



December 20, 2017

**Dear All:**

**Subject: Notice of the 2<sup>nd</sup> Meeting of the COSCAP-NA Member Coordinators  
28 February 2018 - ICAO Regional Sub-Office, Beijing, China**

The purpose of this letter is to invite you to participate in the 2<sup>nd</sup> COSCAP-NA Member Coordinators meeting 28 February 2018. In accordance with the agreement of the 17<sup>th</sup> COSCAP-NA Steering Committee Meeting, Members were to nominate Member Coordinators who would be responsible for providing a communication channel for matters related to the COSCAP-NA programme. In addition, the Member Coordinators are responsible for supporting their respective Steering Committee representative in the conduct of programme business.

The second meeting of the COSCAP-NA Member Coordinators is scheduled to occur in conjunction with the 23<sup>rd</sup> meeting of the COSCAP-NA NARAST.

A proposed agenda (Attachment I) for the 2<sup>nd</sup> COSCAP-NA Member Coordinators meeting is attached to this letter. Additional agenda items may be submitted using the forms at Attachment III or IV. 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 February 19, 2018.

At Attachment II we have provided joining instructions for your consideration. I look forward to meeting you at the 2<sup>nd</sup> COSCAP-NA Member Coordinators meeting.

Sincerely,

Wayne Chapin  
Chief Technical Advisor  
COSCAP-NA

**Attachment**

*Programme – Attachment I*

*Joining Instructions – Attachment II*

*Agenda Item form – Attachment III*

*Issue Identification – Attachment IV*

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<b>2<sup>nd</sup> Meeting of the COSCAP North Asia National Coordinators</b> <b>28 February 2018</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 – new agenda items 3. Policy on Member Assistance - training
1000-1015	<b>Tea Break</b>
1015-1200	4. Update on the status of the Programme Document – Phase IV 5. Review of 2018 – 2019 COSCAP-NA Work Plan
1200-1315	<b>Lunch</b>
1315-1500	6. 18 <sup>th</sup> Steering Committee – issues requiring Decision/Information Papers 7. Any other business
1500-1515	<b>Tea Break</b>
1515-1600	8. Next meeting date/place 9. Review of Conclusions of the 2 <sup>nd</sup> Member Coordinators meeting 10. Close of the Meeting
<b>End of Meeting</b>	



**Attachment II**

**2<sup>nd</sup> Meeting of COSCAP-NA Member Coordinators  
28 February 2018 Beijing, China**

**Joining Instructions**

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

- 1.1 The 2<sup>nd</sup> Member Coordinators meeting will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 28 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. Participants are responsible for making their own accommodation arrangements however if you require any assistance please contact the Programme Secretary.

**2. Participant Information**

- 2.1 Please provide the name(s) 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 February 19, 2018. Participants are encouraged to bring laptops as all meeting materials will be downloadable in e-format.  
Pre-meeting information is posted on the COSCAP-NA website: <http://www.coscap-na.com/>

**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 so please request the 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-BJSCAH1/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](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>

**National Coordinators Meeting  
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 2<sup>nd</sup> Member Coordinators meeting agenda by no later than February 19, 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 15 minutes.)

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

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

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

2<sup>nd</sup> COSCAP-NA Member Coordinators Meeting  
ISSUE IDENTIFICATION PAPER  
TITLE/SUBJECT  
(Presented by xxxxxxxxxxxxxxxxxxxxxx)

**SUMMARY**

The purpose of this paper is to xxxxxxxxxxxxxx.

**1. Background**

1.1 xxxxxxxxxxxxxxxxxxxxxx

1.2 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

1.3 xxxxxxxxx.

**2. Current Status**

2.1 xxxxxxxxxxxxxxxxxxxxxx

2.2 xxxxxxxxxxxxxxxxxxxxxx

2.3 xxxxxxxxxxxxxxxxxxxxxx

**3. Options:**

**4. Recommendation:**

**5. Desired Outcome:**

— END —