



27 February 2019

**Subject: 4th Meeting of the COSCAP-NA Member Coordinators  
25 April 2019 - ICAO Regional Sub-Office, Beijing, China**

The purpose of this letter is to invite you to participate in the 4<sup>th</sup> COSCAP-NA Member Coordinators meeting to be held on 25 April 2019. 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 representatives in the conduct of programme business.

The 4<sup>th</sup> meeting of the COSCAP-NA Member Coordinators is scheduled to occur in conjunction with the 25<sup>th</sup> meeting of the COSCAP-NA NARAST.

A proposed agenda (Attachment I) for the 4<sup>th</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 5 April 2019.

At Attachment II we have provided joining instructions for your consideration. I look forward to meeting you at the 4<sup>th</sup> COSCAP-NA Member Coordinators meeting.

Sincerely,

Wayne Loe  
Chief Technical Advisor  
COSCAP-NA

**Attachment**

*Agenda – Attachment I*

*Joining Instructions – Attachment II*

*Agenda Item form – Attachment III*



**Attachment I**

<b>4th Meeting of the COSCAP North Asia National Coordinators</b> <b>25 April 2019</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. 3rd MC meeting record of discussions and review in detail the 2019 COSCAP-NA Work Plan (WP discussion to continue after tea break)
1000-1015	<b>Tea Break</b>
1015-1200	4. State/SAR Presentations 5. SMS Processes and Flow Charts China Eastern Captain. Tony/Eric
1200-1315	<b>Lunch</b>
1315-1500	6. APAC three COSCAPs Joint Meeting report review 7. SCM DP 6,7,8 review 8. Date and Venue of the 5th COSCAP-NA Member Coordinators Meeting
1500-1515	<b>Tea Break</b>
1515-1600	9. Review of Conclusions of the 4 <sup>th</sup> Member Coordinators meeting 10. Close of the meeting
<b>End of Meeting</b>	



**4th Meeting of COSCAP-NA Member Coordinators  
25 April 2019 Beijing, China**

**Joining Instructions**

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

- 1.1 The 4th Meeting of COSCAP-NA Member Coordinators will be held at the ICAO Regional Sub Office (RSO) at the Beijing Capital City Airport 25 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>



**Attachment III**

**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 4th Meeting of COSCAP-NA Member Coordinators 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:** \_\_\_\_\_