



26 January, 2018

Dear Sir/Madam,

**Subject: 18<sup>th</sup> Meeting of the COSCAP-NA Steering Committee Meeting  
Hangzhou, China 16 – 18 May, 2018**

On behalf of Captain Jin Yibin, Executive Chairman of COSCAP-NA, I am pleased to provide the Provisional Agenda and registration form for the 18<sup>th</sup> COSCAP-NA Steering Committee meeting. The Final Agenda along with the Discussion and Information Papers will be posted on the COSCAP-NA website (<http://www.coscap-na.com/>) 2 weeks prior to the meeting. Members/donors wishing to submit Discussion or Information Papers are requested to submit them at least four (4) weeks prior to the Steering Committee meeting date. Templates are attached to this letter for use in drafting Discussion and Information Papers.

Once again it is welcomed if Member States and Donors wish to make presentations during the Meeting. Suggested topics for presentations could relate to the current status of SSP implementation and the challenges that have been encountered or the challenges of collecting, analyzing and sharing of safety data. Should you wish to make a presentation please inform Ms. Sun Qun Programme Secretary at [sun.qun.susan@coscap-icao.org](mailto:sun.qun.susan@coscap-icao.org) so that the necessary arrangements can be confirmed.

I would invite you to visit the COSCAP-NA website at <http://www.coscap-na.com/> to view the latest information regarding the 18<sup>th</sup> Steering Committee meeting. Please note that May 18 will be a cultural day where participants will be able to experience the diverse culture of China and the enchanting city of Hangzhou.

Lastly, I would like to thank you for your support and participation, and look forward to the productive discussions that will no doubt result from our 18<sup>th</sup> COSCAP-NA Steering Committee meeting.

With warm regards and best wishes.

Yours truly,

A handwritten signature in black ink, appearing to read 'Wayne Chapin', is positioned above the printed name.

Wayne Chapin  
Chief Technical Advisor  
COSCAP-NA  
On behalf of Captain Jin Yibin  
Executive Chairman  
COSCAP-NA Steering Committee

Attachments:

- A – Provisional Agenda
- B – Registration Form
- C – Meeting Bulletin
- D – Templates for Discussion papers and Information Papers

**18th Meeting of the COSCAP-NA Steering Committee (SCM)  
Hangzhou, China 16 to 18 May 2018**

**Provisional Agenda**

<b>SN.</b>	<b>Subjects</b>
1	Inaugural Session Opening Remarks
2	Self-Introduction by Participants
3	Adoption of Agenda
4	Review of Record of Discussions – 17 <sup>th</sup> Steering Committee Meeting
5	COSCAP-NA Programme Progress Report
6	Safety Team Reports
7	COSCAP Work Plan 2018-2019
8	Contributions and Budget
9	State Safety Programme (SSP) and Safety Management Systems (SMS) Implementation Update – Information Paper
10	ICAO USOAP Update (CMA) – Information Paper
11	Update – Flight Procedures Programme Office
12	EASA Update
13	Presentations from Members, donors and industry
14	Any other matters
15	Venue and date for 19 <sup>th</sup> Steering Committee Meeting
16	Adoption of Conclusions and Recommendations
17	Closing of the Meeting

**18th Meeting of the COSCAP-NA Steering Committee (SCM)  
Hangzhou, China 16-18 May 2018**

**REGISTRATION FORM**

Please complete and submit this registration form to Ms. Sun Qun (Susan), the Programme Secretary for the COSCAP-NA by e-mail ([sun.qun.susan@coscap-icao.org](mailto:sun.qun.susan@coscap-icao.org)). Registration must be submitted no later than **1 May 2018**.

<b>1. PERSONAL INFORMATION</b> <i>(Please type or print clearly and must fill out * parts)</i>	
* <b>First name</b> (and middle initial if needed)	* <b>Last name</b>
* <b>Organization</b> (as registered)	
* <b>Title:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> other (please specify)	* <b>Position</b>
* <b>Nationality</b>	
<b>Full address</b> (street, city, postal code, country)	
* <b>Telephone</b> (include country/area code)	<b>Fax</b> (include country/area code)
* <b>E-mail :</b>	
<b>2. PASSPORT INFORMATION</b> <i>(Only for those who need to apply for China visa)</i> <i>Please forward a copy of your passport to Ms. Sun Qun (Susan), Programme Secretary by e-mail (sun.qun.susan@coscap-icao.org) along with your registration form.</i>	
* <b>Passport No.</b>	* <b>Which city will you apply for your Chinese visa in:</b>
* <b>Issue Date:</b>	* <b>Expiry Date:</b>
<b>3. ACCOMMODATION (China Eastern Yun Yi Hotel)</b> <i>(CAAC has obtained the contracted rate of the Deluxe Single Room for all the SCM participants, please indicate your reservation request hereunder. Participants who would like to choose the other room type, please visit the hotel official website for reservation directly).</i>	
<b>Deluxe Single Room (550RMB/night/room, breakfast and tax inclusive)</b> Check in Date: Check out Date:	
<b>4. Special Dietary Requirement if any:</b>	
<b>5. Cultural Activities (18 May 2018), :</b> <i>Please indicate if you would like to attend the culture activities, if not, we will assume you will NOT attend.</i>	

## 18th Meeting of the COSCAP-NA Steering Committee (SCM) Hangzhou 16 to 18 May 2018

### Meeting Bulletin

#### 1. DATE AND VENUE

1.1 The 18th COSCAP-NA Steering Committee Meeting will be held in Hangzhou, China from 16 to 18 May, 2018.

1.2 The venue for COSCAP-NA Steering Committee Meeting will be at China Eastern Yun Yi Hotel (东航云逸酒店) in Hangzhou, 34.7 kilometers away from the International Terminal of Hangzhou Xiaoshan International Airport. You may find detailed information on the hotel website <http://www.ecloudhotel.com>

Program	Time & Date
SCM Meeting	09:00-17:00 16-17 May 2018
Lunch	12:00-13:00 16-17 May 2018
Welcome Dinner	18:00-20:00 16 May 2018
Farewell Dinner	18:00-20:00 17 May 2018

#### 2. OFFICERS AND SECRETARIAT CONCERNED

2.1 The COSCAP-NA Chief Technical Advisor, Wayne Chapin will act as the Coordinator for the meeting. He can be reached by 86-186-10711245 or [wayne.chapin@coscap-icao.org](mailto:wayne.chapin@coscap-icao.org).

2.2 The daily meeting service is the responsibility of Ms. Sun Qun, the Programme Secretary of COSCAP-NA who can be reached by 86-18610056327 or [sun.qun.susan@coscap-icao.org](mailto:sun.qun.susan@coscap-icao.org).

#### 3. PASSPORT, VISA and CUSTOMS

3.1 Participants may wish to obtain information on the China entry requirements by accessing the web site at: <https://www.travelchinaguide.com/embassy/visa.htm>

3.2 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared.

#### 4. ACCOMODATION AND TRANSPORTATION

4.1 Participants are requested to make their own arrangements for transportation from the airport to the venue hotel and back. The Hangzhou Xiaoshan International Airport is around 50 minutes' drive away from the venue hotel at the approximate cost of 150RMB per trip.

4.2 Participants who need hotel reservation, please complete the registration form accordingly.

#### 5. OTHER USEFUL INFORMATION

5.1 Time in China is 8 hours ahead of Coordinated Universal Time. (UTC+8)

5.2 International credit cards such as American Express, Diners Club, Master Card, VISA, etc. are normally accepted at major hotels and department stores.

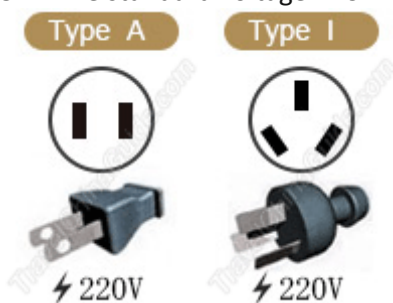
5.3 All commercial banks exchange major foreign currencies and are open from 0900 to 1600 hours from Monday to Friday. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 1600 hours. To change travelers' cheques you are required to show your passport.

5.4 Hangzhou weather can be checked at this link:  
<https://www.travelchinaguide.com/climate/hangzhou.htm>

5.5 Hotels will add a 10% service charge to the room rate in addition to the government tax of 10%. Usually, tipping for baggage boys at hotels and restaurants is not necessary.

5.6 Although the tap water in China is chemically treated, it is recommended to drink only bottled water and beverages.

5.7 The standard voltage in China is 220 volts (and 60 Hertz, or cycles).



5.8 Additional information about Hangzhou, China can be found at the following link:  
<https://en.wikipedia.org/wiki/Hangzhou>

**18th Meeting of the COSCAP-NA Steering Committee (SCM)  
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Discussion/Information Paper X  
TITLE IN CAPITALS  
(Presented by Name of Member/Organization)**

**SUMMARY**

The purpose of this paper is to Write A Brief Overview Summary Here. Should Not Be Longer Than 100 Words.

**1. INTRODUCTION**

1.1 TEXT

**2. DISCUSSION**

Heading

2.1 TEXT

**3. ACTION BY THE MEETING**

- 3.1 The meeting is invited to: **AMEND AS APPROPRIATE**
- a) note the information contained in this paper; and
  - b) discuss any relevant matters as appropriate.