

19 September 2013

COSCAP-SEA Administrations and Safety Partners

Dear Sir/Madame:

**Subject: Invitation to 15th Meeting of the COSCAP South East Asia Steering Committee
25 & 26 November 2013 – Bangkok, Thailand**

Kindly refer to the letter dated 16 April 2013 from Mr. Yap Ong Heng, Director General of the Civil Aviation Authority of Singapore and Chairman of COSCAP-SEA, in which he confirmed that the 15th Meeting of the COSCAP South East Asia Steering Committee would take place on 25 and 26 November 2013. The meeting will be kindly hosted by the Department of Civil Aviation of Thailand.

On behalf of the Chairman, I am pleased to provide further information concerning arrangements of the meeting. Attached for your consideration is a provisional programme (**Attachment A**). I would appreciate your kind assistance to provide any comments and submission of additional programme items as soon as possible, but no later than 25 October 2013.

I would also like to encourage all Member Administrations and Safety Partners to advise if they plan to make any presentations during the meeting. The presentation could be on recent developments in the area of aviation safety or on current developments in your organization that may be of interest to the Steering Committee.

A registration form is provided here (**Attachment B**). In particular, if you require a letter of invitation to apply for a Thailand visa please complete section B of the Registration and return to us as soon as possible so as to ensure sufficient time to complete these formalities.

Preparations for the venue are underway. Further information will be provided as soon as possible.

I trust that this is satisfactory, and I look forward to meeting you and to the productive discussions that will no doubt result from the meeting.

Yours truly,



Kim Trethewey
Chief Technical Advisor
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Enclosures:

- A - Preliminary Agenda
- B - Registration Form

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