



August 13, 2017

Dear All:

**Subject: Notice of the 22<sup>nd</sup> Meeting of NARAST at the ICAO Regional Sub-Office, Beijing, China**

The purpose of this letter is to invite you to participate in the 22<sup>nd</sup> NARAST meeting 24 October 2017. In accordance with the direction of the 16<sup>th</sup> COSCAP-NA Steering Committee Meeting, NARAST meetings will no longer be held in conjunction with the APRAST meetings. NARAST meetings will now occur in advance of the APRAST meeting in order to better prepare for our participation in APRAST. In addition the 22<sup>nd</sup> NARAST meeting will be held in conjunction with the 1<sup>st</sup> COSCAP-NA National Coordinators meeting scheduled to held 25 - 26 October 2017.

In preparation for the 11<sup>th</sup> APRAST meeting, the NARAST will meet to review progress made on the implementation of safety enhancement initiatives including Regional Aviation Safety Priorities and Targets.

In addition we will review the 10<sup>th</sup> APRAST Meeting record with a view to identifying safety enhancements that are applicable to North Asia and should be included in our safety implementation work. We will also identify any safety concerns identified in North Asia that may not have been shared with the APRAST with a view to submitting working/information papers to the 11<sup>th</sup> APRAST if needed.

A proposed agenda (Attachment I) for the 22<sup>nd</sup> NARAST is attached to this letter. Additional agenda items may be submitted using the form at Attachment III. Please forward any agenda items to Ms. Sun Qun 孙群 ([sun.qun.susan@coscap-icao.org](mailto:sun.qun.susan@coscap-icao.org)) by no later than October 10.

At Attachment II we have provided joining instructions for your consideration. I look forward to meeting you at the 22<sup>nd</sup> NARAST meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wayne Chapin', is positioned below the word 'Sincerely,'.

Wayne Chapin  
Chief Technical Advisor  
COSCAP-NA

**Attachment**

*Programme – Attachment I*

*Joining Instructions – Attachment II*

*Agenda Item form – Attachment III*

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<b>22<sup>nd</sup> Meeting of the North Asia Regional Aviation Safety Team (NARAST)</b> <b>24 October 2017</b> <b>ICAO Regional Sub-Office Beijing, China</b> <b>Proposed Programme</b>	
0900-0910	1. Welcome and self-introduction
0910-1000	2. Review of agenda 3. Review of Conclusions/Actions of 21 <sup>st</sup> NARAST Meeting 4. Review of 10th APRAST Final Report
1000-1015	<b>Tea Break</b>
1015-1200	5. Review of the Implementation Status Report OPEN List items
1200-1315	<b>Lunch</b>
1315-1500	6. Review of the Implementation Status Report OPEN List items 7. Review of Regional Priorities and Targets 8. NARAST Database – redesign proposal
1500-1515	<b>Tea Break</b>
1515-1600	9. COSCAP-NA Sub-Regional Aviation Safety Issues for APRAST11 10. Any other business 11. Next meeting date/place 12. Review of Conclusions of the 22 <sup>nd</sup> NARAST 13. Close of the Meeting
<b>End of Meeting</b>	



**22<sup>nd</sup> NARAST Meeting**  
**24 October 2017 Beijing, China**

**Joining Instructions**

**1. Place and time of the Meeting**

- 1.1 The 22<sup>nd</sup> NARAST meeting will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 24 October 2017.
- 1.2 Please visit the RSO website: <https://www.icao.int/APAC/APAC-RSO/Pages/default.aspx> and view the “Information for Visitors” menu for directions to the ICAO RSO office, accommodation options and contact information.

**2. Participant Information**

- 2.1 Please provide the names of participants to Ms. Sun Qun 孙群 ([sun.qun.susan@coscap-icao.org](mailto:sun.qun.susan@coscap-icao.org)) by no later than October 10. Participants are encouraged to bring laptops as all meeting materials will be downloadable in e-format. Meeting information will be posted on the COSCAP-NA website at <http://www.coscap-na.com/>. Please monitor this site and download meeting information as needed.

**3. Officers and Secretariat concerned with the Meeting**

- 3.1 The COSCAP-NA Chief Technical Advisor, Wayne Chapin will act as the Coordinator for the meeting. He can be reached at 86-186-10711245 or email [wayne.chapin@coscap-icao.org](mailto:wayne.chapin@coscap-icao.org).
- 3.2 The daily meeting service is the responsibility of Ms. Sun Qun, her mobile is +86-186-1005-6327.

**4. Passport, visa and customs**

- 4.1 Foreign nationals entering China must possess valid passports or other valid travel documents. It is therefore suggested that if needed participants consider obtaining official visas from the Chinese Embassy or Consulate in their home country prior to departure.
- 4.2 For those who need to apply for a Chinese visa, please identify yourself as soon as possible so that Ms. Sun Qun can coordinate the issuance of an invitation letter. As both the invitation letter and visa process may take time please make your request for a letter as early as possible.



## 5. Hotel reservations, arrival and departure

5.1 Attendees are responsible for booking their own accommodation. Hotel options can be viewed at the following link:

[https://www.icao.int/APAC/APAC-RSO/Documents/Hotel%20Information%20\(Nov%202016\).pdf](https://www.icao.int/APAC/APAC-RSO/Documents/Hotel%20Information%20(Nov%202016).pdf)

5.2 All the recommended hotels provide shuttle bus service from the airport to the hotel as long as your flight information is provided in advance to the hotel. For the transportation from your hotel to the ICAO Regional Sub-office, Langham Place Beijing Capital Airport and Jinglin Hotel provide shuttle buses; the departure time from both hotels on the first day will be 08:20. Participants who stay at these hotels should look for the bus with "ICAO" Logo on the windshield at the hotel main entrance.

**6. Beijing Weather and Climate** – Please consult this web site for information regarding weather and climate information. <http://www.chinahighlights.com/beijing/weather.htm>

## NARAST AGENDA REQUEST FORM

Agenda item request forms must be completed and submitted to the Programme Secretary, Ms. Sun Qun 孙群 ([sun.qun.susan@coscap-icao.org](mailto:sun.qun.susan@coscap-icao.org)) prior to being added to the 22<sup>nd</sup> NARAST meeting agenda by no later than October 10, 2017.

**To be completed by submitter:**

**THE ITEM(S) THAT I WILL BE DISCUSSING ARE:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(Note: Please provide as much detail as possible so that your issue can be properly evaluated as some items may have requirements for presentation to other Groups ex. Steering Committee, APRAST, APANPIRG, RASG, etc. Include in your submission a brief summary including background, current status, options, and desired outcome(s). If you have already presented your item to others, please note that in your submission. If you intend to provide a presentation please restrict your material to no more than 10 minutes.)

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**Member State:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_