

**18th STEERING COMMITTEE MEETING**  
**Revisions to the Institutional Framework and Administrative Procedures Manual**  
**Discussion Paper 6**  
**(Wayne Chapin)**

**SUMMARY**

The purpose of this paper is to inform COSCAP-NA Members of revisions made to the Institutional Framework and Administrative Procedures Manual (IFAPM) as a result of the transition into Phase IV and to seek Member concurrence for the revisions.

**1. Background**

- 1.1 Members of the COSCAP-NA developed and approved an Institutional Framework and Administrative Procedures Manual (IFAPM) which contains the policies and procedures for the programme at the 1<sup>st</sup> Steering Committee Meeting held in April 2003 at Beijing, China.
- 1.2 The COSCAP-NA Institutional Framework and Administrative Procedures Manual (IFAPM) contains the policies and procedures of COSCAP-NA.
- 1.3 The COSCAP-NA Members are China, Democratic People's Republic of Korea (DPRK), Hong Kong China, Macao China, Mongolia, and Republic of Korea (hereinafter referred to as COSCAP-NA Members or as Programme Members).
- 1.4 The policies of COSCAP-NA Programme are decided by a Steering Committee which is its Governing Body.
- 1.5 The administrative procedures described in this Manual are based on ICAO TCB guidelines and associated practices that have proven to be appropriate for the operation of COSCAP-NA programme.
- 1.6 Reference has been made in the IFAPM, where required, to relevant ICAO Technical Cooperation Bureau (ICAO/TCB) rules, manuals and instructions concerning field staff.
- 1.7 Members agreed at the 17<sup>th</sup> Steering Committee Meeting held in Busan, Republic of Korea (SC17\_Discussion Paper 6) to welcome into the COSCAP-NA programme Hong Kong China and Macao China.

1.8 In addition Members also agreed in principle to proceed into Phase IV of the COSCAP-NA.

## **2. Current Status**

2.1 With the formal signing of the Programme Document to proceed with Phase IV and the inclusion of Hong Kong China and Macao China into COSCAP-NA, it is necessary to revise the IFAPM.

2.2 The revised IFAPM with revisions highlighted for ease of reference will be distributed separate from this DP through e-mail to Steering Committee Members.

## **3. Actions of the Meeting**

3.1 Members are invited to concur with the revisions or where thought necessary propose changes.

3.2 Once agreement of the revisions to the IFAPM is achieved by Members, the Executive Chairman Captain Jin Yibin will sign the document and the Chief Technical Advisor will distribute to Members.