



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.: SN 2/1.1 – AP068/10 (FS)

23 April 2010

Subject: ICAO-SAA Training Directors Seminar
(*Singapore Aviation Academy, Singapore,
24-25 June 2010*)

Action required: Reply concerning attendance
not later than 4 June 2010

Sir/Madam,

I have the honour to inform you that the ICAO-SAA Training Directors Seminar will be held at the Singapore Aviation Academy, Singapore from 24 to 25 June 2010. The Singapore Aviation Academy is located at 1 Aviation Drive, Singapore 499867. Accordingly, I am pleased to invite your Administration to nominate participants for this Seminar which will commence on Thursday, 24 June 2010 at 0930 hours, with registration taking place during the preceding hour.

I would like to draw your attention to Action Item 45/9 adopted at the 45th Conference of Directors General of Civil Aviation, Asia and Pacific Regions held in Kuala Lumpur, Malaysia from 24 to 28 November 2009. The Seminar has been arranged as a follow-up to the Action Items.

Action Item 45/9

Recognizing the need for human resource development the Conference:

- a) supports the holding of a seminar in 2009 for Training Directors to discuss priorities in human resource development and training needs in the region;
- b) urges States to participate in the Seminar; and
- c) appreciates the offer by the Singapore Aviation Academy to host such a Seminar.

Enclosed for your perusal are the Tentative Programme (Attachment A), Nomination/Registration Form (Attachment B) and the Meeting Bulletin (Attachment C) including Terms of Awards for SCP Fellowships and SCP Application Form.

...2/

I am requesting that you kindly provide, at your earliest convenience and **no later than 4 June 2010**, the nomination of the delegate(s) from your State that will be attending the Seminar.

Please note that the Seminar participants are responsible for making hotel reservations directly. Participants are also responsible for obtaining their visas and fulfilling any additional entry requirements.

Any inquiries regarding the Seminar should be addressed to:

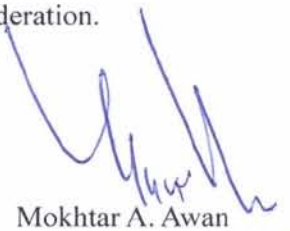
Ms. Brenda Yong, Executive, Learning and Development, Singapore Aviation Academy

Fax: +65 65429890

E-mail: brenda_yong@caas.gov.sg

Cc: joyce_tay@caas.gov.sg

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



Mokhtar A. Awan
Regional Director

Enclosures:

- A — Tentative Programme
- B — Nomination/Registration Form
- C — Meeting Bulletin (including Terms of Awards for SCP Fellowships and SCP Application Form)
- D — Hotel Reservation Forms

Distribution List

AFGHANISTAN

Eng. Raz Mohammad Alami
Deputy Minister of Technical and Operation
Ministry of Transport and Civil Aviation
Ansari Watt
P.O. Box 165
Kabul

AUSTRALIA

Chief Executive Officer
Civil Aviation Safety Authority
P.O. Box 2005
Canberra ACT 2601

Cc: Department of Infrastructure, Transport,
Regional Development and Local Government,
Australia

Chief Executive Officer
Airservices Australia
GPO Box 367
Canberra ACT 2601

BANGLADESH

Chairman
Civil Aviation Authority of Bangladesh
Headquarters Office
Kurmitola
Dhaka 1229

BHUTAN

Director General of Civil Aviation
Department of Civil Aviation
Ministry of Communications
Royal Government of Bhutan
Wochu, Paro

BRUNEI DARUSSALAM

Director of Civil Aviation
Department of Civil Aviation
Ministry of Communications
Brunei International Airport
Bandar Seri Begawan BB 2513

CAMBODIA

Secretary of State for Civil Aviation
State Secretariat of Civil Aviation
No. 62, Preah Norodom Blvd.
Phnom Penh

Director General
State Secretariat of Civil Aviation
No. 62, Preah Norodom Blvd.
Phnom Penh

CHINA

Administrator
Civil Aviation Administration of China (CAAC)
155 Dongsu Street West
Beijing 100710

HONG KONG, CHINA

Director-General of Civil Aviation
Civil Aviation Department of the Government of
the Hong Kong SAR
Civil Aviation Department
46/F Queensway Government Offices
66 Queensway
Hong Kong, China

MACAO, CHINA

President
Civil Aviation Authority of Macao
Alameda Dr. Carlos D'Assumpção
336-342, Centro Comercial Cheng Feng
18 andar
Macao, China

COOK ISLANDS

Secretary of Transport
Ministry of Transport
P.O. Box 61
Avarua
Rarotonga, Cook Islands

DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA (DPRK)

Director General
General Administration of Civil Aviation (GACA)
Sunan District
Pyongyang City
Democratic People's Republic of Korea

FIJI

Permanent Secretary responsible for Civil Aviation
Ministry of Foreign Affairs, International
Cooperation & Civil Aviation
Level 9 Suvavou House
P.O. Box 2220
Government Buildings
Suva, Fiji

Director of Civil Aviation

Chief Executive
Civil Aviation Authority of the Fiji Islands
(CAAFI)
Private Mail Bag (NAP 0354)
Nadi Airport
Fiji

INDIA

Director General of Civil Aviation
 Directorate General of Civil Aviation
 The Secretary
 Ministry of Civil Aviation
 Rajiv Gandhi Bhavan Safdarjung Airport
 New Delhi – 110003, India

INDONESIA

Director General of Civil Aviation
 Directorate General of Civil Aviation
 Karsa Building, 5th Floor
 Jalan Medan Merdeka Barat No. 8
 Gedung Karsa Lt. V
 Jakarta 10110, Indonesia

Cc: Chief of Multilateral Corporation and
 International Organization

JAPAN

Director-General
 Civil Aviation Bureau
 Ministry of Land, Infrastructure and Transport
 Kasumigaseki 2-1-3
 Chiyoda-ku
 Tokyo 100-8989, Japan

KIRIBATI

Director of Civil Aviation
 Directorate of Civil Aviation
 Ministry of Communications, Transport and
 Tourism Development
 P.O. Box 487
 Betio
 Tarawa, Kiribati

LAO PEOPLE'S DEMOCRATIC REPUBLIC

Director General
 Department of Civil Aviation
 Wattay International Airport
 P.O. Box 119
 Vientiane Capital
 Lao People's Democratic Republic

MALAYSIA

Director General of Civil Aviation
 Department of Civil Aviation Malaysia (DCA)
 Address Podium Block, Lot 4G4, Precinct 4
 Federal Government Administrative Centre
 62570 Putrajaya, Malaysia

MALDIVES

Deputy Director General
 Civil Aviation Department
 PA Complex, 7th Floor
 Hilaalee Magu, Maafannu
 Malé 20309, Maldives

MARSHALL ISLANDS

Director of Civil Aviation
 Directorate of Civil Aviation
 Ministry of Transport and Communications
 P.O. Box 1114
 Majuro 96960, Marshall Islands

MICRONESIA (FEDERATED STATES OF)

Administrator
 Division of Civil Aviation Administration
 P.O. Box Ps-2
 Palikir
 Pohnpei FM 96941
 Federated States of Micronesia

MONGOLIA

Director General
 Civil Aviation Authority of Mongolia
 Chinggis Khaan International Airport, Buyant-
 Ukhua
 Ulaan Baatar – 34, Mongolia

MYANMAR

Director General
 Department of Civil Aviation
 DCA Headquarters Building
 Yangon International Airport
 P.O. Box 11021, Mingaladon
 Yangon, Myanmar

NAURU

Director of Civil Aviation
 Civil Aviation Authority
 Department of Civil Aviation
 Government Buildings
 Yaren District, Nauru

NEPAL

Director General
 Civil Aviation Authority of Nepal
 Head Office
 Babar Mahal
 Kathmandu, Nepal

NEW ZEALAND

Director of Civil Aviation
 Civil Aviation Authority of New Zealand
 Aviation House
 10 Hutt Road
 P.O. Box 31441
 Lower Hutt 5040, New Zealand

Deputy Secretary Air Services
 Ministry of Transport
 P.O. Box 3175
 Wellington

Chief Executive
Airways Corporation of New Zealand Limited
P.O. Box 294
Wellington 6140, New Zealand

PAKISTAN

Director General
Civil Aviation Authority
Headquarters
Jinnah Terminal-1 (Level-6)
Jinnah International Airport
Karachi – 75200, Pakistan

PALAU (REPUBLIC OF)

Minister of State
Ministry of State
P.O. Box 100
Koror, Palau 96940

Acting Administrator
Palau National Aviation Administration
Temp. Terminal Building
Palau International Airport
P.O. Box 1471
Koror, Palau 96940

PAPUA NEW GUINEA

Chief Executive and Director
Civil Aviation Authority
Address P.O. Box 684
Boroko N.C.D.
Papua New Guinea

PHILIPPINES

Director General of Civil Aviation
Civil Aviation Authority of the Philippines
(CAAP)
Address MIA Road, Corner Ninoy Aquino
Avenue
Pasay City
1300 Metro Manila, Philippines

REPUBLIC OF KOREA

Deputy Minister for Civil Aviation
Office of Civil Aviation
Ministry of Land, Transport and Maritime Affairs
(MLTM)
Jungang-dong, Gwacheon-City
Gyeonggi-do 427-712, Republic of Korea

SAMOA

Secretary for Transport/Chief Executive Officer
Ministry of Works, Transport and Infrastructure
P.O. Box 1607
Apia, Samoa

Director of Civil Aviation
Ministry of Works, Transport and Infrastructure
P.O. Box 1607
Apia, Samoa

SINGAPORE

Director General of Civil Aviation
Civil Aviation Authority of Singapore
Singapore Changi Airport
P. O. Box 1
Singapore 918141

SOLOMON ISLANDS

Permanent Secretary
Civil Aviation Authority of Solomon Islands
Ministry of Communications and Aviation
P.O. Box 1850
Honiara, Solomon Islands

Director of Civil Aviation

SRI LANKA

Acting Director General of Civil Aviation and
Chief Executive Officer
Civil Aviation Authority of Sri Lanka
64, Galle Road
Colombo 03, Sri Lanka

THAILAND

Director General
Department of Civil Aviation
71 Soi Ngarmduplee
Tungmahamek, Sathorn
Bangkok 10120, Thailand

TIMOR-LESTE (DEMOCRATIC REPUBLIC OF)

Director of Civil Aviation
Ministry of Infrastructures of Timor-Leste
Civil Aviation Division
Dili, Timor-Leste

TONGA

Minister for Civil Aviation, Marine & Port
Ministry of Civil Aviation
P.O. Box 845
Queen Salote Road
Nuku'alofa, Tonga

Copy to:

Acting Director for Civil Aviation
Civil Aviation Department
Queen Salote Road
PO Box 845
Nuku'alofa, Tonga

TUVALU

Permanent Secretary
Ministry of Communication, Transport and
Tourism
Private Mail Bag
Funafuti, Tuvalu

VANUATU

Director General of Civil Aviation
Ministry of Infrastructure and Public Utilities
PMB 057
Port Vila, Vanuatu

Director of Civil Aviation Authority
Civil Aviation Authority
Address Private Mail Bag 068
Port Vila, Vanuatu

VIET NAM

Director General
Civil Aviation Administration of Viet Nam
119 Nguyen Son Street
Long Bien District
Hanoi 10000, Viet Nam

FRENCH POLYNESIA

Mr. Thierry Reviron
Director of Civil Aviation
Civil Aviation Authority
P.O. Box 6404
98702 FAAA (Tahiti)

NEW CALEDONIA

Mr. Christian Assailly
Director of Civil Aviation
BP H1
98849 Nouméa Cedex
Nouvelle-Calédonie

COPY TO:**CANADA**

Director General of Civil Aviation
Transport Canada
Enterprise Building, Suite 1110
427 Laurier Avenue West
Ottawa K1A 0N5
Ontario, Canada
Attn: Acting Director, International Operations

FRANCE

Director-General Civil Aviation, France
50, rue Henry Farman
75720 Paris cedex 15
France

UNITED KINGDOM

Department for Transport
Aviation Directorate
International Aviation and Safety Division 4
(IASD4)
ICAO Focal Point
Great Minster House
76 Marsham Street, London SW1P 4DR

Copy to: UK Civil Aviation Authority
Attn : Ms. Paula de Gouveia
Aviation House
Gatwick Airport South, RH6 0YR

UNITED STATES

Administrator
Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, D.C. 20591
Attn: Principal Staff Officer
Interagency Group on International
Aviation

CANSO

Director Asia Pacific Affairs
CANSO Asia Pacific Office
Singapore Aviation Academy
1 Aviation Drive, Singapore 499867

IATA

Director Safety, Operations & Infrastructure
International Air Transport Association
#05-00 Robinson 77, Singapore 068896

IBAC

Director General
International Business Aviation Council
19 Royal Hunt Court
Ottawa, Ontario
K1V 9L9, Canada

IFALPA

Regional Officer
IFALPA Headquarters
International Federation of Air Line Pilots'
Association (IFALPA)
Interpilot House, Gogmore Lane
Chertsey, KT16 9AP, England

PASO

General Manager
Pacific Aviation Safety Office
P.O. Box 139
Port Vila, Vanuatu