



27 February 2019

Dear All:

**Subject: The 25<sup>th</sup> Meeting of NARAST – 24 April 2019  
ICAO Regional Sub-Office, Beijing, China**

The purpose of this letter is to invite you to participate in the 25<sup>th</sup> NARAST meeting to be held on 24 April 2019. NARAST meetings will now occur in advance of the APRAST meeting to better prepare for our participation in APRAST. In addition, the 25<sup>th</sup> NARAST meeting will be held in conjunction with the 4<sup>th</sup> COSCAP-NA Member Coordinators meeting scheduled to be held on 25 April 2019.

In preparation for the 14<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 13<sup>th</sup> 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 14<sup>th</sup> APRAST if needed.

A proposed agenda (Attachment I) for the 25<sup>th</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)) no later than 5 April 2019.

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

I look forward to meeting you at the 25<sup>th</sup> NARAST meeting.

Sincerely,

A handwritten signature in blue ink, reading 'Wayne Loe', is positioned above the typed name.

Wayne Loe  
Chief Technical Advisor  
COSCAP-NA

**Attachment**

*Agenda – 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	: <a href="mailto:sun.qun.susan@coscap-icao.org">sun.qun.susan@coscap-icao.org</a>



<b>25<sup>th</sup> Meeting of the North Asia Regional Aviation Safety Team (NARAST)</b> <b>24 April 2019</b> <b>ICAO Regional Sub-Office Beijing, China</b> <b>Proposed Programme</b>	
0900-0910	1. Welcome and self-introduction
0910-1015	2. Review of agenda 3. Review of Conclusions/Actions of 24 <sup>rd</sup> NARAST Meeting 4. ICAO iStars State Briefing USOAP overview
1015-1030	<b>Tea Break</b>
1030-1200	5. Beijing Declaration high level review. Implementation plans by State 6. Updated Regional Safety Priorities and Targets 7. NAST (National Aviation Safety Teams) discussions and NARAST ToRs 8. 13 <sup>th</sup> APRAST Decision Records Review
1200-1315	<b>Lunch</b>
1315-1500	9. ICAO 2018 Safety Report review 10. Presentation from MC from Macao, China, Stanley Pun on the SEI implementation history, current review process and the APAC RO SEI survey. SEI implementation update State by State. NARAST tracking tool.
1500-1515	<b>Tea Break</b>
1515-1600	11. COSCAP-NA Sub-Regional Aviation Safety Issues for APRAST/14 12. Any other business 13. Next meeting date/place 14. Review of Conclusions of the 25 <sup>th</sup> NARAST
<b>End of Meeting</b>	



**Attachment II**

**25th NARAST Meeting  
24 April 2019, Beijing, China**

**Joining Instructions**

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

- 1.1 The 25th NARAST meeting will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 24 April 2019.
- 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 5 April 2019. 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](mailto: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](mailto: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](mailto:sun.qun.susan@coscap-icao.org)) prior to being added to the 25<sup>th</sup> NARAST meeting agenda by no later than 5 April 2019.

**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:** \_\_\_\_\_