



August 27, 2015

Dear Sir/Madam,

Subject: Invitation – 24th Meeting of the COSCAP-SA Steering Committee (SCM), New Delhi, India, 29 September to 01 October 2015

Dear Sir/ Madam,

I have the honor to inform you that the 24th Meeting of the COSCAP-SA Steering Committee (SCM) will be held in New Delhi, India from 29th September to 1st October 2015. It is my pleasure to cordially invite you and your delegation to this meeting. The meeting will take place at The Ashok Hotel, 50B, Chanakyapuri, New Delhi, a premier five star hotel set in a prime location in New Delhi's Diplomatic Enclave.

The Registration Form and Joining Instruction are attached with this letter. You are kindly requested to submit the registration form no later than 15th September 2015 to Capt. Marie Zubryckyj, Chief Technical Advisor, COSCAP-SA (email: marie.zubryckyj@coscap-icao.org) so that the administrative arrangements can be finalised.

The meeting package including the Discussion Papers and Information Papers will be emailed to you and uploaded on the COSCAP-SA website <http://www.coscapsa.org> one week before the meeting. Participants are encouraged to print/download the DPs/IPs from our website. Limited copies of the DPs/IPs will be provided during the meeting.

I look forward to meeting you at the 24th SCM and thank you for your continued support and cooperation.

With warm regards,

Sathiyavathy
27/8/2015
(M. Sathiyavathy)

Attachments:

- A – Registration Form
- B – Joining Instruction



International Civil Aviation Organization

24th SCM Meeting of the COSCAP-South Asia*(Delhi, India – 29th September to 01 October, 2015)*

Registration Form [please type or print]				
State/ Organization				
Name	Title	Family name (capitals)	First name	Middle initial
Official Position				
Mailing Address				
Telephone (office)				
Fax				
E-mail				
Hotel	Hotel The Ashok (INR 7500*)			
	Hotel Samrat (adjoining Hotel The Ashok) (INR 5500*)			
	Own Arrangement			

* These rates are inclusive of room rent, breakfast and taxes.

Note: Participants are expected to make their own transportation/ hotel/ visa arrangements.**Please submit your registration no later than September 15th, 2015**

Date: _____

Signature: _____

After completing, please email the completed form to:

Capt. Marie Zubryckyj, CTA, COSCAP-SA email: marie.zubryckyj@coscap-icao.org



**24th Meeting of the COSCAP-SA Steering Committee (SCM)
Delhi, India, 29th September to 01 October 2015**

Joining Instruction

1. Place and time of the Meeting

1.1 The 24th Meeting of the COSCAP-SA Steering Committee (SCM), hosted by Directorate General Civil Aviation, India, will be held at the Ashok Hotel (Delhi). The meeting will commence at 09:30 to 17:30 hours from Tuesday to Wednesday, 29th – 30th September and 09:30 to 14:30 hours on Thursday, 1st October 2015. Please note that the 1st October session is reserved as a closed-door session for COSCAP-SA Member States DGCA's.

1.2 The Ashok Hotel is a 5 stars hotel which is located at 50B, Chanakyapuri, New Delhi.

2. Registration of Participants

2.1 Participants are requested to register at outside of meeting room between 0830 and 0900 on the opening day 29th September 2015. Badges and Discussion Paper Booklets will be handed out during registration session. All the participants are requested to wear their badges during the entire meeting period for easy identification.

3. Officers and Secretariat concerned with the Meeting

3.1 The COSCAP-SA Chief Technical Advisor, Capt. Marie Zubryckyj will act as the Coordinator for the meeting. She can be reached by 880-1928694050.

4. Passport, visa and customs

4.1 Foreign nationals entering India must possess valid passports or other valid travel documents. It is therefore suggested that participants consider obtaining official visas from the India Embassy or Consulate in their home country prior to departure.

4.2 For those who need to apply for India visa, please complete the registration form as soon as possible and return it to Capt. Marie Zubryckyj, CTA, COSCAP-SA email: marie.zubryckyj@coscap-icao.org for her to coordinate for the issuance of an invitation letter. As both the invitation letter and visa process may take time, early completion and submission of the registration form is desirable.

5. Hotel reservations, arrival and departure

5.1 We have special discounted rates at the Hotel venue and nearby hotel. Please see the registration form for the Hotel and respective rates. While making reservations, please make a mention that you are attending the '24th Meeting of the COSCAP-SA Steering Committee (SCM) being organised by DGCA India' for availing these special rates.

5.2 Although we would like to provide the transportation service, due to financial and human resources limitations, we are sorry to inform you that all participants are requested to make their own arrangements for transportation from the airport to the hotel and back. The hotel is 10 km away from the International Airport and the taxi service is available at the Airport which normally takes 20-30 minutes.

6. Delhi - Weather and Climate

Temperatures in October usually range around 32° C to 26° C. For more current weather, you may consult weather website.