



August 13, 2017

Dear All:

**Subject: Notice of the 1st Meeting of the COSCAP-NA National Coordinators
25-26 October 2017 - ICAO Regional Sub-Office, Beijing, China**

The purpose of this letter is to invite you to participate in the 1st COSCAP-NA National Coordinators meeting 25-26 October 2017. In accordance with the agreement of the 17th COSCAP-NA Steering Committee Meeting, Members were to nominate National Coordinators who would be responsible for providing a communication channel for matters related to the COSCAP-NA programme. In addition, the National Coordinators are responsible for supporting their respective Steering Committee representative in the conduct of programme business.

The first meeting of the COSCAP-NA National Coordinators is scheduled to occur in conjunction with the 22nd meeting of the COSCAP-NA NARAST.

A proposed agenda (Attachment I) for the 1st COSCAP-NA National Coordinators meeting 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 October 10.

At Attachment II we have provided joining instructions for your consideration. I look forward to meeting you at the 1st COSCAP-NA National Coordinators meeting.

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



| 1st Meeting of the COSCAP North Asia National Coordinators 25-26 October 2017 ICAO Regional Sub-Office Beijing, China Proposed Programme Day 1 | |
|--|---|
| 0900-0910 | 1. Welcome and self-introduction |
| 0910-1000 | 2. Review of agenda – new agenda items 3. Review of DRAFT Terms of Reference |
| 1000-1015 | Tea Break |
| 1015-1200 | 4. Review of draft Phase IV Programme Document for COCSAP-NA |
| 1200-1315 | Lunch |
| 1315-1500 | 5. Review of draft Phase IV Programme Document for COCSAP-NA |
| 1500-1515 | Tea Break |
| 1515-1600 | 6. Review of draft Phase IV Programme Document for COCSAP-NA |
| End of Day 1 | |



| 1st Meeting of the COSCAP North Asia National Coordinators 25-26 October 2017 ICAO Regional Sub-Office Beijing, China Proposed Programme Day 2 | |
|--|---|
| 0900-1000 | 1. Review of Institutional Framework and Administrative Procedures Manual (IFAPM) COCSAP-NA |
| 1000-1015 | Tea Break |
| 1015-1200 | 2. Review of Institutional Framework and Administrative Procedures Manual (IFAPM) COCSAP-NA |
| 1200-1315 | Lunch |
| 1315-1500 | 3. Development of Work Plan 2017-2018/2018-2019 |
| 1500-1515 | Tea Break |
| 1515-1600 | 4. Any other business 5. Next meeting date/place 6. Review of Conclusions of the 1 st National Coordinators meeting 7. Close of the Meeting |
| End of Day 2 | |



Attachment II

**1st Meeting of COSCAP-NA National Coordinators
25-26 October 2017 Beijing, China**

Joining Instructions

1. Place and time of the Meeting

- 1.1 The 1st National Coordinator meeting will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 25-26 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) by no later than October 10, 2017. 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.
- 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 request the letter as early as possible.



5. Hotel reservations, arrival and departure

5.1 Participants are responsible for arranging their own accommodations while attending the meeting. Hotel options can be viewed at:

[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. 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>

**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) prior to being added to the 1st National Coordinators 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 15 minutes.)

NAME: _____ **TITLE:** _____

Member State: _____

Contact Info: _____