



**INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
LATIN AMERICAN CIVIL AVIATION COMMISSION (LACAC)**

**ICAO/LACAC NAM/CAR/SAM
SECOND MEETING OF THE AVIATION SECURITY
AND FACILITATION REGIONAL GROUP**

AVSEC/FAL/RG/2

FINAL REPORT

ST. JOHN'S, ANTIGUA AND BARBUDA, 16 TO 18 MAY 2012

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HISTORICAL

ii.1 Place and Date of the Meeting

The Second Meeting of the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG/2) was held at the Grand Royal Antiguan Beach Resort in Antigua and Barbuda, from 16 to 18 May 2012, preceded by the Regional Seminar on Aviation Security held at the same venue on 14 and 15 May 2012.

ii.2 Opening Ceremony

Mrs. Loretta Martin, Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) provided opening remarks and thanked the Ministry of Tourism, Civil Aviation and Culture from Antigua and Barbuda as well as the Eastern Caribbean Civil Aviation Authority (ECCAA) for hosting the meeting and seminar. Mr. Marco Ospina, Secretary of the Latin American Civil Aviation Commission (LACAC) congratulated participants on the results of the seminar. Mr. Donald McPhail, ECCAA Director General (Ag.), stressed the importance of aviation security in the States and Regions. Mrs. Milinette Ambrose, Permanent Secretary of the Ministry of Tourism, Civil Aviation and Culture from Antigua and Barbuda, welcomed the participants to Antigua and Barbuda and officially opened the meeting.

ii.3 Officers of the Meeting

The AVSEC/FAL/RG/2 Meeting was held with the participation of the Chairperson and Vice-Chairperson, Ms. Maria Liz Viveros de Bazán of Paraguay and Mr. Ted Martin from Trinidad and Tobago, respectively. Mrs. Viveros de Bazán chaired the meeting plenary. Mr. Michiel Vreedenburgh, Deputy Regional Director of the ICAO NACC Regional Office, and Mr. Marco Ospina, Secretary of LACAC, served as Co-Secretaries. Both were assisted by Mr. Ricardo G. Delgado, ICAO Regional Officer for Aviation Security for the NAM/CAR Regions; Mr. Pablo Lampariello, ICAO Regional Officer for Aviation Security for the SAM Region, and Mr. Juan Lamosa, Regional Coordinator for the Americas, Implementation Support and Development – Security (ISD/SEC) Section from the ICAO Headquarters AVSEC Branch.

ii.4 Working Languages

The working languages of the meeting were English and Spanish. The working papers, information papers and draft report of the meeting were available to participants in both languages.

ii.5 Agenda

Agenda Item 1 Meeting Agenda and Schedule

- Agenda Item 2 Previous Meeting Conclusions**
- 2.1 AVSEC/FAL/RG/1 Meeting
 - 2.2 Report on LACAC FAL/AVSEC Decisions Harmonization and Consolidation Project
- Agenda Item 3 Global and Regional Developments**
- 3.1 Joint Statement of the Regional Conference on Aviation Security
 - 3.2 Annex 17, AVSEC Panel, AVSEC Manual, USAP
 - 3.3 Annex 9, FAL Panel, Facilitation Manual
- Agenda Item 4 Aviation Security (AVSEC)**
- 4.1 Report on Quality Control / Oversight System Project
 - 4.2 Report on Communications / Information Exchange Project
 - 4.3 Report on Regional Threat Level Project
- Agenda Item 5 Facilitation (FAL)**
- 5.1 Report on Machine Readable Travel Documents/Biometric Identification Project
 - 5.2 Report on Handling of Persons with Disabilities Project
- Agenda Item 6 Aviation Security (AVSEC) and Facilitation (FAL)**
- 6.1 Report on Cargo Security Project
 - 6.2 Report on FAL/AVSEC Equipment Acquisition Project
- Agenda Item 7 Training, Cooperation and Assistance**
- 7.1 Report on Personnel Qualifications, Training & Human Factors Projects
 - 7.1.1 Certification
 - 7.1.2 Prioritize needs for ICAO training / Review and research legislation for personnel certification
 - 7.2 ICAO ISD-SEC update
 - 7.3 Coordination and cooperation mechanisms
- Agenda Item 8 Terms of Reference and Work Programme**

Agenda Item 9 Other Business

9.1 Next meeting host State and planned dates

ii.6 Attendance

The Meeting was attended by 19 States/Territories from the NAM/CAR/SAM Regions, ECCAA, IATA and OAS-CICTE, totalling 39 delegates as indicated in the list of participants.

ii.7 List of Conclusions

Number	Title	Page
2/1	ICAO/LACAC “Detection of Passengers with Suspicious Conduct Course” Workshop	2-1
2/2	Update of ICAO Facilitation Publications	2-2
2/3	Correction of ICAO Annex 9 and Facilitation Manual (Spanish Versions)	2-2
2/4	States national legislation and regulations for unruly or disruptive behaviour in aviation facilities and on board aircraft	2-2
2/5	High-level Conference on Aviation Security	3-2
2/6	Agreement on the Functional Protocol of the Aviation Security Information Exchange System between States	4-1
2/7	Manual on Threat Assessment and Risk Management Methodology and Risk Matrix	4-2
2/8	AVSEC Equipment Maintenance Training	6-1
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ii.8 List of Working and Information Papers

Refer to the Meeting web page:
<http://www.mexico.icao.int/Meetings/AVSECFALRG2.html>

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Draft Agenda and Schedule of the Second Meeting of the Aviation Security and Facilitation Regional Group	04/04/12	Secretariat
WP/02	2.1	Status of the Conclusions of the AVSEC/FAL/RG/1 Meeting	30/03/12	Secretariat
WP/03	2.2	LACAC FAL/AVSEC Decisions Harmonization and Consolidation	23/04/12	Dominican Republic
WP/04	3.1	Aviation Security Regional Conference Held in Caracas, Venezuela, 7-8 February 2012	28/03/12	ICAO Secretariat

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/05	3.2	Key Policy Developments and Initiatives of the ICAO Aviation Security Programme	01/05/12	ICAO Secretariat
WP/06	3.3	Facilitation Programme Developments	01/05/12	ICAO Secretariat
WP/07	4.1	Methodology for Application of Quality Control Effective Tools	07/05/12	Project Coordinated by Brazil
WP/08	4.2	Review on the Progress of the Communications Information Exchange Project	02/05/12	Project Coordinated by Venezuela
WP/09	4.3	Manual on Threat Assessment and Risk Management Methodology and Risk Matrix	25/04/12	Project Coordinated by Chile
WP/10	6.1	Cargo National Programme Project	03/05/12	Project Coordinated by Argentina
WP/11	5.1	MRTD Cooperation Policy	12/04/12	Project Coordinated by Dominican Republic
WP/12	5.2	Report on Handling of Persons with Disabilities Project	03/05/12	Project Coordinated by Chile
WP/13	6.2	Model Project for AVSEC/FAL Equipment Acquisition	09/05/12	Project Coordinated by Paraguay
WP/14	7.1.1	Certification	10/05/12	Project Coordinated by Jamaica
WP/15	5.2	Manual for Handling Passengers with Disabilities	03/05/12	Project Coordinated by Chile
WP/16	7.2	Report on the Activities of the Implementation Support and Development-Security (ISD-SEC) Programme	01/05/12	ICAO Secretariat
WP/17	7.3	Coordination Mechanisms for Assistance Activities	09/04/12	ICAO Secretariat
WP/18	2.1	Conclusions of ICAO/LACAC Regional Facilitation Seminar/Workshop	24/04/12	ICAO Secretariat
WP/19	7.1.2	Principles of Quality Control on AVSEC Instructors	23/04/12	Venezuela

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working and Information Papers	15/05/12	Secretariat
IP/02	6.1	Secure Freight Pilot Expansion and Capacity Building / Assistance	02/05/12	IATA
IP/03	8	Terms of Reference and Work Programme of the Aviation Security and Facilitation Regional Group	03/05/12	ICAO Secretariat

ii.9 Programme of the Regional Seminar on Aviation Security

The Regional Seminar on Aviation Security was held prior to and in conjunction with the AVSEC/FAL/RG/2 Meeting from 14 to 15 May 2012, with the following programme; presentations are available at the following web link: <http://www.mexico.icao.int/Meetings/AVSECFALRG2.html>

DAY ONE
Monday 14 May 2012

Opening Ceremony

Mrs. Millinnette Ambrose

Master of Ceremony

Permanent Secretary, Ministry of Tourism, Civil Aviation and Culture, Antigua and Barbuda

Remarks by

- *Michiel Vreedenburg, Deputy Regional Director, North American, Central American and Caribbean (NACC) Regional Office, International Civil Aviation Organization (ICAO)*
- *Donald McPhail, Director General, Eastern Caribbean Civil Aviation Authority – ECCAA*
- *Honourable John Maginley, Minister of Tourism, Civil Aviation and Culture of Antigua and Barbuda*

Update on Global AVSEC Developments - Aviation Security Policy Update

Juan Lamosa, Regional Coordinator – The Americas

Implementation, Support and Development Section, Aviation Security Branch, International Civil Aviation Organization (ICAO)

Overview of ICAO Aviation Security Activities in the Region

Ricardo G. Delgado

Regional Officer, Aviation Security, ICAO NACC Regional Office

Implementation, Support and Development Section AVSEC Developments

Juan Lamosa, Regional Coordinator – The Americas

Implementation, Support and Development Section, Aviation Security Branch, International Civil Aviation Organization (ICAO)

Insider Threat

Jamaica experience

Althea Bartley, Aviation Security Officer, Jamaican Civil Aviation Authority

Sustainable Security Measures on transfer passengers and baggage

*Ricardo G. Delgado
Regional Officer, Aviation Security, ICAO NACC Regional Office*

Aviation security developments

*Trinidad and Tobago experience
Ted Martin
Aviation Security Inspector, Trinidad and Tobago Civil Aviation Authority*

Sustainable Security Measures – Security Check point of the future

*Airline experience
Dorothy Reimold
Assistant Director, Security North America, International Air Transport Association (IATA)*

<p>DAY TWO Tuesday 15 May 2012</p>
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ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA)

Michiel Vreedenburgh, Deputy Regional Director, ICAO NACC Regional Office

Risk-Based Measures

*United States experience
Loretta McNeir
Caribbean Representative, Department of Homeland Security, Transportation Security Administration (TSA)
United States*

Air Cargo Security

*Chile experience
Eduardo Cerda
Aviation Security Manager, DGAC, Directorate General Civil Aviation
Chile*

Air Cargo Security

*Airline experience
Carolina Ramirez
Assistant Director, Secure Freight
IATA*

Travel Document Security – Identity management

*Juan Lamosa,
Implementation, Support and Development Section, Aviation Security Branch, International Civil Aviation Organization (ICAO)*

New Technologies

*United States experience
Mariely Loperena
Central America, Venezuela and Dominican Republic Representative, Department of Homeland Security, Transportation Security Administration (TSA)
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Aviation Security Training
Ricardo G. Delgado
Regional Officer, Aviation Security, ICAO NACC Regional Office

Technical Assistance / Capacity Development
Shevaun Culmer
Programme Manager, Inter-American Committee against Terrorism, Secretariat for Multidimensional Security,
Organization of American States – OAS/CICTE

Seminar Conclusions
All participants

ii.10 Seminar Conclusions

1.	States are urged to attend the High Level Aviation Security Conference to be held in ICAO Headquarters in Montreal from 12 to 14 September 2012.
2.	State authorities, airports and other service providers are invited to request ICAO or LACAC assistance for the implementation of Aviation Security provisions, including potential ICAO technical cooperation or LACAC horizontal cooperation projects, by contacting the ICAO Regional Offices or the LACAC Secretariat Office, respectively.
3.	Assistance with training for Aviation Security equipment maintenance may be available through bilateral and/or multilateral arrangements for sharing technical resources, possibly coordinated by CASSOS, COCESNA and/or LACAC.
4.	United Kingdom Territories should encourage the Department of Transport regional AVSEC representative to engage with the ICAO NACC Regional Office to participate in regional activities.
5.	The challenges associated with implementing one-stop security agreements and validation processes as described in Appendix 28 of the ICAO Aviation Security Manual (Doc 8973, 8th Ed.) - Model Memorandum of Understanding (MoU) for the mutual recognition of aviation security measures between States, are proposed to be studied further by the AVSEC/FAL/RG.
6.	The involvement of Aviation Security and Facilitation stakeholders in public health emergency response planning and preparedness in the aviation sector was emphasized and the OECS member States and other Caribbean Territories were encouraged to join CAPSCA as soon as possible to take advantage of assistance provided with funding from the UN CFIA before it expires at the end of 2012.
7.	Chile and IATA were invited to participate in the Cargo Security programme of the ICAO/LACAC NAM/CAR/SAM AVSEC/FAL Regional Group and contribute to its activities.
8.	That: <ol style="list-style-type: none"> a. ICAO and States/Territories expressed appreciation for the significant contribution of OAS-CICTE in providing fellowships to States for attendance at ICAO AVSEC training events. However, States are urged to: <ul style="list-style-type: none"> • take advantage of the fellowships offered and utilize the national point-of-contact network for requests; • submit to OAS-CICTE evaluation reports on courses attended with OAS-CICTE fellowships; and • inform OAS-CICTE of any cancellation before the purchase of the air ticket or by two weeks before the course. b. OAS-CICTE are to consider: <ul style="list-style-type: none"> • using the ICAO course evaluation forms; and • posting information on the fellowship process on the web.

LIST OF PARTICIPANTS

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Agenda Item 1 Meeting Agenda and Schedule

1.1 The Secretariat presented WP/01, inviting the Meeting to approve the draft agenda and schedule for the meeting. The Meeting approved the agenda as presented in the historical section of this report and the schedule as presented in Appendix B to WP/01.

Agenda Item 2 Previous Meeting Conclusions

2.1 AVSEC/FAL/RG/1 Meeting

2.1.1 The Secretariat presented WP/02 and provided the status of the conclusions adopted at the previous AVSEC/FAL/RG/1 Meeting held in Asuncion, Paraguay, from 25 to 27 May 2011, which had been approved by the Directors of Civil Aviation by correspondence on 30 June 2011. The Meeting noted that conclusions 1/1 – 1/5 had been completed and conclusion 1/6 was superseded by a new conclusion adopted by the Meeting under Agenda Item 7.3 as included in section 7.3 of this report.

2.1.2 In relation to Conclusion 1/3 – *Detection of Passengers with Suspicious Behaviour Course*, the Meeting noted the action taken as reported by ICAO and considered that while the AVSEC Panel was considering this matter further, the AVSEC/FAL/RG agreed that the course as developed by Chile could be conducted in the regions; the Meeting therefore adopted the following conclusion:

Conclusion 2/1 ICAO/LACAC “Detection of Passengers with Suspicious Behaviour Course” Workshop

That in order to further develop the course material and prepare instructors:

- a) ICAO/LACAC organize a bilingual ICAO/LACAC “*Detection of Passengers with Suspicious Behaviour Course*” Workshop in Lima, Peru, during the first semester of 2013;
- b) LACAC translate the course material into English and provide English/Spanish simultaneous interpretation for the workshop;
- c) Chile provide a facilitator to conduct the workshop;
- d) the European Civil Aviation Conference (ECAC) be invited to contribute its experience on the subject; and
- e) OAS-CICTE consider sponsoring fellowships for State participants to attend the event.

2.1.3 The Secretariat presented WP/18 on the ICAO/LACAC Regional Facilitation Seminar/Workshop held in Santiago, Chile, from 20 to 22 March 2012. The Meeting reviewed the conclusions as agreed by the seminar participants and as a result, seminar conclusion numbers 8, 9 and 13 were adopted as follows:

Conclusion 2/2 Update of ICAO Facilitation Publications

That ICAO expedite the revision of out-of-date facilitation related publications, in particular, Circular 274 — *Access to Air Transport by Persons with Disabilities*, Doc 9249 — *Dynamic Flight-related Public Information Displays*, and Doc 9636 — *International Signs to Provide Guidance to Persons at Airports and Marine Terminals*.

Conclusion 2/3 Correction of ICAO Annex 9 and Facilitation Manual (Spanish versions)

That ICAO correct the Spanish versions of Annex 9, Chapter 8, Part H, and the Facilitation Manual (Doc 9957) Chapter 8, Part 8.9, regarding “*Personas con impedimentos*” and use the terminology “*Personas con discapacidad*” contained in the International Convention on the Rights of Persons with Disabilities signed on 13 December 2006 (updated in 2008).

Conclusion 2/4 States national legislation and regulations for unruly or disruptive behaviour in aviation facilities and on board aircraft

That States are encouraged to update their legislation and regulations in order to establish legal implications and include clear processes for handling unruly passengers or disruptive behaviour in aviation facilities and on board aircraft.

2.1.4 In relation to Conclusion 6 from the FAL seminar, the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) has informed the Secretariat that the terms “isolation” and “quarantine” are defined by the World Health Organization in the International Health Regulations (2005); therefore, if these terms are used in ICAO Facilitation publications, the same definitions should be utilized to ensure harmonization and consistency with the application and understanding of the terms.

2.2 Report on LACAC FAL/AVSEC Decisions Harmonization and Consolidation Project

2.2.1 Dominican Republic presented WP/03 on the Harmonization and Consolidation of LACAC FAL/AVSEC Decisions and the proposed modification and update of LACAC resolutions and recommendations. The Meeting recognized the work developed by the members of this project and agreed that Dominican Republic should continue working on the update of the “*Guidance text on Organic Regulation for the operation of National and Airport Facilitation Committees.*”

2.2.2 Regarding the “*Measures to Prevent and Control Illicit Drug Traffic in Air Transport,*” it was clarified that this sensitive issue should be coordinated with the appropriate authorities responsible for the control of drug trafficking within each State and that clear responsibility regarding this issue be established, including the appropriate aviation security authorities. It was also highlighted that screening for narcotics and aviation security should not be combined.

Agenda Item 3 Global and Regional Developments

3.1 Joint Statement of the Regional Conference on Aviation Security

3.1.1 The Secretariat presented WP/04 on the results on the NAM/CAR/SAM Aviation Security Regional Conference, where 20 States/Territories from these regions met in Caracas, Venezuela, on 7 and 8 February 2012. It was informed that the Conference recognized that risks to the security of international air transport must be addressed by proactive and holistic means in order to successfully detect threats, prevent unlawful interference, ensure timely response to attacks when they occur, and ensure air transport system resilience.

3.1.2 The Conference also discussed aviation security developments at the global, regional and State levels, and considered progress toward strengthening aviation security in accordance with the Declaration on Aviation Security, adopted unanimously by the 37th Session of the ICAO Assembly, with particular focus on the implementation challenges and opportunities facing States, as well as opportunities for greater cooperation for the purpose of enhancing security.

3.1.3 The Conference considered several critical aviation security priorities and issues and agreed on collective actions to be taken regarding risk-based measures, information sharing, technical assistance, new technologies, air cargo security, insider threats, sustainable security measures, travel document security, and aviation security training.

3.1.4 The Meeting was informed that the AVSEC Regional Conference also recognized the action plan and the work programme of the ICAO/LACAC NAM/CAR/SAM AVSEC/FAL/RG in the Joint Statement of the Regional Conference on Aviation Security as indicated in the following extract: *“We recognized the action plan developed by the Aviation Security and Facilitation Regional Group in May 2011 which fosters the implementation of harmonized aviation security in the region in cooperation with the Latin American Civil Aviation Commission and ICAO.”*

3.1.5 The Meeting encouraged appropriate aviation security authorities to support their aviation security administrations with resources, funds and personnel to fulfil the international commitment for the benefit of their own national security system and to strengthen civil aviation security in the NAM/CAR/SAM regions.

3.2 Annex 17, AVSEC Panel, AVSEC Manual, USAP

3.2.1 The Secretariat presented WP/05 on Key Policy Developments of the ICAO Aviation Security Programme, highlighting the importance of ministerial level participation by the Member States in the High-level Conference on Aviation Security from 12 to 14 September 2012, and current developments related to: Amendment 13 to Annex 17; guidance material; the checkpoint of the future; the enhancement of global air cargo security; screening of persons other than passengers; and liquids, aerosols and gels. The Meeting noted the developments on these subjects and supported promotion of ministerial level participation from the Member States at the High-level Conference on Aviation Security and therefore adopted the following conclusion:

Conclusion 2/5 High-level Conference on Aviation Security

States/Territories are urged to attend and ensure ministerial participation at the global High-level Conference on Aviation Security to be held at ICAO Headquarters in Montreal, Canada, from 12 to 14 September 2012.

3.3 Annex 9, FAL Panel, Facilitation Manual

3.3.1 The Secretariat presented WP/06 on ICAO Facilitation Programme Developments regarding Advance Passenger Information (API) and the more sophisticated form of API - interactive API (iAPI) system that is being deployed to address the needs of aviation security, immigration and customs authorities, which reduces the exposure of aircraft operators to penalties associated with transporting inadmissible passengers in addition to permitting efficient border clearance at the destination.

3.3.2 ICAO urged States to ensure adherence to international standards for API transmission through State letter EC6/3-11/76 dated 5 December 2011, Implementation of Standard 3.47 of Annex 9 – *Facilitation*.

3.3.3 With regard to the proposal to amend Appendix 13 to Annex 9 (Public Health Passenger Locator Form), a new form has been developed and forwarded in State letter EC 6/3-12/14, dated 17 February 2012, to replace the existing document and enhance data sharing and efficiency of response by public health authorities in the event of a public health emergency of international concern, such as a pandemic or large-scale epidemic. The proposal for Amendment 23, incorporating these comments, will be forwarded by the Air Transport Committee for the Council consideration in June 2012.

3.3.4 The Meeting noted that all States, whether members or not, are invited to participate in the 7th Meeting of the FAL Panel (FALP/7) to be held from 22 to 26 October 2012, when the iAPIS, Passengers Name Registration (PNR) and the report of the Passengers with Disabilities Group will be considered.

3.3.5 The Meeting was informed that the Spanish version of the Facilitation Manual (Doc 9957) was published in December 2011.

3.3.6 In response to a consultation by the Dominican Republic, the Secretariat suggested that all sensitive or confidential API and/or PNR information should be transmitted via UN/EDIFACT procedures, avoiding public networks, and that bilateral or multilateral agreements could be considered to protect such information among the parties involved.

Agenda Item 4 Aviation Security (AVSEC)

4.1 Report on the Quality Control/Oversight System Project

4.1.1 Venezuela, on behalf of the coordinator for the project, Brazil, who was unable to attend the meeting, presented WP/07 and its Appendix, which provided a methodology for the application of effective quality control tools and proposed that a study be conducted for the development of AVSEC information forms that provide all critical information necessary for the periodic and simplified evaluation of any organization regulated by the State dealing with aviation security. The Meeting recognized the good work accomplished in preparing this working paper. It was considered beneficial to add information on how to decide on the appropriate frequency of quality control activities and that it should be based on risk analysis. Similarly, it was recommended that the project continue its work in order to develop the additional guidance material.

4.2 Report on the Communications/Information Exchange Project

4.2.1 Venezuela, thanking the other States that contributed to the project for their support, presented WP/08 and its Appendices, reporting on the progress of the Communications/Information Exchange Programme and the aviation security information exchange and protection project, urging all States to update the AVSEC/FAL/RG Secretariat regarding any changes to the Point-of-Contact list. The Meeting noted the progress made with providing guidance material related to the handling of sensitive security information and the Model Agreement on the Functional Protocol for the Sharing of Aviation Security Information.

4.2.2 As a result of the interventions by LACAC and other States, Venezuela clarified, in accordance with paragraph 4.3 of the working paper, that the intent of the paper and its Appendix C was to facilitate bilateral and multilateral agreements. However, it added that it would be necessary to review the documents to clarify any inconsistencies and ensure that these tools serve to facilitate either possibility. The Meeting agreed that the multilateral agreement was an important tool and LACAC informed that it had a mechanism by which it could facilitate the bilateral and multilateral agreement process.

4.2.3 The Secretariat indicated that it would distribute the guidance material to all States in the region to obtain their comments on the applicability of this material to bilateral and multilateral agreements. The Meeting considered the project complete and adopted the following conclusion:

Conclusion 2/6 Agreement on the Functional Protocol of the Aviation Security Information Exchange System between States

That the Secretariat will circulate the model “Agreement on the Functional Protocol for the Exchange System of Aviation Security Information between States” to States/Territories for review and comments to be received within three months from the date of the letter, and for implementation consideration, with appropriate modifications, in bilateral and/or multilateral contexts.

4.3 Report on the Regional Threat Level Project

4.3.1 Chile presented WP/09, which proposed the acceptance of the attached Manual for Threat Assessment and Risk Management Methodology and that ICAO develop a Threat Assessment and Risk Management course or workshop for aviation security specialists across the NAM/CAR/SAM regions to be delivered through the existing Aviation Security Training Centres in these regions. ICAO confirmed that a Risk Management Course was being developed and that ICAO would consider the contents of this Manual. However, it also informed the Meeting that the Threat and Risk Working Group of the ICAO Aviation Security Panel was developing a “Risk Context Statement,” which will be presented to the High-level Conference on Aviation Security in September 2012 that will also address this subject.

4.3.2 The Meeting representatives indicated that it would be beneficial if the work of the Threat and Risk Working Group could be shared with the AVSEC/FAL/RG to ensure that the manual is consistent with developments at the global level. In this regard, the draft of the first global Risk Context Statement, which provides an overview of security threats, risks, and vulnerabilities to aviation, prepared by the AVSEC Panel Working Group on Threat and Risk describing the global terrorist risk facing aviation and the general threat and risk situation, was shared with the Regional Group.

4.3.3 The Secretariat suggested, and the Meeting agreed, that the manual be approved by the AVSEC/FAL/RG as it is sufficiently mature, and when information is available from the Threat and Risk Working Group, that it be incorporated into the manual in order to ensure consistency with international guidance. The United States kindly committed to translate the Manual on Threat Assessment and Risk Management Methodology and Risk Matrix into English, which will be circulated to non-Spanish language States, once available; it is expected one month after the Meeting. The Meeting considered the project complete and adopted the following conclusion:

Conclusion 2/7 Manual on Threat Assessment and Risk Management Methodology and Risk Matrix

That:

- a) ICAO review and consider the “*Manual on Threat Assessment and Risk Management Methodology and Risk Matrix*” prepared by Chile in the development of an ICAO Threat Assessment and Risk Management Course; and
- b) United States translate the manual by **18 June 2012**.

Agenda Item 5 Facilitation (FAL)

5.1 Report on the Machine Readable Travel Documents/Biometric Identification Project

5.1.1 The Dominican Republic presented WP/11 regarding the progress of the Machine Readable Travel Documents/Biometric Identification Project. Due to the fact that very few survey responses were received from NAM/CAR/SAM States/Territories (5 States – 15%), as coordinator of this project, the Dominican Republic requested to extend the deadline for States to submit the completed questionnaire and to analyze the responses received.

5.1.2 The Secretariat requested participants to take this important questionnaire into consideration and an extension period was approved by the Meeting. In order to facilitate the process, the Secretariat uploaded the questionnaire and the State letters issued by the ICAO NACC and SAM Regional Offices to NAM/CAR/SAM States in January 2012 on the Meeting web page.

5.1.3 The Meeting requested that the Secretariat reissue the January 2012 State Letter with a one month response deadline for the Secretariat to receive the completed questionnaire from States.

5.2 Report on the Handling of Persons with Disabilities Project

5.2.1 In regard to the Handling of Persons with Disabilities Project, the Coordinator, Chile, presented the developments on this issue. Two separate working papers were presented: WP/12 to update the former LACAC FAL/AVSEC Group on Recommended Criteria and WP/15 providing a Manual for Handling Passengers with Disabilities.

5.2.2 The Meeting agreed on the need to translate this document into English, which LACAC offered to undertake. The Secretariat will send the English version of the manual to English speaking States for review, comments and use as appropriate.

5.2.3 The Meeting also agreed that the Manual should be revised to use the Spanish terminology from the *International Convention on the Rights of Persons with Disabilities*, updated in 2008.

5.2.4 The project tasks cannot be considered complete until a guidance manual is established that is sufficiently broad and implementable within the regions so that passengers with disabilities may have relatively standardized levels of service within the regions. In addition, the proposed procedure for “Screening Procedure for Passengers with Disabilities” should be revised. The Meeting also proposed that an advisory or information circular on the rights of passengers with disabilities be disseminated. Therefore, the Meeting agreed to extend the project.

Agenda Item 6 Aviation Security (AVSEC) and Facilitation (FAL)

6.1 Report on the Cargo Security Project

6.1.1 The United States presented WP/10, on the Draft National Air Cargo Security Programme on behalf of Argentina who could not be present at the meeting. The United States also offered to translate this document within one month after the meeting. The representative for this project requested comments from the representatives to improve the draft programme. The Secretariat agreed to circulate the document to States/Territories for review and comments to be received within two months from the date of circulation.

6.1.2 Chile mentioned that there were two presentations from the seminar on cargo security that were presented by Chile and IATA. Chile suggested that additional work is required to complete the Draft National Air Cargo Security Programme and that the aforementioned presentation could be considered by the project in the revision. The Meeting agreed and invited Chile and IATA to participate in the project's future activities.

6.2 Report on the FAL/AVSEC Equipment Acquisition Project

6.2.1 The AVSEC/FAL/RG Chairperson presented WP/13 on behalf of Paraguay, coordinator for the FAL/AVSEC Equipment Acquisition Project. The Chairperson thanked Brazil, the Dominican Republic and the United States for their support with the preparation of this document and requested the Meeting to analyze the basic template of parameters to be considered by States in the acquisition of AVSEC-FAL equipment.

6.2.2 The Dominican Republic stated that the original LACAC project included a form, which has been improved by this project, and that only two States had responded to the original questionnaire, the Dominican Republic and Peru.

6.2.3 The Secretariat agreed to circulate the new form to States/Territories, with a 30-day deadline to provide responses. States were urged to provide with their replies in order to accomplish this objective.

6.2.4 The Meeting also recalled the related seminar conclusion, which was adopted as follows:

Conclusion 2/8 AVSEC Equipment Maintenance Training

That assistance with training for aviation security equipment maintenance be available through bilateral and/or multilateral arrangements for sharing technical resources, possibly coordinated by CASSOS, COCESNA and/or LACAC.

Agenda Item 7 Training, Cooperation and Assistance

7.1 Report on Personnel Qualifications, Training & Human Factors Projects

7.1.1 Certification

7.1.1.1 Jamaica presented WP/14, which proposed a process to assist States with implementing Screener Certification Programmes focusing first on those States wishing to certify non-government screening entities. Meeting participants raised the concern of high turnover rates for screeners stemming from various factors including salary scales and working conditions and suggested that the screener certification programme should also consider additional State guidance to address this issue. ICAO agreed that this is an important issue, yet it is not directly related to the certification process as this process aims to validate qualifications. It further recommended that this issue should be raised in National Civil Aviation Security Committees and that national requirements could be established to address this issue.

7.1.1.2 Additional clarification was sought by the Meeting regarding the next steps in the process proposed by Jamaica. It was agreed that Jamaica would develop a workshop that would be delivered once in English and once in Spanish and that they would identify States interested in participating in these workshops. ICAO agreed to translate the National Screeners Certification Implementation Process into Spanish.

7.1.2 Prioritize needs for ICAO training / Review and research legislation for personnel certification

7.1.2.1 Venezuela presented WP/19, which proposed a tool that could be used to assist inspectors and auditors in evaluating the performance of instructors. The Meeting recognized the value of this tool and added that this guidance should also encourage inspectors or auditors responsible for assessing instructors to also receive instructor training so as to permit them to better assess the instructors. The Meeting also recommended that the tool developed and presented by Venezuela be considered by the project on certification.

7.2 ICAO ISD-SEC Update

7.2.1 The Secretariat presented WP/16 on the Implementation Support and Development-Security (ISD-SEC) Programme activities over the last year and described progress made to implement the ICAO Aviation Security Assistance and Capacity Building Strategy. The Meeting supported the work being accomplished by the ISD-SEC Section and agreed to continue their support of regional assistance and training activities through the participation of its personnel in ICAO-sponsored activities. The Meeting also noted the assistance coordination that is offered by the LACAC horizontal cooperation mechanism. Following an intervention, ICAO clarified that Aviation Security Training Packages (ASTPs) can be used as standalone training; however, this does not mean that States can send their staff to courses offered regionally in lieu of their own training requirements. Also, ASTPs need to be modified to reflect national policies and requirements and included in the National Civil Aviation Security Training Programme if they are going to be used within a State's training programme.

7.2.2 The Meeting also recalled the related seminar conclusion, which was adopted as follows:

Conclusion 2/9 Aviation Security Assistance

That State authorities, airports and other service providers are invited to request ICAO or LACAC assistance with the implementation of aviation security provisions, including potential ICAO technical cooperation or LACAC horizontal cooperation projects, by contacting the ICAO Regional Offices or the LACAC Secretariat Office, respectively.

7.3 Coordination and cooperation mechanisms

7.3.1 The Secretariat presented WP/17, which proposed the development of a coordination mechanism for aviation security assistance activities with a view to reduce duplication of efforts. The United States requested a small correction in paragraph 2.5 item c) of the working paper since they do not provide funding for assistance activities. After a thorough debate, the Meeting concluded that a restricted database should be developed for the sharing of training activities being conducted in the NAM/CAR/SAM regions, using as a template the ISDAL database used by the Ad-Hoc Group on Partnership in AVSEC Capacity Building. It was agreed that the Secretariat develop the proposed structure and mechanism. The Meeting therefore adopted the following conclusion to replace previous conclusion 1/6:

Conclusion 2/10 Coordination between States and Organizations providing AVSEC Training Assistance

That:

- a) States and organizations providing AVSEC training assistance to States/Territories are urged to improve coordination to avoid the duplication of assistance provided and thereby ensure efficient use of resources to achieve the most effective provision of assistance for the benefit of States to meet their requirements; and
- b) ICAO develop a regional AVSEC training assistance information sharing database for donors and recipient States/Territories, including the associated user protocol, and circulate the proposal to States/Territories/Organizations for review and comments by **31 August 2012**.

7.3.2 The Meeting also recalled the AVSEC Seminar conclusion related to OAS fellowships for attendance at ICAO AVSEC training courses/workshops. ICAO and States/Territories expressed appreciation for the significant contribution of OAS-CICTE in providing fellowships to States for attendance at ICAO AVSEC training events. A conclusion was adopted as follows:

Conclusion 2/11 OAS-CICTE Fellowships for ICAO AVSEC Training

That:

a) States are urged to:

- take advantage of the fellowships offered and utilize the national point-of-contact network for requests;
- provide OAS-CICTE with evaluation reports on courses attended using OAS-CICTE fellowships;
- inform OAS-CICTE of any cancellation before the purchase of the air ticket or two weeks before the course; and

a) OAS-CICTE is urged to consider:

- using the ICAO course evaluation forms; and
- posting information on the fellowship process on their web.

Agenda Item 8 **Terms of Reference and Work Programme**

8.1 Based on the Meeting's deliberations and agreements, the Terms of Reference, Work Programme and Projects were updated as presented in the **Appendix** to this section of the report.

**TERMS OF REFERENCE, WORK PROGRAMME AND PROJECTS FOR THE
ICAO/LACAC NAM/CAR/SAM AVIATION SECURITY
AND FACILITATION REGIONAL GROUP
(AVSEC/FAL/RG)**

1. Establishment

1.1 Addressing the following meetings and agreements:

- First Meeting of the Regional Aviation Security and Facilitation Group – Pan America (AVSEC/FAL/RG-PA/1) (Port-of-Spain, Trinidad and Tobago, 12 to 14 May 2010);
- Third Meeting of the LACAC GRUFAL/AVSEC (Montevideo, Uruguay, 5 to 6 July 2010);
- Agreement from the LXXIX LACAC Executive Committee (Mexico City, Mexico, 31 August to 1 September 2010);
- Memorandum of Cooperation between ICAO and LACAC providing a framework for enhanced cooperation (Montreal, Canada, 27 September 2010);
- Resolution 19/5 of the Latin American Civil Aviation Commission XIX Ordinary Assembly (LACAC) (Punta Cana, Dominican Republic, 1 to 5 November 2010); and
- First Meeting of the Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) (Asuncion, Paraguay, 25 to 27 May 2011);

in accordance with the Declaration on Aviation Security and the ICAO Comprehensive Aviation Security Strategy (ICASS) adopted during the 37th Session of the ICAO Assembly, in the spirit of the Joint Declaration on Civil Aviation Security for the Americas adopted during the High-Level Ministerial Meeting held in Mexico in February 2010 whose objectives foster the improvement of consultation and cooperation, as well as to avoid duplication of efforts, promote and assist training activities and strengthen the coordination between LACAC and the ICAO Regional Offices, among others, ICAO and LACAC combined their respective AVSEC and FAL regional groups and established the ICAO/LACAC Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) for the ICAO North American (NAM), Caribbean (CAR) and South American (SAM) Regions.

1.2 The Joint Statement of the Regional Conference on Aviation Security of Caracas, Venezuela, dated 8 February 2012 includes the following: *“We recognized the action plan developed by the Aviation Security and Facilitation Regional Group in May 2011 which fosters the implementation of harmonized aviation security in the region in cooperation with the Latin American Civil Aviation Commission and ICAO.”*

1.3 The AVSEC/FAL/RG will report on its activities and results to the Directors of Civil Aviation and the appropriate aviation security authority, if different, in States and Territories of the NAM/CAR/SAM Regions. ICAO and LACAC will process the reports using their respective Secretariat and Governing Body mechanisms, as appropriate, taking into consideration the minimization of any duplication for those States, which are members of LACAC.

2. AVSEC/FAL/RG Membership

2.1 AVSEC/FAL/RG Members

Representatives and alternates may be nominated by the following:

ICAO member States and Territories of the NAM/CAR/SAM Regions:

Anguilla	Guyana
Antigua and Barbuda	Haiti
Argentina	Honduras
Aruba	Jamaica
Bahamas	Mexico
Barbados	Montserrat
Belize	Netherlands (for Bonaire, Sint Eustatius and Saba Islands)
Bermuda	Nicaragua
Bolivia	Panama
Brazil	Paraguay
British Virgin Islands	Peru
Canada	Saint Kitts and Nevis
Cayman Islands	Saint Lucia
Chile	Saint Vincent and the Grenadines
Colombia	Sint Maarten
Costa Rica	Suriname
Cuba	Trinidad and Tobago
Curaçao	Turks and Caicos
Dominican Republic	United Kingdom
Ecuador	United States
El Salvador	Uruguay
France (for French Antilles and French Guiana)	Venezuela
Grenada	
Guatemala	

International Organizations:

ACI	IATA
ALTA	IDB
CANSO	IFALPA
CASSOS	IFATCA
COCESNA (ACSA)	OAS CICTE
ECCAA	

A Chairperson and Vice-Chairperson will be elected by the group from the representatives of States present at the meeting when the election is held, each representing States to ensure that together they cover the NAM/CAR and SAM regions, English and Spanish languages, and AVSEC/FAL expertise, for a period of 3 years.

2.2 *AVSEC/FAL/RG Participants*

Participation may be invited from the following:

- States and Territories from other Regions
- Other international, regional, national and security organizations, bodies and agencies (e.g., ECAC)
- Aircraft operators
- Air Navigation Service Providers
- Airport operators
- ICAO Aviation Security Training Centres in the NAM/CAR/SAM Regions

3. Secretariat

3.1 The Secretariat will be provided by ICAO and LACAC. Within ICAO, the Secretariat will be led by the NACC and SAM Regional Offices coordinated by the Regional Officers, Aviation Security for the NAM/CAR and SAM Regions, and supported by the ICAO Headquarters Aviation Security Branch.

4 Strategy

4.1 Emphasize the importance of aviation security amongst States and stakeholders.

4.2 Promote compliance with security provisions and aviation security oversight capability of States.

4.3 Promote the sharing of information amongst States to raise awareness of threats and aviation security trends.

4.4 Promote mutual recognition of aviation security processes.

5. Objectives

5.1 Enhance the security and facilitation of air transport operations, aircraft, civil aviation installations, personnel and travelling public, and discourage and diminish the potential for unlawful interference and acts against civil aviation.

5.2 Improve regulation and enforcement of aviation security provisions by appropriate authorities at the national level, and security arrangements and implementation capability at international airports in the States.

5.3 Develop a regional aviation security structure or entity for regional cooperation and coordination in aviation security assistance for States.

5.4 Establish a regional mechanism that allows having “common application” guidelines of Annexes 9 and 17, paying special attention to the generation of a regional policy for the organization, application and compliance of international standards of the National Committees and Facilitation and Security Airport Committees.

5.5 Strengthen the coordination, cooperation and exchange mechanisms of information, experiences, procedures and best practices in aviation security and facilitation among States; strengthen the AVSEC and FAL oversight systems on behalf of States competent Authorities, as well as the harmonization of FAL/AVSEC training programmes and policies on the basis of individual needs in each region.

5.6 Develop training guidelines to maintain AVSEC/FAL balance and a proper methodology that allows States to assess and define threat levels and its harmonization whenever the circumstances permit.

5.7 Develop a cooperation policy, oriented to the compliance of standards contained in Annex 9 – *Facilitation* on the implementation of machine readable travel documents (MRTDs).

5.8 Look for intraregional support alternatives to harmonize effective and efficient implementation of AVSEC and FAL standards in each State.

5.9 Identify financial and in-kind contributions from multinational and bilateral partners/donor States/Organizations to provide assistance to States with aviation security provision implementation.

5.10 Enhance awareness of the AVSEC profession.

6. Activities

6.1 Provide a forum for discussion, coordination and cooperation of aviation security and facilitation issues amongst the States, partners, and stakeholders; exchange of relevant information; and threat and risk assessment.

6.2 Review analyses of regional trends in security and facilitation deficiencies and develop harmonized regional action plans for their resolution.

6.3 Promote and provide a mechanism for regional coordination and cooperation amongst State aviation security and facilitation authorities, international organizations, regional oversight bodies and industry.

6.4 Share ‘best practices’ amongst States and utilize the capacity available in some States/Administrations to assist others.

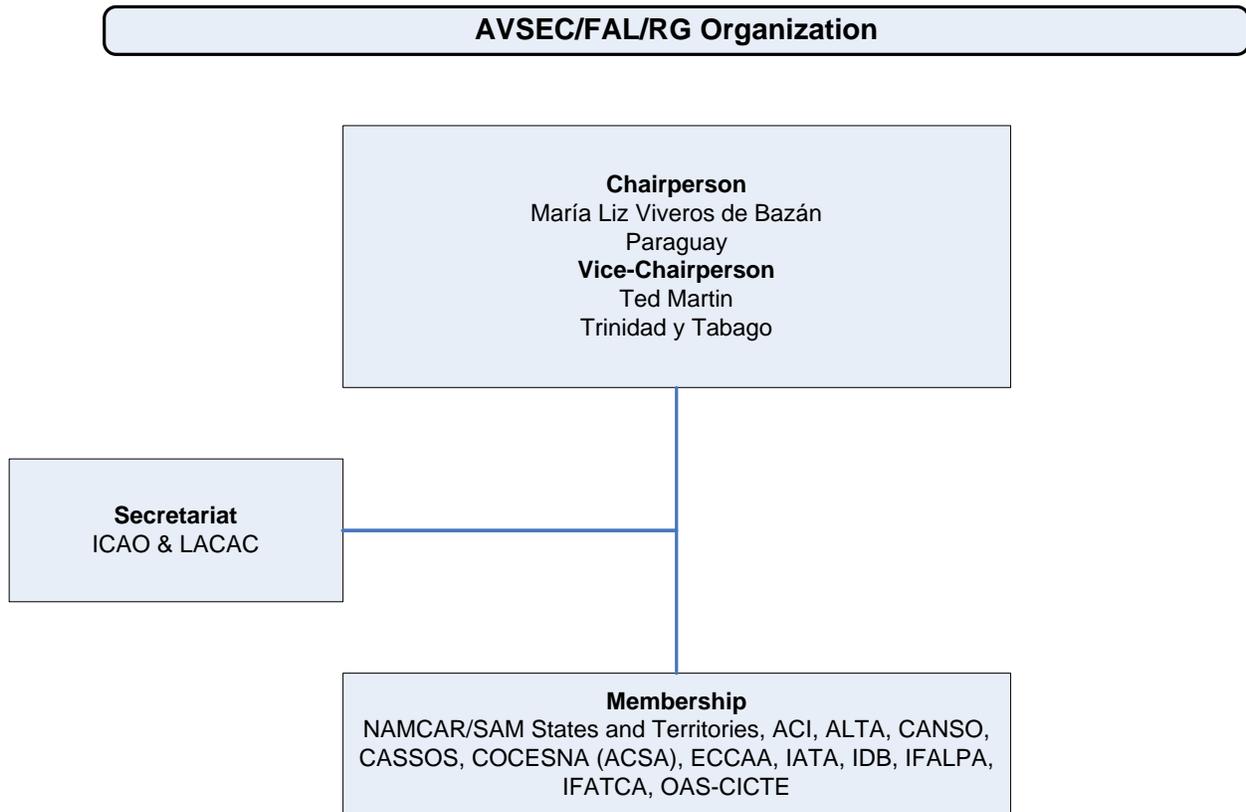
6.5 Options available for providing assistance to and cooperation between States include the following:

- Direct bilateral and multilateral agreements between States
- Horizontal cooperation facilitated by the LACAC Secretariat
- ICAO Regional Offices with the support of and in coordination with the Implementation Support and Development – Security Section and the Technical Cooperation Bureau
- Other international organizations and development agencies

7. Documentation

7.1 Documentation prepared and reviewed by the AVSEC/FAL/RG shall be available in both English and Spanish. Meeting documentation will be translated by the Secretariat adopting the applicable procedures and timelines established for all regional group meetings and specified in the meeting invitation letters. Documentation produced by the AVSEC/FAL/RG programmes and projects, additional to the working papers, including appendices thereof, will be translated by the member States/Organizations of the project that has produced the documents for review by the AVSEC/FAL/RG. If the project members are unable to identify a resource to perform the translation, the State coordinator of the project will inform the Secretariat in a timely manner in order to examine alternative options to complete the translation. The Secretariat will process documentation and make it available on the corresponding web site no later than one week prior to the commencement of the meeting. This requires States/Organizations to submit working papers requiring translation to the Secretariat no later than one month prior to the commencement of the meeting.

8. Organization



9. Work Programmes and Projects

9.1 The Work Programmes and Projects are presented in the following table.

AVSEC/FAL/RG/2
Appendix to the Report on Agenda Item 8

WORK PROGRAMMES & PROJECTS / PROGRAMAS Y PROYECTOS DE TRABAJO

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
AVSEC							
Quality Control - Oversight System / Control de Calidad - Sistema de Vigilancia	<p>Sustainable and standardized regional quality control system</p> <p>Sistema de control de calidad regional sostenible y estandarizado</p>	<p>That States be able to ensure effectiveness of their National Security Programmes and their regulations, and identify all security measure aspects that could require changes, in a permanent and sustainable manner.</p> <p>Que los Estados puedan asegurar la eficacia de sus Programas Nacionales de Seguridad y sus reglamentos e identificar todos los aspectos de las medidas de seguridad que podrían requerir cambios, de manera permanente y sostenible.</p>	<p>1. Create a form for the survey to the States on the status of implementation of the AVSEC quality control system, 2. Evaluate the survey results and analyze the most adequate systems to be used as reference in the group's proposal. 3. Develop the Reference guideline for the implementation of quality control effective tools application methodology.</p> <p>1. Crear un formulario y llevar a cabo una encuesta a los Estados sobre el status del implementación de un sistema de control de calidad AVSEC; 2. Evaluar los resultados de la encuesta y analizar los sistemas más adecuados para utilizar como referencia en la propuesta del grupo. 3. Desarrollar la Guía de Referencia para implementación de una metodología de aplicación de herramientas eficaces de control de calidad.</p>	<p>Reference guideline for the implementation of quality control effective tools application methodologies, based on a risk management concept.</p> <p>Development of the AVSEC information sheet that comprises all critical information necessary to the periodic and simplified evaluation of any organization regulated by the State regarding AVSEC.</p> <p>Guía de referencia para implementación de una metodología de aplicación de herramientas eficaces de control de calidad, basado en un concepto de gerenciamiento del riesgo.</p> <p>Desarrollo de los formularios de declaración que contemple las informaciones críticas y necesarias para la evaluación periódica y simplificada de una entidad reglamentada por el Estado con respecto a la seguridad de la aviación</p>	Brazil/Brasil	Ecuador Panama Venezuela	<p>May 2013</p> <p>Mayo 2013</p>
	<p>Memorandum of Understanding (MoU) for the mutual recognition of aviation security measures between States</p> <p>Memorando de Acuerdo (MoU) para el reconocimiento mutuo de las medidas de seguridad de la aviación entre los Estados</p>	<p>Review the challenges associated with implementing one-stop security agreements and validation processes</p> <p>Revisar los retos asociados con la implementación de acuerdos únicos de seguridad y con el proceso de validación</p>	<p>Review Appendix 28 of the ICAO Aviation Security Manual (Doc 8973, 8th Ed.) - Model Memorandum of Understanding (MoU) for the mutual recognition of aviation security measures between States and consider feasibility for application in the region in both bilateral and multilateral contexts.</p> <p>Revisar el Apéndice 28 al Manual de Seguridad de la Aviación de la OACI (Doc 8973, 8ª Edición) – Modelo del Memorando de Acuerdo (MoU) para el reconocimiento mutuo de las medidas de seguridad de la aviación entre los Estados y considerar la factibilidad de aplicación en la región en los contextos bilaterales y multilaterales.</p>	<p>Working Paper presenting conclusions and recommendations resulting from the study to the AVSEC/FAL/RG/3 meeting</p> <p>Nota de Estudio presentada a la reunion AVSEC/FAL/RG/3 con las conclusiones y recomendaciones resultando del estudio.</p>	Trinidad & Tobago	Costa Rica Honduras Suriname Trinidad & Tobago ECCAA	<p>May 2013</p> <p>Mayo 2013</p>

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Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
FAL							
MRTD / DVLM	<p>Implementation of Standards and Recommended Practices contained in Annex 9 regarding machine readable travel documents (MRTD)</p> <p>Implementación de las normas y métodos recomendados del Anexo 9 en lo relacionado a los documentos de viaje de lectura mecánica (DVLM).</p>	<p>Unify State compliance with Standard 3.10 of Annex 9 and Doc 9303 on MRTD</p> <p>Unificar el cumplimiento por parte de los Estados, de la norma 3.10 del Anexo 9 y del Doc 9303 sobre DVLM.</p>	<p>Communications will be carried out by e-mail in order to exchange ideas on:</p> <p>(1) the need to respond the survey by those States who have not done so. (2) Verify the implementation of the project. (3) Verify which States are available to collaborate with those States who require it through the Secretariat.</p> <p>Las comunicaciones se efectuarán mediante correo electrónico, a fin de realizar el intercambio de ideas respecto de:</p> <p>(1) la necesidad de respuesta de la encuesta, por parte de aquellos países que no han contestado. (2) Verificar la implementación del proyecto. (3) Verificar cuales Estados están disponibles para colaborar con aquellos Estados que así lo requieran a través de la Secretaría.</p>	<p>Standard compliance.</p> <p>Cumplimiento de la norma.</p>	Dominican Republic / República Dominicana	Brazil / Brasil Chile Paraguay	<p>July 2012</p> <p>Julio 2012</p>
<p>Handling of Persons with disabilities /</p> <p>Tratamiento personas con discapacidad</p>	<p>Propose recommendation</p> <p>Proponer recomendación</p>	<p>Increase awareness of the importance of handling persons with disabilities. Promote the issuance of standards for the handling of persons with disabilities in air transport</p> <p>Generar conciencia en la importancia del manejo de personas con discapacidades. Promover la generación de normas para el tratamiento de personas con discapacidad en el transporte aéreo</p>	<p>Review the recommendation proposal considering The Facilitation Manual</p> <p>Revisar la propuesta de recomendación considerando el Manual de Facilitación</p>	<p>Recommendation on handing persons with disabilities. Promote the dissemination of information through information material and signs.</p> <p>Guidance Manual on the Standard for the Air Transport of Passengers with Disabilities, Procedure for the Screening of Passengers with Disabilities, and Information Circular to communicate the rights of passengers with disabilities.</p> <p>Recomendación sobre el tratamiento de personas con discapacidad Promover la difusión de la información a través de material informativo y señalética.</p> <p>Manual Guía sobre la Norma para el Transporte Aéreo de Pasajeros con Impedimentos, Procedimiento para Inspección de Pasajeros con Impedimentos, y Circular de Asesoramiento o Informativa respecto a la difusión de los derechos de los pasajeros con impedimentos.</p>	Chile	Brazil / Brasil Ecuador Jamaica, Paraguay, United States / Estados Unidos	<p>July 2012</p> <p>Julio 2012</p>

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Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalización
National and Airport Facilitation Committee Comité Nacional y Aeroportuario de Facilitación	Guidance on National and Airport Facilitation Committee Orientación sobre el Comité nacional y aeroportuario de facilitación	Develop guidance for National and Airport Facilitation Committee Desarrollar orientación sobre el Comité nacional y aeroportuario de facilitación	Update the Guidance Manual on National and Airport Facilitation Committee Actualizar el manual de orientación sobre el Comité nacional y aeroportuario de facilitación	Revised Guidance Manual on National and Airport Facilitation Committee Manual de orientación sobre el Comité nacional y aeroportuario de facilitación revisado	Dominican Republic República Dominicana	Argentina Brazil / Brasil Chile Dominican Republic / República Dominicana Ecuador United States / Estados Unidos	May 2013 Mayo 2013
AVSEC/FAL							
Personnel Qualifications, Training & Human Factors / Calificaciones del Personal, Instrucción y Factores Humanos	Certification/ Certification	1. Certification of Screeners 1. Certificación de Inspectores	1a. Translate template and distribute 1b. Guidance/Policy Documents for Workshops 1a. Traducir la plantilla y distribuirla 1b. Orientación-Documentos de Política para Talleres	1a. Distribute Screener Certification Template 1b. 2 x Regional Workshops / (English/Spanish) 1a. Distribuir la Plantilla para Certificación de Inspectores 1b. 2 x Talleres Regionales (inglés/español)	Jamaica	Argentina Brazil / Brasil ECCAA Suriname / Suriname Trinidad & Tobago	1a. May 2012 (completed) 1a. Mayo de 2012 (finalizado) 1b. November 2012 to May 2013 1b. Noviembre de 2012 a mayo de 2013 2a. & 2b. May 2013 2a. & 2b. Mayo 2013
		2. Instructors 2. Instructores	2a. Provide Template for Instructor Certification Manual utilizing WP/18 (2011) & WP/19 (2012) 2a. Proporcionar Plantilla para el Manual de Certificación de Instructores utilizando la NE/18 (2011) y la NE/19 (2012)	Template Instructor/Student Manual Plantilla del Manual de Instructor/Estudiante	Jamaica	ECCAA Suriname / Suriname Trinidad & Tobago	a. January 2012 b. January 2012 c. May 2012 a. Enero 2012 b. Enero 2012 c. Mayo 2012
	Prioritize needs for ICAO training / Review and research the legislation for personnel certification Priorizar las necesidades para las capacitación de la OACI/ Revisar e investigar la legislación para certificación de personal	a. Identify training needs b. Identify the source of required training courses c. Identify requirements for qualifications for AVSEC personnel d. identify legislative and certification processes	a. Develop and distribute data collection forms to identify training needs. (6 – 8 weeks) b. Collate and analyze collected data to identify training requirements. (6 – 8 weeks) c. Confirm available sources for training programmes. (8 – 10 weeks) d. Confirm the certification process is in compliance with the requirements of ICAO / State (6 – 8 weeks)	a. Empirical data justifying the need for training b. Report detailing the findings of the survey in response to the certification process (3 – 4 months) Development of a Working Paper to be presented at the next AVSEC/FAL/RG Meeting	Jamaica	ECCAA Suriname / Suriname Trinidad & Tobago	May 2013 Mayo 2013
		a. Identificar las necesidades de capacitación b. Identificar los recursos para los cursos de capacitación requeridos c. Identificar los requerimientos de capacitación del personal AVSEC d. Identificar los procesos de legislación y certificación	a. Desarrollar y distribuir los formularios para recolección de información para identificar las necesidades de capacitación (6 – 8 semanas) b. Recopilar y analizar la información recogida para identificar los requerimientos de capacitación. (6 – 8 semanas) c. Confirmar los recursos disponibles de los programas de capacitación. (8 – 10 semanas) d. Confirmar que el proceso de certificación esté de acuerdo con los requerimientos de la OACI / Estado (6 – 8 semanas)	a. Información empírica justificando la necesidad de capacitación b. Informe detallando las conclusiones de la encuesta en respuesta a los procesos de certificación (3 – 4 meses) Desarrollo de una Nota de Estudio a ser presentada a la próxima Reunión AVSEC /FAL/RG	Jamaica	ECCAA Suriname / Suriname Trinidad & Tobago	May 2013 Mayo 2013

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
<p>Cargo Security / Seguridad de carga</p>	<p>Strengthen the security system used in cargo and mail transportation in Member States adapted to the facilitation Standards and Recommended Practices.</p> <p>Fortalecer el sistema de seguridad aplicados al Transporte de la Carga y Correo en los Estados miembros adecuado a las Normas y Métodos Recomendados de Facilitación.</p>	<p>Recommend measures and practices that States may adopt to:</p> <p>a) apply procedures to protect cargo and mail transport b) protect the chain c) promote a record of credited agents and known issuers</p> <p>Recomendar medidas y prácticas que podrían adoptar los Estados para:</p> <p>a) aplicar procedimientos que protejan el transporte de carga y correo. b) asegurar la cadena de suministro c) promover un registro de agentes acreditados y expedidores conocidos</p>	<p>a. Protect the infrastructure adaptation, develop and harmonize the standardized framework corresponding to each Member State b. Establish guidelines and criteria to incorporate the technology to allow the optimization the implementation of security measures in the prompt dispatch of cargo and mail c. Promote the development of certified canine unit equipment that allow cargo and mail inspection in acceptable times of dispatch</p> <p>a. Asegurar la adecuación de la infraestructura desarrollar y armonizar el marco normativo correspondiente a cada Estado miembro b. Establecer las pautas y criterios para incorporar la tecnología que permita optimizar la aplicación de medidas de seguridad con la velocidad en el despacho de la carga y correo c. Promover el desarrollo de equipos de unidades caninas certificadas que permita la inspección de la carga y correo en tiempos aceptables de despacho</p>	<p>Development of a document to provide guidance to Member States and contribute to the implementation of its national security programmes for cargo and mail.</p> <p>Desarrollo de un documento que oriente a los Estados Miembros y contribuya a implantación de sus programas nacionales de seguridad para la carga y correo.</p>	<p>Argentina</p>	<p>Chile Paraguay United States / Estados Unidos IATA</p>	<p>May 2013 Mayo 2013</p>
<p>FAL/AVSEC equipment Acquisition / Adquisición Equipos FAL/AVSEC</p>	<p>Cooperation to define the advantages of FAL/AVSEC equipment at the time of purchase.</p> <p>Cooperación para definir las ventajas de los equipos FAL/AVSEC al momento de adquisición.</p>	<p>Depreciation of equipment Cost advantage List of equipment companies Prioritize the use of mechanical reading in personal identifications. Establish technical parameters necessary for the assessment of equipment.</p> <p>Amortización de los equipos. Ventajas en el costo. Lista de empresa de equipos. Priorizar la lectura mecánica en las cédulas de identidad. Establecer los parámetros técnicos necesarios para evaluación de los equipos</p>	<p>a. Market investigation b. Price analysis c. Difference in brands and deliveries d. Preparation of questionnaires for States who use personal identifications as MRTD. e. Prepare surveys that use MRTD.</p> <p>a. Investigación en el mercado b. Análisis de precios c. Diferencias de marcas y entregas. d. Elaboración de cuestionarios para Estados que utilizan cédulas de identidad como DVLM. e. Elaborar encuestas que utilizan DVLM.</p>	<p>a. Provide States with updated guidance on last generation equipment. b. Provide States with parameters to be considered to purchase AVSEC-FAL equipment. c. Regional use of personal identifications as MRTD.</p> <p>a. Proveer a los Estados guías actualizadas de equipos de última generación b. Proveer a los Estados los parámetros a ser considerados en la adquisición de los equipos AVSEC-FAL c. Utilización a nivel regional del CI como DVLM</p>	<p>Paraguay</p>	<p>Argentina Brazil / Brasil Dominican Republic / República Dominicana United States / Estados Unidos</p>	<p>August 2012 Agosto 2012</p>

Agenda Item 9 Other Business

9.1 Next meeting host State and planned dates

9.1.1 The Chairperson invited the Meeting to discuss the venues for future annual meetings. In response, Suriname confirmed its previous offer to host the next meeting in May 2013 on dates to be coordinated with the Secretariat in due course; ECCAA offered to arrange for an OECS State to host the following meeting in 2014. The Meeting expressed its appreciation to Suriname and ECCAA and accepted their kind offers to host the next two meetings of the AVSEC/FAL/RG. The requirements for a State to host a meeting include the provision of the following principal items:

- Meeting room for 60 participants
- Secretariat office with computers, printers and photocopier
- Simultaneous interpretation (English/Spanish)
- Two daily coffee breaks and snacks
- Travel and per diem costs for half of the Secretariat team - 3 persons; 1 from Mexico City, Mexico (ICAO), and 2 from Lima, Peru (ICAO and LACAC)

9.1.2 The Secretariat also informed the Meeting that in the event a host State was not confirmed for any meeting or a State that had offered to host was subsequently unable to do so, the ICAO Regional Office, corresponding to the region where the meeting is to be held in a particular year based on the rotation between regions, was always available as an alternative venue. In the case, when the meeting is to be held in South America, the group was informed that the ICAO SAM Regional Office and LACAC Secretariat Office share the same meeting facilities.