



December 20, 2017

Dear All:

Subject: Notice of the 23rd Meeting of NARAST at the ICAO Regional Sub-Office, Beijing, China

The purpose of this letter is to invite you to participate in the 23rd NARAST meeting 27 February 2018. As you are aware, NARAST meetings will now occur in advance of APRAST meetings in order to better prepare for our participation in APRAST discussions. In addition, the 23rd NARAST meeting will be held in conjunction with the 2nd COSCAP-NA Member Coordinators meeting scheduled to be held 28 February 2018.

In preparation for the 12th 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 11th APRAST Meeting record with a view to identifying issues that are applicable to North Asia and should be included in our safety implementation work. We will also discuss 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 12th APRAST if needed.

A proposed agenda (Attachment I) for the 23rd 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) by no later than February 19, 2018.

At Attachment II we have provided joining instructions for your consideration. I look forward to meeting you at the 23rd 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

Mailing Address:	COSCAP-NA C/O UNDP 2 liangmahe Nanlu Beijing 100600 P.R. China	Phone :	86-10-84001671
		Fax :	86-10-84024554
		E-mail :	sun.qun.susan@coscap-icao.org

23rd Meeting of the North Asia Regional Aviation Safety Team (NARAST) 27 February 2018 ICAO Regional Sub-Office Beijing, China Proposed Programme	
0900-0910	1. Welcome and self-introduction
0910-1000	2. Review of agenda 3. Review of Conclusions/Actions of 22 nd NARAST Meeting 4. Review of 11th APRAST Final Report
1000-1015	Tea Break
1015-1200	5. Review of the Implementation Status Report OPEN List items 6. Discussion on integrating into the NARAST tracking system SEI activities for Hong Kong China and Macao China
1200-1315	Lunch
1315-1500	7. NARAST Database – tracking of RASG Safety Tools Implementation
1500-1515	Tea Break
1515-1600	8. COSCAP-NA Sub-Regional Aviation Safety Issues for APRAST12 9. Any other business 10. Next meeting date/place 11. Review of Conclusions of the 23 rd NARAST 12. Close of the Meeting
End of Meeting	



23rd NARAST Meeting
27 February 2018 Beijing, China

Joining Instructions

1. Place and time of the Meeting

- 1.1 The 23rd NARAST meeting will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 27 February 2018.
- 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) by no later than February 19, 2018. 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 Facilitator for the meeting. He can be reached at 86-186-1071-1245 or email 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. Unfortunately the RSO has not updated its website information regarding hotels with which they have transportation agreements.

However the Hilton Beijing Capital Airport Hotel - website :

<http://www3.hilton.com/en/hotels/china/hilton-beijing-capital-airport-BJSCAHI/index.html>

The Cordis Hotel (Formally the Langham Hotel), Beijing Capital Airport – website:

<http://cordis-capital-airport.hotel-in-beijing.com/>

The JingLin Hotel –advert:

https://www.tripadvisor.com.sg/Hotel_Review-g294212-d535924-Reviews-Jinglin_Hotel-Beijing.html

Note: We will provide updated hotel information to participants regarding the RSO transportation agreements as soon as we receive it.

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) prior to being added to the 23rd NARAST meeting agenda by no later than February 19, 2018.

Please complete the template for *Issues Identification Paper* at Appendix A.

(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. 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: _____

Contact Info: _____



23rd NARAST Meeting
Issue Identification Paper

TITLE/SUBJECT

(Presented by xxxxxxxxxxxxxxxxxxxxxxxx)

SUMMARY

The purpose of this paper is to xxxxxxxxxxxxxxx.

1. Background

1.1 xxxxxxxxxxxxxxxxxxxxxxxx

1.2 xxxxxxxxxxxxxxxxxxxxxxxx.

1.3 xxxxxxxxx.

2. Current Status

2.1 xxxxxxxxxxxxxxxxxxxxxxxx

3. Options:

4. Recommendation:

5. Desired Outcome:

— END —

(If necessary an attachment)