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COSCAP SEA

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24 February 2021

**To: COSCAP SEA Programme Member States Directors General of Civil Aviation, National Coordinators, and invited Partner Representatives**

**Subject: 20<sup>th</sup> COSCAP SEA Steering Committee Meeting  
(Virtual Zoom meeting, 30 and 31 March 2021)**

Dear Sir/Madam,

On behalf of the COSCAP SEA Steering Committee Chairman, I am pleased to invite you to the 20th COSCAP SEA Steering Committee Meeting (COSCAP-SEA/SCM/20), to be held on 30 and 31 March 2021 as a Virtual Zoom meeting. The COSCAP-SEA/SCM/20 Meeting attendance is by invitation only. The meeting will start at 09:00 Bangkok time and end up at 13:00 Bangkok time each day.

The provisional meeting agenda and participant registration form are attached. An important agenda item relates to the transition of the programme from Phase IV to Phase V and to the associated revision of the Programme Document. The event information and material will be available on the ICAO APAC Regional Office web site meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. Any confidential documentation will be circulated to registered meeting participants by e-mail or posted on the ICAO Secure Portal site for COSCAP SEA Member States (<https://portal.icao.int/COSCAP-SEA/Pages/default.aspx>).

The Steering Committee Meeting is an executive programme management meeting, while technical matters related to COSCAP SEA are discussed in the South East Asia Regional Aviation Safety Team (SEARAST) and National Coordinators Meeting. The next SEARAST Meeting (SEARAST/22) is planned to be held during the third Quarter of 2021. It is also encouraged that general technical matters be presented to the 11<sup>th</sup> Regional Aviation Safety Group Asia-Pacific (RASG-APAC) Meeting to be held in the second half of 2021.

I would be grateful if you could submit your completed registration forms by **19 March 2021**. Registered participants will subsequently receive the Zoom Meeting link with instructions to join the SCM/20. Member States and Partners may submit papers and/or presentations on the meeting agenda items. The paper template will be provided on the website and proposed papers should be submitted as MS Word files. Proposed papers and presentations should be received by **22 March 2021**.

If you require any further information or assistance, please contact the COSCAP SEA Administrative Assistant, Ms. Sudhatai Juntarapratin at [sjuntarapratin@icao.int](mailto:sjuntarapratin@icao.int).

Yours sincerely

Nicolas Rallo  
Chief Technical Advisor/Programme Coordinator  
COSCAP South East Asia

cc: COSCAP SEA Steering Committee Chairman ([vohuycuong@caa.gov.vn](mailto:vohuycuong@caa.gov.vn))  
ICAO APAC Regional Director ([apac@icao.int](mailto:apac@icao.int))