



10 October, 2108

Dear All:

**Subject: Notice of the 3rd Meeting of the COSCAP-NA Member Coordinators
22 November 2018 - ICAO Regional Sub-Office, Beijing, China**

The purpose of this letter is to invite you to participate in the 3rd COSCAP-NA Member Coordinators meeting to be held on 22 November 2018. In accordance with the agreement of the 17th 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 representatives in the conduct of programme business.

The 3rd meeting of the COSCAP-NA Member Coordinators is scheduled to occur in conjunction with the 24th meeting of the COSCAP-NA NARAST.

A proposed agenda (Attachment I) for the 3rd 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) by 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 3rd COSCAP-NA Member Coordinators meeting.

Sincerely,

Wayne Loe
Chief Technical Advisor
COSCAP-NA

Attachment

Programme – Attachment I

Joining Instructions – Attachment II

Agenda Item form – Attachment III



**3rd Meeting of the COSCAP North Asia National Coordinators
22 November 2018
ICAO Regional Sub-Office Beijing, China**

Proposed Programme

- | | |
|-------------------------|--|
| 0900-0910 | 1. Welcome and self-introduction |
| 0910-1000 | 2. Review of agenda – new agenda items
3. Member Assistance – training policy. Issue Papers from 2 nd MC meeting |
| 1000-1015 | Tea Break |
| 1015-1200
conference | 4. APAC RO initiative to formally combine APAC 3 COSCAPs. Update from DGCA
5. Review of 2018 – 2019 COSCAP-NA Work Plan. Gaps and future planning |
| 1200-1315 | Lunch |
| 1315-1500 | 6. 18th /19th Steering Committee – issues requiring Decision/Information Papers
7. Any other business |
| 1500-1515 | Tea Break |
| 1515-1600 | 8. Next meeting date/place
9. Review of Conclusions of the 3 rd Member Coordinators meeting
10. Close of the Meeting |



**3rd Meeting of COSCAP-NA Member Coordinators
22 November 2018 Beijing, China**

Joining Instructions

1. Place and time of the Meeting

- 1.1 The 3rd Meeting of COSCAP-NA Member Coordinators will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 22 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>



**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 3rd Meeting of COSCAP-NA Member Coordinators 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: _____