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Ref.: RT 3/3: AP 081/19 (RSO)

15 August 2019

**Subject:** Air Traffic Flow Management (ATFM) Workshop  
on Capacity/Demand Analysis  
(Bangkok, Thailand, 18 to 20 November 2019)

**Action required:** Reply **no later than 11 November 2019**  
for submission of Registration form

Sir/Madam,

I have the honor to invite your Administration/Organization to participate in the Air Traffic Flow Management (ATFM) Workshop on Capacity/Demand Analysis which will be held at the ICAO Asia and Pacific Office in Bangkok, Thailand from 18 to 20 November 2019.

The main objective of the workshop is to improve understanding by all stakeholders of the benefits ATFM can offer. One of the most important initial steps of ATFM implementation is determining the capacity of an airspace sector and an airport in order to define the maximum number of flights that can be safely managed. The demand analysis is also necessary to compare to the predicted available capacity to balance the demand and the capacity. Thus, the workshop aims to share the methods of capacity and demand analysis and lessons learnt from States, International Organizations, and industry partners. As increasing capacity is a fundamental necessity, the workshop includes topics of capacity building/increase as well.

Enclosed herewith are Outline of the Workshop (**Attachment A**), Tentative Workshop Programme (**Attachment B**), and Registration Form (**Attachment C**). A Meeting Bulletin will be made available in due course. I would be grateful to receive nominations for participation in the workshop from your Administration/Organization at your earliest convenience, preferably **no later than 11 November 2019** by email using the completed Registration Form to the ICAO Asia and Pacific Regional Sub Office at [APAC-RSO@icao.int](mailto:APAC-RSO@icao.int).

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

  
Arun Mishra  
Regional Director

**Enclosures:**

- A. Outline of the ATFM workshop on Capacity/Demand Analysis
- B. Tentative workshop programme
- C. Registration Form