/Pages/default.aspx>.

The RTCF WG/7 Provisional Agenda and Meeting Programme are attached as **Attachment A and B** to this letter. In accordance with the past practice, relevant meeting documents will be circulated via e-mail to the nominated working group members and be uploaded to the meeting web page.

You are kindly requested to confirm participation of your nominated member(s) to the RTCF WG/7 Meeting in Singapore by 30 June 2025 to APAC Office at [apac@icao.int](mailto:apac@icao.int), preferably with a copy to [csakdanuphap@icao.int](mailto:csakdanuphap@icao.int).

Yours sincerely,

Tao Ma  
Regional Director

**Enclosures:**

Annex – Information on the ICAO APAC Regional Training Symposium

Attachment A – Provisional Agenda

Attachment B – Provisional Programme

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**Information on International Civil Aviation Organization (ICAO) Asia Pacific (APAC)  
Regional Training Symposium 2025, Singapore**

The International Civil Aviation Organization's (ICAO) Asia Pacific (APAC) Regional Aviation Training Symposium 2025 will be held at the Suntec Singapore Convention and Exhibition Centre in Singapore from 16 to 17 July 2025, graciously hosted by the Civil Aviation Authority of Singapore (CAAS).

2 The theme of the symposium is “*Enhancing Training Cooperation: Building Human Capital for the Sustainable Development of Civil Aviation*”.

3 The symposium will bring together civil aviation authorities, aviation training organizations, academic institutions, institutes of higher learning and industry partners in the APAC region, to foster collaboration in human resource development and aviation training through networking and the sharing of best practices. It seeks to better support ICAO Member States in building a future ready aviation workforce which is critical for seizing opportunities and meeting the strong demand for air travel in the region.

4 The Symposium will discuss emerging trends and tools in aviation training and methods in enhancing the effectiveness of training in the post-COVID aviation landscape, as well as efforts to support ICAO's Next Generation of Aviation Professionals (NGAP) programme. It will also highlight various training opportunities, particularly within the ICAO TRAINAIR PLUS Programme (TPP) network and regional institutes, aimed at strengthening the aviation workforce across the APAC region.

5 In addition to panel sessions, Member States will have the opportunity to explore the latest products and services from our sponsors and exhibitors.

6 The Symposium is open to all relevant entities from ICAO Member States, including but not limited to civil aviation related authorities and service providers, aviation-related organizations, TPP Members and ICAO Aviation Security Training Centres, other aviation training organizations, academic institutions, and other institutes of higher learning, and other interested parties.

7 Participation at this event is free of charge for representatives from Member States, ICAO-recognized international organizations, TPP Members, aviation training organizations, academic institutions and other institutes of higher learning, as well as event sponsors and exhibitors.

8 Information regarding the Symposium programme, venue, hotel accommodation, registration, and sponsorship/exhibition opportunities are available on the event website at <https://www.icao.int/Meetings/irtsapac2025/Pages/default.aspx>. For any other queries, or to schedule a bilateral meeting with ICAO during the Symposium, please contact [icaotraining@icao.int](mailto:icaotraining@icao.int). Nominated participants should register online no later than **13 June 2025**.