



September 26, 2018

Dear All:

**Subject: Notice of the 24th Meeting of NARAST – 13 November, 2018
ICAO Regional Sub-Office, Beijing, China**

The purpose of this letter is to invite you to participate in the 24th NARAST meeting to be held on 13 November 2018. NARAST meetings will now occur in advance of the APRAST meeting to better prepare for our participation in APRAST. In addition, the 24th NARAST meeting will be held in conjunction with the 3rd COSCAP-NA Member Coordinators meeting scheduled to be held on 14 November 2018.

In preparation for the 13th 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 12th APRAST Meeting record with a view to identifying safety enhancements that are applicable to North Asia and we will also identify any safety concerns that were not addressed by the APRAST with a view to submitting working papers to the 13th APRAST if needed.

A proposed agenda (Attachment I) for the 24th 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) no later than October 26, 2018

At Attachment II we have provided joining instructions for your consideration.

I look forward to meeting you at the 24th NARAST meeting.

Sincerely,

Wayne Loe
Chief Technical Advisor
COSCAP-NA

Attachment

Programme – Attachment I

Joining Instructions – Attachment II

Agenda Item form – Attachment III

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24th Meeting of the North Asia Regional Aviation Safety Team (NARAST) 13 November 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 23 rd NARAST Meeting 4. Review of 12th APRAST Final Report
1000-1015	Tea Break
1015-1200	5. Review of the Implementation Status Report OPEN List items 6. Review ICAO edoc Safety Tools and Implementation (monitoring tool)
1200-1315	Lunch
1315-1500	7. SEI Implementation Survey (Stanley Pun) 8. Review of Regional Priorities and Targets
1500-1515	Tea Break
1515-1600	9. COSCAP-NA Sub-Regional Aviation Safety Issues for APRAST/13 10. Any other business 11. Next meeting date/place 12. Review of Conclusions of the 24 th NARAST 13. Close of the Meeting
End of Meeting	



Attachment II

**24th NARAST Meeting
13 November Beijing, China**

Joining Instructions

1. Place and time of the Meeting

- 1.1 The 24th NARAST meeting will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 13 November 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 October 26th. Participants are encouraged to bring laptops as all meeting materials will be downloadable in e-format.

3. Officers and Secretariat concerned with the Meeting

- 3.1 The COSCAP-NA Chief Technical Advisor, Wayne Loe will act as the Coordinator for the meeting. He can be reached at 86 13051497061, or email wayne.loe@coscap-icao.org.
- 3.2 The daily meeting service is the responsibility of Ms. Sun Qun, her mobile is 18610056327 or email sun.qun.susan@coscap-icao.org

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 request the letter as early as possible.



5. Hotel reservations and Daily Commute between hotel and RSO office

5.1 Please book the hotel directly by yourself with the selected hotel reservation department as indicated in the RSO website “Information for Visitors”. Please let us know if you need our assistance.

5.2 There is NO more shuttle bus to be provided between the recommended hotels and the RSO, participants need to arrange your own daily transportation between your hotel and RSO. Call Ms. Sun Qun whenever you need assistance.

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 24th NARAST meeting agenda by no later than October 26, 2018.

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: _____