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

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

AVSEC/FAL/RG/4

FINAL REPORT

MEXICO CITY, MEXICO, 3 TO 5 JUNE 2014

List of Contents

Contents	Page

HISTORICAL

ii.1   Place and Date of the Meeting

The Fourth ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG/4) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 3 to 5 June 2014.

ii.2   Opening Ceremony

Mr. Marco Ospina, Secretary of the Latin American Civil Aviation Commission (LACAC), welcomed the participants to Mexico City and Mr. Jorge Fernández, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Regional Office of the International Civil Aviation Organization (ICAO), provided opening remarks and officially opened the meeting.

ii.3   Meeting Officers

The AVSEC/FAL/RG/4 was held with participation of the newly elected Chairperson and Vice-Chairperson, Mr. Eduardo Cerda of Chile and Ms. Althea Bartley of Jamaica, respectively. Mr. Marco Ospina, Secretary of LACAC; Mr. Ricardo G. Delgado, ICAO Regional Officer for Aviation Security for the NAM/CAR Regions; and Mr. Pablo Lampariello, ICAO Regional Officer for Aviation Security for the SAM Region, served as Co-Secretaries of the meeting. They were assisted by Mr. Juan Lamosa, Regional Coordinator for the Americas, Implementation Support and Development – Security (ISD/SEC) Section, ICAO Headquarters AVSEC and FAL 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   Schedule and Working Arrangements

It was agreed that the meeting working hours would be from 08:30 to 15:00 hours daily with adequate breaks. Task Forces were created to develop projects as agreed within the AVSEC/FAL/RG work programme in accordance with specific agenda items.

ii.6 **Agenda**

Agenda Item 1 **Approval of the Meeting Agenda and Schedule and Election of Chairperson and Vice-Chairperson**

Agenda Item 2 **Previous Meeting Conclusions**

2.1   AVSEC/FAL/RG/3 Meeting

Agenda Item 3 **Global and Regional Developments**

3.1   ICAO 38th Assembly results related to Aviation Security and Facilitation
     3.1.1   Annex 17, AVSEC Panel, AVSEC Manual
     3.1.2   Annex 9, FAL Panel, Facilitation Manual
     3.1.3   Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA)
3.2   LACAC Contribution

Agenda Item 4 **Programmes and Projects - Aviation Security (AVSEC)**

4.1   Report on the results of development and review of "Detection of Individuals Suspicious Behaviour Course" Material
4.2   Standardization of Regulations and Procedures Linked to Certification and Oversight of AVSEC Instructors/Instructor Certification Project

Agenda Item 5 **Programmes and Projects - Facilitation (FAL)**

5.1   Report on Machine Readable Travel Document (MRTD)/Implementation of Annex 9 MRTD Standards and Recommended Practices Project
5.2   Report on Facilitation Best Practices/Establishment of a Database Project

Agenda Item 6 **Programmes and Projects - Aviation Security (AVSEC) and Facilitation (FAL)**

6.1   Report on ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation AVSEC/FAL/RG Strategic Plan

Agenda Item 7 **Training, Cooperation and Assistance**

> 7.1 Update on Implementation Support and Development Section – Security (ISD-SEC)
>
> 7.2 Update on the Organization of American States - Inter-American Committee Against Terrorism Secretariat for Multidimensional Security (OAS-CICTE)
>
> 7.3 LACAC Contribution

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

> 8.1 ICAO/LACAC AVSEC/FAL/RG Strategic Plan and Terms of Reference

Agenda Item 9 **Other Business**

> 9.1 Air Traffic Management Systems Interference
>
> 9.2 Aviation Security Management Systems
>
> 9.3 Audits process development
>
> 9.4 Standardization of Passenger and Carry-On Bag Inspection Procedures Report
>
> 9.5 Next Meeting Site and Dates

ii.7 **Attendance**

The Meeting was attended by 20 States/Territories from the NAM/CAR and SAM Regions and two International Organizations, totalling 44 delegates as indicated in the list of participants.

ii.8 **List of Conclusions**

Number	Title	Page
4/1	*Regional Facilitation Seminar scheduled from 9 to 12 September 2014*	2-2
4/2	*Symposium on Innovation in Aviation Security*	3-1
4/3	*Regional Facilitation Seminar, and Symposium and Exhibition on MRTDs, Biometrics and Border Security*	3-2
4/4	*Course on Instructor Familiarization in the Regions*	4-1
4/5	*Report on the Homogenization of Standards and Procedures Related to Certification and Oversight of AVSEC Instructors*	4-1
4/6	*Facilitation and Machine Readable Travel Document (MRTD) Questionnaire*	5-1
4/7	*Facilitation Best Practices Database*	5-2

4/8	*ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan*	6-1
4/9	*Air Traffic Management Systems Interference*	9-1
4/10	*Standardization of Passenger and Carry-On Bag Inspection Procedures Report*	9-2

ii.9   List of Working Papers; Information Papers; and Presentations

Refer to the meeting web page:
http://www.icao.int/NACC/Pages/meetings-2014-avsecfalrg4.aspx

| | | WORKING PAPERS | | |
Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional agenda and schedule	07/05/14	Secretariat
WP/02	2.1	ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)	07/05/14	Secretariat
WP/03	3.1.1 3.1.2	Aviation Security and Facilitation developments since the last AVSEC/FAL/RG	15/05/14	Secretariat
WP/04	3.2	CANCELLED		
WP/05	4.1	Informs on the results of development and review of "Detection of Individuals Suspicious Behaviour Course" Material	28/05/14	Chile
WP/06	4.2	Standardization of Instructor Certification Process In Aviation Security (AVSEC) in the Region	30/05/14	Peru
WP/07	5.1	Policy cooperation on Machine Readable Travel Documents (MRTD)	19/05/14	Dominican Republic
WP/08	5.2	FAL Best Practices	23/05/14	Chile
WP/09	6.1	Report on partial results of working group on AVEC/FAL STRATEGIC PLAN	22/05/14	Argentina, Colombia, Costa Rica, Curaçao, Dominican Republic, Guatemala, Jamaica, Mexico, Nicaragua, United States and Uruguay
WP/10	7.1	Security and Facilitation activity in the NAM/CAR and SAM regions	21/04/14	Secretariat

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/11	7.2	CANCELLED		
WP/12	7.3	CANCELLED		
WP/13	--	CANCELLED		
WP/14	9.1	Air Traffic Management Systems Interference	06/05/14	Argentina
WP/15	9.2	Aviation Security Management Systems	30/04/14	Argentina
WP/16	9.3	Coordination between States for standardizing their security systems audit procedures	27/05/14	Argentina
WP/17	9.4	Results of the Standardization of Passenger and Carry-On Bag Inspection Procedures and a List of Forbidden Objects	28/0514	Chile
WP/18	5.2	Bolivian experience in-house rules	28/05/14	Bolivia

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working and Information Papers	02/06/14	Secretariat
IP/02	3.1.2	ICAO Traveller Identification Programme (ICAO TRIP) Strategy	09/05/14	Secretariat
IP/03	3.1.3	Progress report on the transition of the Universal Security Audit Programme to a Continuous Monitoring Approach (USAP-CMA)	15/05/14	Secretariat
IP/04	7.1	Aviation Security and Facilitation assistance developments since the last AVSEC/FAL/RG	15/05/14	Secretariat
IP/05	8.1	Terms of Reference and Work Programme of the ICAO/LACAC Aviation Security and Facilitation Regional Group AVSEC/FAL/RG	02/06/14	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	3.1.1	ICAO applicable Standards, Recommended Practices and Guidance Material	Secretariat
2	3.2	Aporte CLAC (available only in Spanish)	LACAC

PRESENTATIONS

Number	Agenda Item	Title	Presented by
3	7.2	Organization of American States (OAS), Secretariat for Multidimensional Security (SMS)	OAS/CICTE
4	5.2	Experiencia boliviana en la normativa en materia de facilitación del transporte aéreo (available only in Spanish)	Bolivia

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Agenda Item 1   **Approval of the Meeting Agenda and Schedule, and Election of Chairperson and Vice-Chairperson**

1.1   The Secretariat presented WP/01 inviting the meeting participants to approve the draft agenda and schedule for the Fourth ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG/4). The meeting participants approved the agenda as presented in the historical section of this report and the schedule as presented in Appendix B to WP/01.

1.2   Considering that Ms. María Liz Viveros de Bazán of Paraguay and Mr. Ted Martin from Trinidad and Tobago completed their three-year term as Chairperson and Vice-Chairperson of the Regional Group, respectively, the meeting participants were invited to nominate a new Chairperson and Vice-Chairperson for the next three-year term 2014 – 2016. Following nomination by the representative of Colombia, the meeting participants unanimously supported the election of Mr. Eduardo Cerda, from Chile, as Chairman for the next three-year term. Similarly, Ms. Althea Bartley, from Jamaica, was nominated and unanimously elected by the meeting participants as Vice-Chairperson of the AVSEC/FAL/RG, also for a three-year term.

Agenda Item 2   **Previous Meeting Conclusions**

2.1   AVSEC/FAL/RG/3 Meeting

2.1.1   The Secretariat presented WP/02 and provided information regarding the progress and status of the conclusions adopted by the AVSEC/FAL/RG/3, held at the ICAO SAM Regional Office in Lima, Peru, from 19 to 21 June 2013. Conclusions were approved by Civil Aviation Directors of NAM/CAR and SAM States on 27 August 2013, by e-mail.

2.1.2   The Secretariat indicated that Conclusion 3/1 superseded AVSEC/FAL/RG/2 Conclusion 2/4 regarding the need for States to establish national legislation and regulations for unruly or disruptive behaviour from passengers or persons at aviation facilities and onboard aircraft that may affect civil aviation safety and security. The Secretariat urged States to ensure the establishment of a legal framework dealing with this increasing trend so that offenders can be properly prosecuted by the appropriate authorities.

2.1.3   Regarding Conclusion 3/2, States were reminded that although all programmes and projects being implemented by the AVSEC/FAL/RG are aimed at harmonizing aviation security procedures, as well as assisting States with mutual recognition of AVSEC measures, this cannot be achieved while States have neither approved nor established an aviation security legal framework. Therefore, State attention to this matter was reaffirmed.

2.1.4   Regarding Conclusion 3/3, LACAC informed that it contacted its international counterparts, such as the African Civil Aviation Commission (AFCAC) and the European Civil Aviation Conference (ECAC), with regard to the development of a communication mechanism that would permit sharing AVSEC information between regions. While ECAC indicated that it would be possible to share information in the future, they mentioned that given the sensitivity of the information, they would opt to have a representative travel to present information at one of the AVSEC/FAL/RG events rather than posting information online. LACAC also remarked on the importance to include Facilitation issues in this task.

2.1.5   Regarding Conclusion 3/4 and the implementation of Machine Readable Travel Documents (MRTDs), the Meeting was informed that not all States have replied to the ICAO questionnaire, which is pending since the AVSEC/FAL/RG/2. It was also stated that not all States have established communication channels between the Civil Aviation Authority (CAA) and the passport issuing authority within their States. However, through other ICAO activities, it was confirmed that all States in the NAM/CAR and SAM Regions issue machine readable passports.

2.1.6   The Secretariat also informed the Meeting that in a joint effort between ICAO and the Organization of American States - Inter-American Committee against Terrorism (OAS/CICTE), regional seminars have been conducted in the NAM/CAR and SAM Regions regarding best practices in travel document security and identity management, which were specifically aimed for the appropriate authorities issuing identity and/or travel documents in the States of these regions.

2.1.7   With regard to Conclusion 3/5, the Meeting was informed that some States have not yet developed, approved and implemented a National Air Transport Facilitation Programme (NATFP) in accordance with ICAO Annex 9 - *Facilitation* provisions. The Meeting was reminded that the ICAO 38th Assembly recognized Facilitation as one of the ICAO five strategic objectives for the 2014-2017 triennium and urged the participants to pay specific attention to this issue by updating their regulations and ensuring compliance with Annex 9 provisions in their respective States. Further guidance can be found in Doc 9957 – *The Facilitation Manual*.

2.1.8   Based on Conclusion 3/6, a Regional Facilitation Seminar has been scheduled from 9 to 12 September 2014, at the ICAO Regional Office in Lima, Peru. States were urged to send their facilitation experts to this seminar and the Secretariat indicated that the invitation will be sent in the near future. In this regard, Argentina requested that, to the extent possible, the invitation be sent at the latest 90 days prior to the seminar due to the authorization procedures required by some States to authorize participation. The Secretariat requested to include participation by other authorities through the different State Facilitation Committees, and the transmission of ICAO FAL provisions among these authorities. Colombia asked to include aircraft and airport operators in the invitation.

Conclusion 4/1   Regional Facilitation Seminar scheduled from 9 to 12 September 2014

That the States send their facilitation experts to the Regional Facilitation Seminar to be held at the ICAO Regional Office in Lima, Peru, from 9 to 12 September 2014, and extend the invitation to aircraft and airport operators, border control authorities, and other interested authorities so that they also participate in the seminar.

2.1.9   With regard to Conclusion 3/7 on Guidance on National and Airport Facilitation Committees, the Secretariat informed that no comments were received by the end of the October 2013 deadline. The Secretariat hopes that this guidance material has been useful and, if applicable, it is being implemented by the AVSEC/FAL/RG member States.

2.1.10   With regard to Conclusion 3/8 regarding a model National Cargo Security Programme, as well as a procurement framework for the purchase of AVSEC equipment that was promulgated by LACAC, the Secretariat informed that no comments were received by States by the September 2013 deadline. It is hoped that this valuable guidance material developed by the AVSEC/FAL/RG is being used by the States.

2.1.11   Regarding Conclusion 3/9, ICAO expressed its appreciation for the continuous support of States who provide experts for AVSEC assistance, training, and assessments, and encouraged States to continue their support for the benefit of other States in need.

2.1.12   In relation to Conclusion 3/10, LACAC informed that it is working with its Group of Experts on Air Transport Policy, Economic and Legal Matters (GEPEJTA) to develop legal and technical instruments to adopt necessary preventive measures for incidents related to crimes and trafficking of illegal substances transported by air to help States with prevention.

Agenda Item 3   **Global and Regional Developments**

3.1   **ICAO 38th Assembly Results Related to Aviation Security and Facilitation**

3.1.1   Annex 17, AVSEC Panel, AVSEC Manual

3.1.1.1   The Secretariat presented WP/03 highlighting a number of aviation security developments since the last AVSEC/FAL/RG meeting. Specifically, ICAO noted the changes to Annex 17 – *Security* and cargo security, and promoted the participation by appropriate entities in the upcoming Symposium on Innovation in Aviation Security to be held at ICAO Headquarters from 21 to 23 October 2014. With regard to cargo security, the Secretariat also provided a detailed presentation on the changes related to cargo and mail security, and the related guidance material that has been added to *Security Manual* (Doc 8973).

3.1.1.2   Following an exchange by various States on their experiences and challenges related to cargo security, and noting the guidance material that has been developed, the Meeting decided that a Task Force be created to study the need to develop additional guidance and possibly a Recommended Practice related to transit cargo.

Conclusion 4/2   **Symposium on Innovation in Aviation Security**

That States encourage the corresponding authorities to participate in the Symposium on Innovation in Aviation Security to be held in Montreal, Canada, from 21 to 23 October 2014.

3.1.2   Annex 9, FAL Panel, Facilitation Manual

3.1.2.1   The Secretariat presented WP/03 and IP/02 highlighting a number of developments in Facilitation since the last AVSEC/FAL/RG meeting. Specifically, ICAO noted the ICAO Traveller Identification Programme (TRIP), changes to Annex 9 – *Facilitation*, updated guidelines for Passenger Name Record (PNR) systems, and updated guidance and a toolkit containing training and awareness materials on Advance Passenger Information (API) and PNR, which was developed in collaboration with IATA and the World Customs Organization (WCO).

3.1.2.2   The AVSEC/FAL/RG members noted the need to increase attention given to Facilitation related issues and their States' participation in regional and international events such as the Regional Facilitation Seminar planned in September 2014 in Lima, Peru, and the Symposium and Exhibition on MRTDs, Biometrics, and Border Security to be held in Montreal, Canada, from 7 to 9 October 2014.

Conclusion 4/3   **Regional Facilitation Seminar, and Symposium and Exhibition on MRTDs, Biometrics and Border Security**

That States encourage their appropriate Facilitation authorities, aircraft and airport operators, border control authorities, and other interested authorities at airports to participate in the Regional Facilitation Seminar planned in September 2014 in Lima, Peru, and in the Symposium and Exhibition on MRTDs, Biometrics and Border Security to be held in Montreal, Canada, from 7 to 9 October 2014.

3.1.3   *Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA)*

3.1.3.1   The Secretariat presented IP/03, which provides a progress report on the transition from the Universal Security Audit Programme to a Continuous Monitoring Approach (USAP-CMA). The regional group noted the need for States to review their past audit results and State Improvement Plans in preparation for the USAP-CMA.

3.2   LACAC Contribution

3.2.1   The LACAC Secretary provided the AVSEC/FAL/RG with a presentation on the LACAC contribution. The presentation focused on three areas, which included defining its role and the relations it maintains with various organizations, how it functions, and activities it has undertaken. In particular, it requested that the AVSEC/FAL/RG create a Task Force to review the LACAC aviation security and facilitation-related resolutions and recommendations in force in order to determine if they should be maintained, modified or rescinded.

Agenda Item 4   **Programmes and Projects - Aviation Security (AVSEC)**

4.1   Report on the Results of Development and Review of "Detection of Individuals Suspicious Behaviour Course" Material

4.1.1   Chile presented WP/05 on development and review of the "Detection of Suspicious Behaviour Individuals Course" material and proposed that the course be presented to the ICAO Aviation Security Panel (AVSECP) Task Force on Training (WGTR). After discussing the best way to distribute the course and present it to the AVSECP, it was noted that the language used by the AVSECP Task Force is English. Also noted was the importance of providing initial instructor training to NAM/CAR and SAM Region instructors in order to ensure efficient dissemination of the course. LACAC asked for a volunteer to translate the course into English and to conduct an initial instructor training course for the regions; the representative of the *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares (CIIASA)* in Mexico City, Mexico, offered their support. The Meeting agreed on the following conclusion:

Conclusion 4/4   Course on Instructor Familiarization in the Regions

That, with the support of ASTC/CIIASA, a course to familiarize instructors in the regions be conducted, and that the course material be presented to the AVSECP after translation into English by ASTC/CIIASA by the first week of November 2014.

4.2   Standardization of Regulations and Procedures Linked to Certification and Oversight of AVSEC Instructors/Instructor Certification Project

4.2.1   Paraguay presented WP/06 including a document that could be useful with harmonizing standards and procedures related to certification, recertification and oversight of AVSEC instructors. After a short debate, the Meeting agreed that the material presented could be used by States in the regions as a basis for bilateral agreements and adopted the following conclusion:

Conclusion 4/5   Report on the Homogenization of Standards and Procedures Related to Certification and Oversight of AVSEC Instructors

That:

a)   the model presented in the Appendix to WP/06 could be used, with the adaptation of States, for bilateral agreements between States in the Region; and

b)   LACAC will process and publish the document through a resolution or recommendation by its Executive Committee to the States.

Agenda Item 5   **Programmes and Projects - Facilitation (FAL)**

> **5.1   Report on Machine Readable Travel Document (MRTD)/Implementation of Annex 9 MRTD Standards and Recommended Practices Project**

5.1.1   Dominican Republic presented WP/07 on cooperation policies related to MRTDs informing that the project, which was focused on compiling data from all States in the NAM/CAR and SAM Regions on Facilitation and MRTDs, continues to be incomplete due to the lack of participation by the States. This project, which was initiated at the first ICAO/LACAC AVSEC/FAL/RG Meeting, did not receive input from any States since the last meeting.

5.1.2   Considering that a portion of the questionnaire has been updated, it needs to be completed with information that needs to be provided by other State entities who are in charge of the issuance of passports and other machine readable travel documents, the Secretariat suggested extending a new deadline so that the questionnaire can be sent to corresponding entities to obtain the relevant information. The Meeting agreed to a 60-calendar day deadline extension starting from the Meeting end date in order to provide the requested information. In this regard, the Meeting agreed on the following conclusion:

Conclusion 4/6   Facilitation and Machine Readable Travel Document (MRTD) Questionnaire

> That, all States complete the updated Facilitation and MRTD Questionnaire in coordination with the relevant subject competent authorities within their States, and provide the AVSEC/FAL/RG Secretariat with the information by **15 August 2014.**

> **5.2   Report on Facilitation Best Practices/Establishment of a Database Project**

5.2.1   Chile presented WP/08 on best facilitation practices implemented by States, which aims to create a database that will contribute to sharing successful practices on this topic.

5.2.2   The Meeting was reminded that the Project has two phases. The first phase consists of developing a methodology, including defining the information fields to be completed, which will serve as the basis for the best practices database, as well as developing a mechanism to regularly update the database. The first phase also entails generating the database through the following three activities: consulting States in order to identify their best practices or those of other States based on the methodology developed; reviewing information obtained and populating the database; and preparing a draft resolution approving the proposed methodology.

5.2.3   The second phase consists of transferring the database to ICAO/LACAC for publishing and maintenance, and developing a LACAC decision to promote database usage.

5.2.4   The Meeting was informed that as part of the first phase, information fields were defined to collect best practices. Information was then obtained from various States, which is detailed in the Appendix to the working paper. However, Chile pointed out that regular updating of the database is still pending.

5.2.5   In this regard, considering LACAC's offer to store this information on its website, the plenary accepted the offer and stated that it is left to the discretion of States to determine the best practices for inclusion in the database. It was also clarified that this database would be oriented towards best practices in facilitation only; notwithstanding, it is also possible that in some cases, these practices could have an impact on aviation security. Based on the above, the Meeting agreed on the following conclusion:

Conclusion 4/7   Facilitation Best Practices Database

That, Facilitation best practices received from States through the AVSEC/FAL/RG Secretariat will be published on the LACAC website.

5.2.6   As part of this agenda item, Bolivia presented WP/18 sharing a model "Facilitation Programme" established for aircraft and airport operators. This model will be sent to the LACAC Secretariat as a contribution to the abovementioned best practices database.

Agenda Item 6   **Programmes and Projects - Aviation Security (AVSEC) and Facilitation (FAL)**

               6.1   **Report on ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation AVSEC/FAL/RG Strategic Plan**

6.1.1   Argentina presented WP/09 on the results from the Working Group on the development of the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan. After discussion stemming from the yearly review of the flowchart contained in Attachment 1 to Appendix A of the working paper, a modification to the flowchart was proposed to incorporate greater detail and an improved understanding, the Strategic Plan was approved by the Meeting. LACAC stated that currently an Ad Hoc Group is reviewing a similar document for submission to GEPEJTA and mentioned that LACAC will try to apply the same methodology to both groups to ensure that the procedures are as similar as possible.

6.1.2   Bolivia, Colombia, Cuba and Jamaica supported the work carried out by Argentina and the contributing States, and highlighted the need for the Task Force to continue tracking the tasks related to implementation of the methodology in the projects that are established at the end of the meeting. At the conclusion of the discussion, the suggested actions in the working paper were accepted. The Meeting agreed on the following conclusion:

Conclusion 4/8   **ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan**

       That the Task Force continue monitoring Strategic Plan implementation and its methodology of AVSEC/FAL/RG projects.

Agenda Item 7   Training, Cooperation and Assistance

7.1   Implementation Support and Development Section – Security (ISD-SEC) Update

7.1.1   The ICAO Secretariat presented WP/10 highlighting assistance activities related to aviation security and facilitation that were conducted in the NAM/CAR and SAM Regions since the last meeting. In particular, the working paper requested and the participants supported that member States continue to support assistance activities within their regions and internationally and coordinate all assistance activities with ICAO to minimize possible duplication of the activities. ICAO provided IP/04 highlighting global assistance activities.

7.1.2   In relation to facilitation, Colombia indicated its interest in hosting the next Facilitation Seminar to be conducted in May 2015. The Secretariat noted the interest and indicated that the generous offer would be accepted.

7.2   Update on the Organization of American States - Inter-American Committee Against Terrorism Secretariat for Multidimensional Security (OAS-CICTE)

7.2.1   In the absence of a representative from OAS-CICTE and, at the request of the organization, the Secretariat presented a PowerPoint presentation on their behalf, highlighting the organization's structure, activities and fellowship request mechanism.

7.3   LACAC Contribution

7.3.1   The LACAC Secretary provided a PowerPoint presentation on training. The presentation highlighted the forecasted increase in passenger traffic and cargo in the upcoming years, the need to have sufficient human resources to address this increase, and the need for training. The presentation also highlighted that training is one of LACAC's macro tasks, and in accordance with some agreements reached with other organizations, they regularly conduct training activities aimed at officials of the appropriate authorities of their member States as well as organizations involved in aviation activities. Furthermore, they provide fellowships for these training activities, which include seminars and courses. The Meeting noted that in relation to LACAC guidance provided on technologies, it is important that this would only be provided once a member State has had the opportunity to validate acceptability of technologies for the stated purpose.

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

          8.1   **ICAO/LACAC AVSEC/FAL/RG Strategic Plan and Terms of Reference**

8.1.1   Based on Meeting discussions and agreements, the **Appendix** to this part of the report includes the updated Terms of Reference, the Strategic Plan and the updated Work Programme and Projects.

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

1.   Establishment

1.1   Addressing the following meetings and agreements:

- 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)
- Third Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG/3) (Lima, Peru, 19 to 21 June 2013)

in accordance with ICAO Strategic Objective, Security and Facilitation, which reflects the need for ICAO's leadership in aviation security, facilitation and related border security matters adopted during the 38th 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 and the Cooperation Agreement between ICAO and LACAC signed in September 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 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 in 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 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 and SAM Regions. ICAO and LACAC will process the reports using their respective mechanisms, as appropriate, taking into consideration minimization of duplication.

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 and SAM Regions:

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

International Organizations:

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

A Chairperson and Vice-Chairperson will be elected by the Group from State representatives present at the meeting where 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 three years.

2.2   AVSEC/FAL/RG Participants

Participation by the following may be invited:

- 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 and 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 NAM/CAR and SAM Regional Officers for Aviation Security and supported by the ICAO Headquarters Aviation Security Branch. Within LACAC, will be leaded by the Secretary and his Operations Assistant.

4   ICAO/LACAC AVSEC/FAL/RG Regional Group Mission

To be the regional forum to promote compliance with Standards and Recommended Practices of Annexes 9 – *Facilitation* and 17 – *Security* to the Chicago Convention.

5.   ICAO/LACAC AVSEC/FAL/RG Regional Group Vision

Identify regional particularities and difficulties and propose guidelines and common procedures to assist and cooperate with States in compliance with the ICAO and LACAC objectives on AVSEC/FAL issues.

6.   Strategy

6.1   Emphasize the importance of aviation security and facilitation amongst States and stakeholders.

6.2   Promote compliance with aviation security and air transport facilitation provisions and development of aviation security oversight capabilities of States.

6.3   Promote information sharing amongst States to raise awareness related to threats and aviation security trends.

6.4   Promote mutual recognition of aviation security and air transport facilitation processes.

7.   Objectives

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

7.2   Improve regulation and enforcement of aviation security and air transport facilitation provisions by appropriate authorities at the national level, and support necessary arrangements for implementation capability at State international airports.

7.3   Develop a regional aviation security and air transport facilitation structure based on regional cooperation and coordinated assistance for States in these areas.

7.4   Establish a regional mechanism that allows "common application" guidelines of ICAO 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 Airport Security Committees.

7.5   Optimization of the coordination, cooperation and information exchange mechanisms, experiences, procedures and best practices in aviation security and facilitation among States; strengthening the AVSEC and FAL oversight systems on behalf of State appropriate authorities, as well as the harmonization of AVSEC/ FAL training programmes and policies on the basis of individual needs in each region.

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

7.7   Develop a cooperation policy aimed at compliance of Standards contained in Annex 9 – *Facilitation* and regarding implementation of Machine Readable Travel Documents (MRTDs).

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

7.9   Identify financial and in-kind contributions from multinational and bilateral partners/donor States/organizations to provide State assistance with aviation security and air transport facilitation provision implementation.

7.10   Enhance AVSEC/FAL professional(s) awareness.

8.   Activities

8.1   Provide i) a forum for discussion, coordination and cooperation of AVSEC and FAL issues amongst States, partners and stakeholders; ii) exchange relevant information; and iii) threat and risk assessment.

8.2   Review analyses of regional AVSEC and FAL deficiency trends and develop harmonized regional action plans for resolution.

8.3   Promote and provide a mechanism for regional coordination and cooperation amongst State AVSEC and FAL authorities, international organizations, regional oversight bodies and industry.

8.4   Share 'best practices' amongst States and utilize the capacity available in some States' Administrations to assist others.

8.5   Identify available options for providing assistance to and cooperation between and among States through the following:

- Direct bilateral and multilateral agreements among 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

9.   Documentation

9.1   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, in addition 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 website 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.

10.   Organization

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│                 AVSEC/FAL/RG Organization                      │
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Chairperson
Eduardo Cerda
Chile
Vice-Chairperson
Althea Bartley
Jamaica

Secretariat
ICAO & LACAC

Membership
NAMCAR/SAM States and Territories, ACI, ALTA, CANSO,
CASSOS, COCESNA (ACSA), ECCAA, IATA, IDB, IFALPA,
IFATCA, OAS-CICTE
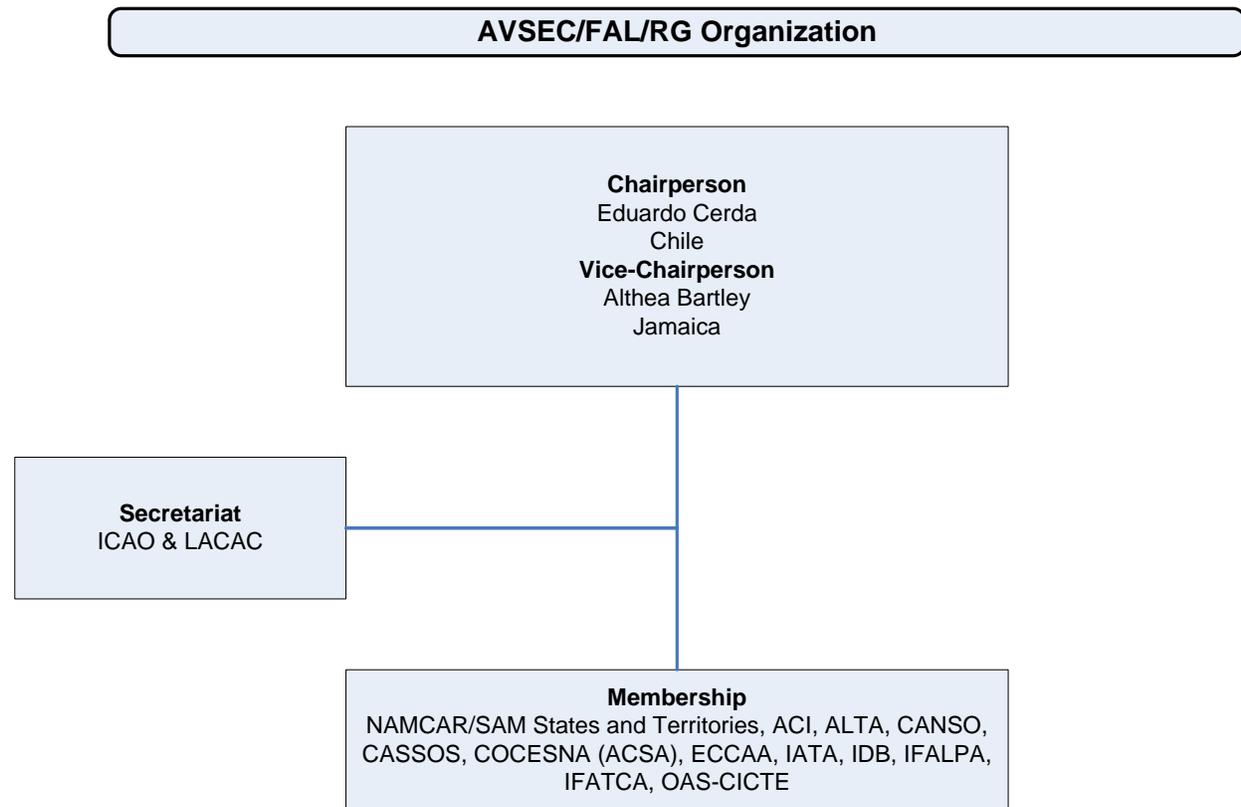
11   Work Programmes, Strategic Plan and Projects

11.1   The Work Programmes and Projects of the AVSEC/FAL/RG are presented in the Table at **Attachment 1**.

11.2   All work programmes and projects must be completed and delivered to the ICAO/LACAC Secretariat no later than 31 January of the following year of the meeting. Once programmes and projects are received, the Secretariat will distribute this information for review and comment to all States within a 15-day timeframe. Comments from the States should be received no later than 15 March.

11.3   Comments received by the Secretariat will be sent to the coordinating State to amend the project, if appropriate, and/or to prepare a working paper with the results of the project. In the event a working paper is prepared, it should be sent to the Secretary no later than 30 April so that it can be presented at the subsequent AVSEC/FAL/RG meeting.

11.4   The Strategic Plan developed by the AVSEC/FAL/RG can be found at **Attachment 2** and
contains:

- Internal Work Procedures for the ICAO/LACAC AVSEC/FAL Regional Group and Task Forces (**Attachment 3**)
- Coordinator State Communication Model all Task Force members (**Attachment 4**)
- Method to determine an ICAO/LACAC AVSEC/FAL/RG Task Force's progress to meet its goals (**Attachment 5**)

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 finalización
AVSEC							
Passenger and carry-on baggage screening procedures – List of prohibited articles Procedimientos de inspección de pasajeros y su equipaje de mano – Lista de objetos prohibidos	Screening criteria Criterios de inspección	Standardize screening criteria (definition of prohibited articles) in order to facilitate the passenger boarding process in the region. Estandarizar los criterios de inspección (definición de artículos prohibidos) para facilitar el embarque de los pasajeros en la región.	a) Determine existing differences among NAM/CAR and SAM Regions States b) Determine if screening criteria may be harmonized on the basis of risk level c) Determine whether it is possible to establish a coordination mechanism for similar criteria a) Determinar las diferencias que existen entre los Estados de las Regiones NAM/CAR y SAM b) Determinar si se pueden estandarizar los criterios de inspección con base en el nivel de riesgo c) Determinar si se puede establecer un mecanismo de coordinación para criterios similares	AVSEC/FAL/RG member States can harmonize or standardize their passenger and cabin baggage screening procedures and their prohibited items list. Los Estados miembros del AVSEC/FAL/RG pueden armonizar o estandarizar sus procedimientos de inspección de pasajeros y su equipaje de mano y su lista de artículos prohibidos.	Chile	Argentina Colombia Cuba Ecuador Paraguay Peru / Perú Venezuela Uruguay	Initial deadline for State contributions: 31 August 2014 Fecha límite inicial para contribuciones de los Estados: 31 de agosto de 2014 Report by January 2015 Informe para enero de 2015
Aviation Security Management Systems Sistemas de Gestión de la seguridad de la aviación	Develop a Security Management System (SeMS) implementation study. Desarrollo de un estudio para la implementación de un Sistema de Gestión de la Seguridad de la Aviación (SeMS).	Encourage States to introduce an Aviation Security Management System (SeMS) within the framework of their own State's National Civil Aviation Security Programme (NCASP) Alentar a los Estados a introducir un Sistema de Gestión de la Seguridad de la Aviación (SeMS) en el marco de sus respectivos Programas Nacionales de Seguridad de la Aviación Civil (PNSAC)	a) Consult different States that have experience with SeMS implementation within their aviation security systems b) Present State SeMS implementation experience results at the next AVSEC/FAL/RG meeting. a) Consultas a los diferentes Estados que hayan tenido experiencia en la aplicación de un SeMS en sus sistemas de seguridad de la aviación b) Presentar los resultados de las experiencias de los Estados durante la implementación SeMS a la próxima reunión del AVSEC/FAL/RG	Introduction to future measures and recommendations on SeMS implementation. Introducción a las futuras medidas y recomendaciones en la implementación de un SeMS.	Colombia	Argentina Brazil/Brasil Cayman Islands/Islas Caimanes Cuba Mexico/México Trinidad and Tobago/Trinidad y Tabago United States/Estados Unidos	January 2015 Enero de 2015

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
Coordination between States to standardize their aviation security systems audit procedures Coordinación entre los Estados para estandarizar los procedimientos de auditorías de sus sistemas de seguridad de la aviación	Develop common quality control protocols as tools for States to audit their own national aviation security systems. Desarrollar protocolos de control de calidad homogéneos que sirvan como herramientas para auditar los propios sistemas nacionales de seguridad de la aviación de sus Estados	Standardization of audit results of AVSEC/FAL/RG member States, similar to USAP audit results, developing audit protocol models and guidelines to be used by those States. Estandarización en los resultados de las auditorías de los Estados miembros del AVSEC/FAL/RG similares a los resultados de las auditorías de la USAP, desarrollando modelos de protocolos de auditoría y directrices para ser usadas en esos Estados.	Prepare a Gantt chart including the following information: a) Assessment of the audit protocols used by member States b) State model audit protocols for the States Required training activities c) Practical implementation exercises, and d) Future activities Preparar un diagrama de Gantt considerando como mínimo la siguiente información: a) Relevamiento de los protocolos de auditoría utilizados por los Estados miembros b) Modelo de Protocolos de auditoría para los Estados c) Actividades de instrucción requeridas d) Ejercicios prácticos de implementación, y e) Actividades futuras	a) Comparable results to USAP audit findings b) Better identification and correction of deficiencies c) Indicators that can be compared with the USAP, and d) More efficient corrective action plans a) Resultados comparables con las constataciones de las auditorías de la USAP b) Mejor identificación y corrección de las deficiencias c) Indicadores comparables con la USAP, y d) Planes de acción correctivos más eficientes	Brazil/Brasil	Argentina Cayman Islands/Islas Caimanes Cuba Jamaica Ecuador Nicaragua Trinidad and Tobago/Trinidad y Tabago United States/Estados Unidos	January 2015 Enero de 2015
Transit cargo security Seguridad de la carga en tránsito	Study the need to develop procedures and possibly a Recommended Practice for transit cargo security / Estudiar la necesidad de desarrollar procedimientos y posiblemente un Método Recomendado para la seguridad de la carga en tránsito	Determine if additional guidance and/or a Recommended Practice needs to be developed for transit cargo. Determinar si material guía adicional y/o un Método Recomendado debe ser desarrollado para la carga en tránsito	A study is developed and conducted/ Se desarrolla y realiza un estudio	Report presented at the next AVSEC/FAL/RG on the study outcome / Un informe sobre el resultado del estudio será presentado en la próxima reunión del AVSEC/FAL/RG.	Nicaragua	Argentina Belize/Belice Chile Costa Rica Guatemala Jamaica	January 2015 Enero de 2015

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
FAL							
MRTD DVLM	Implementation of Annex 9 Machine Readable Travel Document (MRTD) Standards and Recommended Practices

Implementación de las Normas y Métodos Recomendados del Anexo 9 en lo relacionado a los Documentos de viaje de lectura mecánica (DVLM) | State compliance with of Annex 9, Standard 3.10 and Doc 9303 on MRTD

Cumplimiento por parte de los Estados de la Norma 3.10 del Anexo 9 y del Doc 9303 sobre DVLM | Communication by e-mail will be conducted to exchange ideas on:

a) The need for survey responses from all States
b) Verify implementation of the project
c) Through the Secretariat, verify which States are available to collaborate with those States in need

Las comunicaciones se efectuarán mediante correo electrónico para realizar el intercambio de ideas respecto de:

a) La necesidad de respuesta de la encuesta por parte de todos los Estados
b) Verificar la implementación del proyecto
c) Verificar, a través de la Secretaría, a los Estados que están disponibles para colaborar con aquellos Estados que así lo requieran | Standard compliance

Cumplimiento de la Norma | Dominican Republic / República Dominicana | Brazil / Brasil Colombia Chile Paraguay | Initial deadline for State questionnaire contribution: 15 August 2014

Fecha límite inicial para contribuciones del cuestionario por los Estados: 15 de agosto de 2014

Report by January 2015

Informe para enero 2015 |

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
Best Facilitation practices

Mejores prácticas en Facilitación | Establish a database

Establecer una base de datos | Collect information from States and promote best practices

Recopilar información de los Estados y promover las mejores prácticas | a) Use developed methodology and send information to the Secretariat to coordinate database publication on the LACAC web page
b) Publish and maintain the database

a) Usar la metodología desarrollada y enviar la información a la Secretaría para coordinar la publicación en el sitio web de la CLAC como una base de datos
b) Publicación y mantenimiento de la base de datos | a) Identify States own best practices or those of other States with a developed methodology;
b) Create a database with the compiled information; and
c) Present a draft resolution to the next AVSEC/FAL/RG Meeting to approve the proposed methodology

a) Identificar las mejores prácticas propias de los Estados o de otros Estados basados en la metodología desarrollada;
b) Crear una base de datos con la información colectada; y
c) Presentar un borrador de resolución en la próxima reunión del AVSEC/FAL/RG para aprobación de la metodología propuesta | Chile | Bolivia
Colombia
Dominican Republic / República Dominicana
Ecuador
Peru / Perú
ALTA | January 2015

Enero 2015 |

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
Facilitation training material Material de capacitación en Facilitación	Development of Facilitation training material Desarrollo de material de capacitación en materia de Facilitación	Standardized Facilitation training material to support NAM/CAR and SAM States compliance with ICAO Annex 9 Standards and Recommended Practices and ICAO published Facilitation support documents Material didáctico normalizado sobre Facilitación para apoyar a los Estados NAM/CAR y SAM a cumplir con las Normas y Métodos Recomendados del Anexo 9 de la OACI y documentación de apoyo publicada por la OACI	Produce the following standardized training material: a) Annex 9 General Awareness and Identification of Individual and Joint Facilitation Responsibilities Workshop – 5 days b) National Air Transport Facilitation Programme Workshop – 5 days c) Facilitation implementation and oversight activities (Communication, Coordination and Cooperation) Workshop – 3 days Desarrollo del siguiente material didáctico normalizado: a) Taller sobre Anexo 9 - concienciación general e identificación de responsabilidades individuales y de conjunto sobre la Facilitación – 5 días b) Taller sobre el Programa Nacional de Facilitación del Transporte Aéreo – 5 días c) Taller sobre la implementación y supervisión de actividades de Facilitación (Comunicación, Coordinación y Cooperación) - 3 días	. Make training material available to AVSEC/FAL/RG member States to teach and enhance knowledge on ICAO Annex 9 – *Facilitation* Standards and Recommended Practices Poner el material de instrucción a la disposición de los Estados miembros del AVSEC/FAL/RG para enseñar e incrementar el conocimiento de las Normas y Métodos Recomendados del Anexo 9 – *Facilitación* de la OACI	ASTC/CIIASA Mexico/México	Bolivia Chile Colombia	January 2015 Enero de 2015

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
AVSEC/FAL							
ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan Plan estratégico del Grupo Regional sobre Seguridad de la Aviación y Facilitación NAM/CAR y SAM OACI/CLAC (AVSEC/FAL/RG)	Strategic Plan Plan estratégico	Verify effective implementation of Strategic Plan methodology and measurement tools that lead to establishing clear development goals and indicators Verificar la implementación efectiva de la metodología del Plan estratégico y herramientas de medición que apunten a establecer con claridad metas e indicadores de desarrollo	*Implementation strategies:* Ensure Task Forces efficiently use and effectively establish Strategic Plan methodology. *Activities:* a) Ask Task Force participant States to confirm their continued participation for 2014-2015 b) Participant States of the Working Group on Strategic Plan (WGSP) will serve as a reference on Strategic Plan application in other Task Forces to be formed c) Compile identified difficulties and deficiencies for proposed modifications to the Strategic Plan *Estrategias de implementación:* Asegurar que los Grupos de tarea hagan uso efectivo y eficiente de la metodología establecida en el Plan estratégico. *Actividades:* a) Solicitar a los Estados que participaron en el Grupo de tarea que confirmen su permanencia en el mismo para el período 2014-2015 b) Los Estados que componen el Grupo de Trabajo sobre Plan Estratégico (GTPE) serán referentes para la aplicación del Plan estratégico dentro de los demás Grupos de tarea que establezcan c) Compilar las dificultades y deficiencias detectadas con el fin de proponer modificaciones al Plan estratégico	Optimize multiparty work and share member State resources based on coordination and mutual support. Optimizar el trabajo conjunto y compartir los recursos de los Estados miembros basados en la coordinación y apoyo mutuo.	Argentina	Argentina, Brazil/Brasil, Chile, Colombia, Costa Rica, Curaçao/Curazao Dominican Republic/República Dominicana, Guatemala, Jamaica, Nicaragua, República Dominicana, Trinidad and Tobago/Trinidad y Tabago, Venezuela, United States/Estados Unidos, Uruguay	January 2015 Enero 2015

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
LACAC resolutions and recommendations related to drug transport and consumption Resoluciones y recomendaciones emitidas por la CLAC relacionadas con el transporte y consumo de estupefacientes	Analysis and update of resolutions and recommendations issued by LACAC assemblies related to drug transport and consumption Análisis y actualización de las resoluciones y recomendaciones emitidas en las asambleas de la CLAC relacionadas con el tráfico y consumo de estupefacientes	Urge AVSEC/FAL/RG member States to analyze and update resolutions and recommendations issued by LACAC assemblies. Instar a los Estados miembros del AVSEC/FAL/RG a analizar y actualizar las resoluciones y recomendaciones emitidas en las asambleas de la CLAC.	a) Analysis, modification, update and/or removal of resolutions and recommendations not applicable to the objectives b) Review resolutions and recommendations applicable to specific regional experience c) Participating States review LACAC resolutions and recommendations, as well as those of other international organizations that mention illicit narcotic transport and make appropriate comments to be included in State guidance documents as an aviation security and facilitation input. a) Análisis, modificación, actualización y/o eliminación de las resoluciones y recomendaciones que no sean aplicables a los objetivos b) Revisar la aplicabilidad de las resoluciones y recomendaciones a experiencias concretas en las regiones c) Que los Estados participantes revisen las resoluciones y recomendaciones de la CLAC así como de otros organismos internacionales que hagan mención al tema del tráfico ilícito de estupefacientes y hacer los comentarios pertinentes a fin de que se incluyan en los documentos de orientación de los Estados como un aporte a la seguridad de la aviación y facilitación.	a) AVSEC/FAL/RG NAM/CAR and SAM member States adopt the appropriate resolutions and recommendations deemed appropriate by the Group that contribute to aviation security and facilitation b) Show the importance of State application of resolutions and recommendations to the AVSEC/FAL/RG a) Que los Estados miembros del AVSEC/FAL/RG NAM/CAR y SAM adopten las resoluciones y recomendaciones que el Grupo considere pertinente para contribuir con la seguridad de la aviación y facilitación b) Mostrar al AVSEC/FAL/RG la importancia de la aplicación de las resoluciones y recomendaciones en los Estados	Nicaragua	Bolivia Cayman Islands / Islas Caimanes Cuba Trinidad and Tobago / Trinidad y Tabago	February 2015 Febrero 2015

ATTACHMENT 2 TO THE APPENDIX

**ICAO/LACAC AVIATION SECURITY AND FACILITATION REGIONAL GROUP
(AVSEC/FAL/RG) STRATEGIC PLAN**

The strategic planning model that will be used by the AVSEC/FAL/RG will be based on analysis tables from the **Hoshin Kanri** methodology.

Hoshin is a systematic, step by step process to determine priorities, develop plans to ensure that each priority is properly addressed, review the planning process and make adjustments as necessary. Through this model, effort duplicity is assumed to be eliminated and unify Task Force strategic planning.

The following techniques may be used to obtain the required information to complete the templates posed by this method:

- Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis
- Weaknesses and Threats (WT) analysis
- Force field analysis
- Pareto principle
- Creative brainstorming
- Multi-voting
- Negative voting

Benefits in using approved methodology:

- Planning process enhancement based on priorities
- Responsibilities are clarified
- Helps to build consensus regarding problems and priorities
- The way in which documentation and review is accomplished allows for better decision-making and correction of major problems
- Enhances communication
- Facilitates teamwork

The approved process

The approved process is the application of a cycle known as Planning, Doing, Controlling, and Acting (PDCA), which is used to measure progress of previously established objectives.

The process starts with an internal and external assessment that considers several aspects in a similar way to a SWOT analysis; as a result, it identifies key or major elements.

Objectives and strategies are drafted to achieve compliance in such a way that each objective is linked to one or more strategies; implementation plans are developed at the end of the process.

Then the implementation process is managed and non-scheduled revisions are done periodically (key of the process) since both elements allow early detection of deviations that could lead to a lack of objective fulfillment.

If results were not as expected, it is time to develop a deviation analysis and start corrective measures that must be implemented immediately.

Approved method flowchart
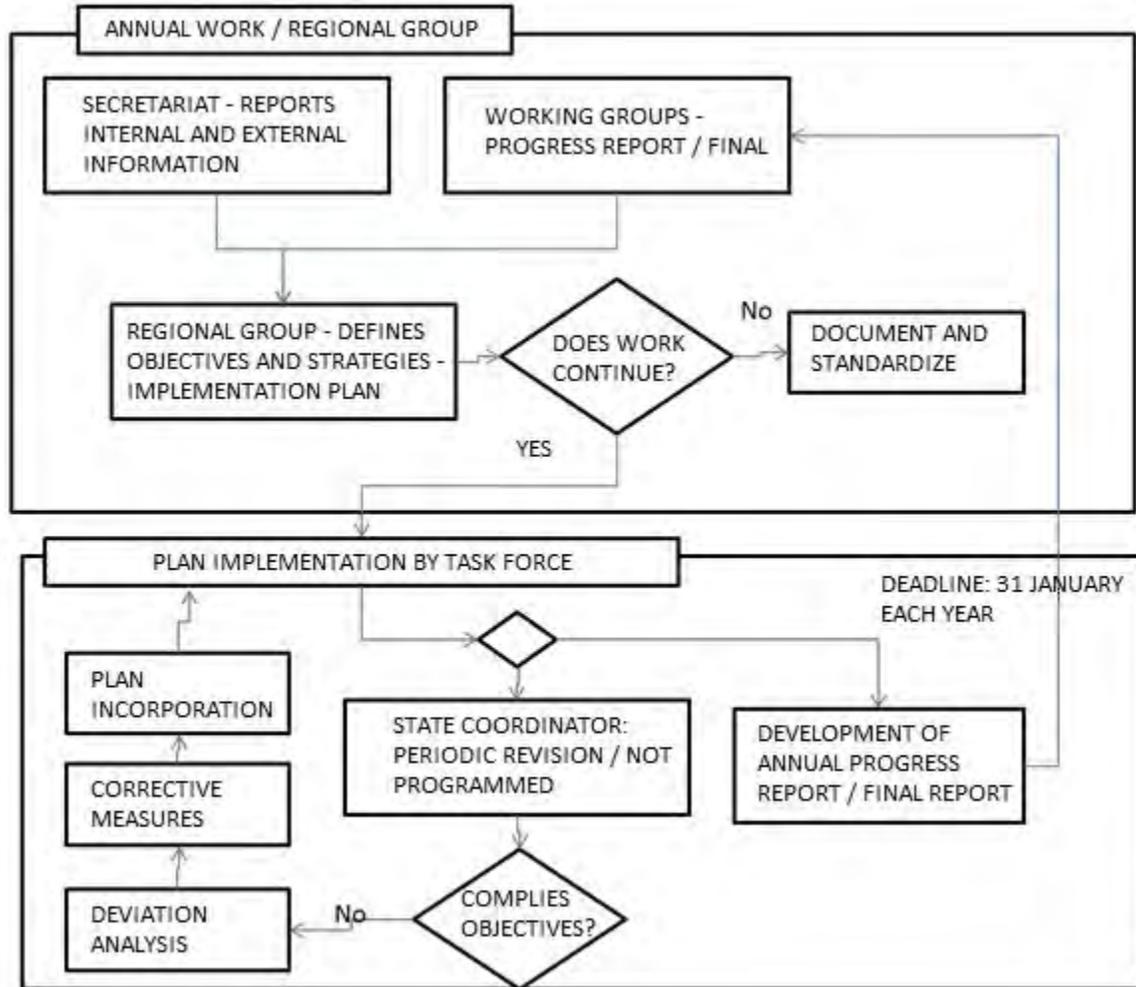
1. The annual plan

The annual plan is part of the PDCA cycle. Each objective and strategies to be used are included for achievement. Next, a results measurement form is applied (in accordance with the established indicators for that specific planning measurement), the assigned responsible Task Force and a defined date are established for programme revisions.

PLANNING BOX				
Period:		Page ... from ...		
Prepared by:		Date:		
Revised by:		Date:		
Objective	Strategy	Results measurement	Responsible	Date of revision

Results measurement should answer the question: How can we know if a strategy has been successfully implemented?

2. Revision box

The annual revision box applies the PDCA cycle to measure progress with fulfilment of the objectives that were established.

REVISION BOX			
Period:		Page ... from ...	
Prepared by:		Date:	
Revised by:		Date:	
Objective	Results	Deviation analysis summary	Consequences for the next period

3. Implementation plan

The implementation plan is a detailed tactical plan that produces a list of responsibilities for each group member for implementation of each particular strategy.

A calendar is included as part of the form, similar to the one used in the bar charts for the activity control. In this way, each implementation item of a determined strategy will graphically show the programmed beginnings and endings.

As developed, verifications can be carried out to determine if the estimated progress has been achieved and, if not, analyse the causes and take corrective decisions.

IMPLEMENTATION PLAN																
Period:			Page ... from ...													
Prepared by:			Date:													
Revised by:			Date:													
Strategy	Implementation item	Responsible	J	F	M	A	M	J	J	A	S	O	N	D

4. Deviation report

The deviation report is a formal procedure to register analysis of the deviations and is a crucial part of the implementation process. When results do not match the programmed outcome, analysis is required to determine deviation causes.

This form should be completed as soon as a deviation is presented and should be processed in a timely manner.

This report describes deviations and produces a detailed analysis of the causes. Furthermore, it registers the actions undertaken in relation to deviations.

Actions may be divided into three phases:

- The first is the generation of emergency countermeasures to reduce the problem as soon as detected.

- The second is a short-term period measurement to prevent recurrence of the problem.

- The third is the determination of problem causes and eradication.

DEVIATION REPORT	
Period:	Page ... from ...
Prepared by:	Date:
Revised by:	Date:
1. Problem description 2. Circumstances in which the problem was presented 3. Problem causes 4. Corrective measures taken 5. Results of the corrective measures 6. Measures to avoid recurrence 7. Plan to eliminate causes 8. New or residuary problems	

5. Consistency of approach and ICAO/LACAC definitions

Although both organizations seek the same results, over time they have been applying individual methods, definitions and approaches. In order to avoid future effort duplicity, basic information is provided to allow Task Forces to continue work based on previous agreements. It would be ideal to have a common methodology and vocabulary in the mid-term.

For this purpose, the proposed process is considered compatible with the achievements to date by ICAO and LACAC; therefore, the different Task Forces could apply and adapt it according to their own experience and needs.

LACAC	**ICAO**	**INTERPRETATION**
Macro task	Programme	ICAO and LACAC generic programmes
Tasks – (Ad Hoc groups)	Task force	Based on a programme with assigned objectives
Stages or activities	Activities	Activities
Lecturer	Coordinator State or Organization	Member State responsible for one macro task, Project Coordinator State
Group member	Group member (Contributor State)	Contributor State or organization part of a task force

LACAC	ICAO	INTERPRETATION
Vision	Vision	Vision concept
Present LACAC as an essential organization for the support of member States, and constitute it as a platform to promote the development and international civil aviation security in the Latin American Region.	Achieve safe, secure and sustainable development of civil aviation.	Both organizations vision.
Purpose	Mission	Concept of mission
Establish Macro tasks, Focal Points, and accomplishment calendar and measurement mechanisms to support Authorities in the development of civil aviation industry, accomplishing planned objectives.	To become the global forum for States and international organizations on international civil aviation.	Both organizations mission.
Objective	Objective	Concept of objective
Executive Committee		LACAC Executive Committee (responsible for the follow up of the accomplishment of the macro tasks)
Administration goal	Results	Partial results of a programme or macro task
Performance indicator		Accomplishment of the stages achievement within established periods
Group of experts	Task force	A group integrated by State representatives focused on a determined issue
Formula for performance indicator calculation $$PI = \sum_{i=1}^{4} Ai * Pi$$ Where: Ai = 1 if a stage is accomplished and 0 if not Pi = weighing of the accomplished part		Formula to establish the accomplishment level of a management goal or an outcome (integrated by several activities). The result is equal to 1 if it is totally accomplished and less than 1 if it is partially accomplished.

ATTACHMENT 3 TO THE APPENDIX

ICAO/LACAC AVIATION SECURITY AND FACILITATION REGIONAL GROUP (AVSEC/FAL/RG)

INTERNAL WORK PROCEDURES

These procedures are intended to provide guidelines that will ensure tasks and goals indicated by the AVSEC/FAL/RG are conducted based on the understanding and collaboration of States who are Task Force members.

By creating a Task Force, the AVSEC/FAL/RG shall clearly establish:

a)   Goals, implementation strategies and relevant strategic activities
b)   Topic assignment
c)   Management goals
d)   Deadlines to comply with each management task

For task development, Task Forces will use the management model drawn-up in these procedures and will report to the Secretariat, who in turn will report progress and conclusions achieved to States.

Notwithstanding, it should always be kept in mind that people who represent the different States who form the Task Force have other duties and responsibilities linked to their work positions. This could result with their regular duties and routine work taking priority over Task Force tasks.

1. RESPONSIBILITIES OF THE COORDINATING STATE

Each Task Force, formed by representatives of several States, will have a State who will coordinate the Task Force and be responsible for compliance with the assigned goals.

The Task Force coordinating State will have to:

- Comply with the goals that have been assigned to the Task Force/Project in time and form
- Maintain communication with the ICAO and LACAC regional officers (Secretariat) and all States who are Task Force members
- Foresee any delay with goal compliance and immediately inform the ICAO and LACAC regional officers (Secretariat) and propose corrective actions that could remedy any foreseen delays
- Follow-up on the progress of assigned activities in order to detect any deviation related to goal accomplishment and possible compliance delays
- Propose new deadlines in case of unavoidable delays, immediately informing the ICAO and LACAC regional officers (Secretariat)
- Provide the Secretariat with management indicators showing the progress of proposed objectives

- Communicate to each Task Force member:
  a) Draft progress reports for information and change proposals before sending them to the Secretariat
  b) Progress reports
  c) Objective compliance indicators
  d) Decisions adopted during work meetings
  e) Foreseen or real delays with each strategic activity, if applicable
  f) Any type of information that contributes to consistent knowledge for Task Force members and compliance with strategic tasks that have been assigned to each member
- Convene face-to-face and/or virtual meetings with Task Force members, possibly through the Secretariat, using available resources
- Present progress and final reports to the Secretariat
- Reassign tasks from one State to another
- Decide on incorporation of a State as advisor for a specific theme/topic as deemed necessary and appropriate
- Inform the Secretariat about reassignment of tasks within the Task Force
- Forward the final report referred to in the assigned mandate, together with any additional information deemed appropriate

2. THEME/TOPIC ADVISORS

Each Task Force member State shall:

- Be aware of goals, implementation strategy and strategic activities to be accomplished for the development of activities assigned by the coordinating State
- Be aware of the activity under his/her responsibility, including associated deadlines
- Be aware of the management goals under its responsibility
- Intervene in the development of draft and final reports
- Intervene in the objective(s) fulfilment indicators
- Participate in face-to-face and/or virtual meetings convened by the coordinating State
- Request information from the coordinating State in order to comply with his/her mandate
- Communicate any foreseen delays to the coordinating State as soon as indicated that they might occur
- Propose actions aimed at recovering lost time and keep up with the deadlines established by the Task Force
- Request to be incorporated as a theme/topic advisor whenever appropriate
- Keep the coordinating State informed at least every two months by indicating:
  a) Activities carried out
  b) Accomplishments during the period
  c) Inconveniences encountered
  d) Foreseen delays
  e) Other relevant matters

3. STATE REASSIGNMENT WITHIN THE TASK FORCE

When a State considers that due to a situation beyond its control it can no longer comply with the assigned mandate, it can request to be relieved of its responsibility.

Whenever a State considers that it is in the position to make a significant contribution, it can request its incorporation as a member of a Task Force.

4. PROGRESS REPORTS

The coordinating State will be responsible for drafting and distributing monthly progress reports that refer to its assigned objectives.

Each progress report shall be addressed to the corresponding ICAO/LACAC Regional Office and copied to all State members that are part of the Task Force.

Progress reports should be sent within the first five working days of each month, and they should include all activities carried out during the previous month and the progress made in comparison to previous progress status foreseen in the Task Force strategic planning.

The attached model should be considered in the preparation of progress reports; this will allow for consistency of progress reports communications.

5. FINAL REPORT

Task Forces will use the following management model to report to the Secretariat and States on progress and obtained conclusions:

- It should be addressed to the Secretariat and copied to all Task Force member State representatives

- It should be sent within the terms established in its strategic planning

- To draft the final report, the model previously sent by the Secretariat will be used

ATTACHMENT 4 TO THE APPENDIX
COM L-1: COORDINATOR'S COMMUNICATION TEMPLATE FOR TASK FORCE
MEMBERS

From: (Task Force Coordinator State)
To: (Task Force States List)
cc: Secretariat
Date: ……………………..

The present message aims to inform about topics marked with an (**X**)

… A) Objectives, implementation strategies and activities

Objectives	Implementation strategies	Strategic activities	Follow-up observations and adjustments
Objective 1	Strategy 1.1	Activity 1.1.1	
		Activity 1.1.2	
		Activity 1.1.3	
Objective 2	Strategy 2	Activity 2.2.1	
		Activity 2.2.2	
		Activity 2.2.3	
Objective 3	Strategy 3	Activity 3.3.1	
		Activity 3.3.2	
		Activity 3.3.3	

… B) Topic responsibility

Management goals		Compliance deadline	Responsible State	Observations
Management goal 1		Original deadline:		
		Extension:		
Management goal 2		Original deadline:		
		Extension:		
Management goal 3		Original deadline:		
		Extension:		

… C) Anticipated delays in activities
A delay of … day(s) is anticipated in compliance with strategic activity N° … due to
…………….…………………………………………………….……………………………………………
………
…………………………………………………………………………

… D) Draft Progress Report N° …

Draft Progress Report N° … is attached to keep Task Force member States informed and request their views. If no response proposing amendments to this draft is received within 10 calendar days counting from the next day of the draft report date it will be considered that the State(s) approve the draft and agree that it represents the actual progress report.

… E) Draft Final Report

A draft final report is attached to keep the Task Force Member States informed and request their views. If no response proposing amendments to this draft is received within 20 calendar days counting from the next day of the draft report date it will be considered that the State(s) approve the draft and agree that it represents the actual final report.

… F) Decisions taken during the Task Force meeting held on day…………………

This serves as notice that during the Task Force meeting held on day……………………, the following State representatives: (……………………) have decided:

Decision 1:…………………………………………………………………………………….
……
……………………………………………………………………………
Decision 2:…………………………………………………………………………………….
……
……………………………………………………………………………
Decision 3:…………………………………………………………………………………….
……
……………………………………………………………………………

… G) Additional information

The following information is provided so that Task Force member States take it into account during their discussions and decision-making:

Information 1:……..………………………………………………………………….
……
……………………………………………………………………………
Information 2:………………………………………………………………………………
……
……………………………………………………………………………
Information 3:………………………………………………………………………………
……
……………………………………………………………………………

Task Force Coordinator

COM RT-1: COMMUNICATION TEMPLATE FROM THE TOPIC RESPONSIBLE PARTY TO THE TASK FORCE COORDINATOR

From: (State responsible for the topic)
To: (Task Force Coordinator State)
cc: Secretariat
Date: ……………………..

Message RT Nº............

This message aims to inform about (...) progress corresponding to (month): (...) and management goals at the end of the message.

ACTIVITY:

A) PERFORMED ACTIVITIES

....

....

....

....

B) TERM ACHIEVEMENTS

....

....

....

....

C) ENCOUNTERED DRAWBACKS

....

....

....

....

D) ANTICIPATED DELAYS IN STRATEGIC ACTIVITIES

A delay of … days is anticipated with strategic activity N° … compliance due to
………….…………………………………………….…………………………
……………………………………………………………………………………………………
…………………………………………………………………………

E) OTHER MAIN TOPICS

....

....

....

....

F) PROPOSED WORK TO RECOVER LOST TIME

....

....

....

....

G) REQUEST OF TASK FORCE STATES REASSIGNMENT

....

....

H) MANAGEMENT GOALS

Management goal	Deadline	Monitoring and adjustment	Observations
Management goal 1	Original deadline:		
	Extension:		
Management goal 2	Original deadline:		
	Extension:		
Management goal 3	Original deadline:		
	Extension:		

Signature of Responsible for the topic

Annex

Task Force progress report template

Progress report N°

From: (Task Force Coordinator State)

To: (Secretariat)

cc: (Task Force States List)

Date:

Reference: Progress report for the two month period: …………………..

Referenced progress to each established objective for this Task Force is described. In the Observations column, a status summary of each activity is included and additional information is provided after the Table.

Objectives	Implementation strategies	Activities	Observations
Objective 1	Strategy 1.1	Activity 1.1.1	
		Activity 1.1.2	
		Activity 1.1.3	
Objective 2	Strategy 2	Activity 2.2.1	
		Activity 2.2.2	
		Activity 2.2.3	
Objective 3	Strategy 3	Activity 3.3.1	
		Activity 3.3.2	
		Activity 3.3.3	

Additional information:…………………………………

Anticipated delays in activities: ……………

Proposal to meet the original deadline(s): ……………

Additional information: ………….

Signature: (Task Force Coordinator State)

— — — — — — — — — —

ATTACHMENT 5 TO THE APPENDIX

<u>METHOD TO DETERMINE THE AVSEC/FAL ICAO/LACAC TASK FORCE GOALS PROGRESS</u>

The use of the combined following techniques is proposed to perform indicator(s) measurement:

1. Calculation formula (LACAC, Res. A20-11): It will be modified so the binary value is surpassed (0-1 / NO-YES) and the current process status may be measured.

Formula modification:

Original formula	Modified formula
$$ID = \sum_{i=1}^{4n} Ai * Pi$$ Where: Ai = 1 if i-th stage is completed; 0 otherwise Pi : i-th stage weight	$$ID = \sum_{i=1}^{4n} Afi * Pi$$ Where: Afi : achievement index (bar chart result) Where f=progress Pi : i-th stage weight

2.-Bar chart: allows observation of chronological progress of the different foreseen activities in each strategic objective.

3. Implementation Plan: allows observation of implementation status.

By merging 1+2+3 it is possible to achieve a new technique (technique N° 4) corresponding to a **deviation report** development, which will allow:
- Describe the Problem(s)
- Identification of circumstances where such problems are presented
- Identification of problem causes
- Identification of corrective measures undertaken to address the problem
- Formulation and proposal of corrective measures to prevent recurrence of the problem(s)
- Assessment of corrective measure results
- Development of a specific plan to eliminate causes
- Identification of remaining or new problems

Deviation weighing formula:

Adi = (1 – Afi)
 	
        Where:
        Adi: Analysed activity deviation
        Where d=deviation
        Afi : achievement index (bar chart result)
        Where f=progress

Finally, the total activity deviation will be calculated through the following formula:

$$DEVt = \sum_{i=1}^{n} Adi * Pi$$

Where:
DEVt: Total deviation
Adi: Analysed activity deviation
Where d=deviation
Pi: i-th stage weight

Agenda Item 9   **Other Business**

9.1   Air Traffic Management Systems Interference

9.1.1   Argentina presented WP/14, which proposes the study of possible interference with air traffic systems, which are not directly related to cyber-attacks or attacks on air navigation facilities. After discussing whether it is a safety or security issue, it was suggested that the Secretariat of the ICAO/LACAC AVSEC/FAL/RG refer the issue to their ATM and CNS experts, that the representatives bring the concern set out in this working paper to their States to be studied, and that they present their conclusions to the AVSEC/FAL/RG Secretariat at its next meeting.

Conclusion 4/9   Air Traffic Management Systems Interference

          That:

          a)   the Secretariat of the ICAO/LACAC AVSEC/FAL/RG study the issue with their ATM and CNS experts; and

          b)   that the representatives bring the concern set out in WP/17 to their States to be studied and present their conclusions to the AVSEC/FAL/RG Secretariat at the next meeting.

9.2   Aviation Security Management Systems

9.2.1   Argentina presented WP/15, which proposed the possibility of conducting a study about implementation of an Aviation Security Management System (SeMS) from a regional perspective. The experiences of some States were discussed, highlighting problems related to SeMS implementation.

9.2.2   During this discussion, the problem of risk assessment was presented, which requires extensive coordination with several government entities that could generate duplication of responsibilities as well as the problem of obtaining information from the operators in regard to their deficiencies. Highlighting the need for broader evaluation of the topic, the discussion was concluded with the proposal to create a Task Force to carry out the evaluation to be led by Colombia.

9.3   Audit Process Development

9.3.1   Argentina presented WP/16, which proposes the creation of a Task Force to carry out a project aimed at developing harmonized protocols to be used in auditing aviation security activities in the States of the regions. Comments from several States were received, noting the importance of the proposal presented in this working paper and supporting the creation of a Task Force to carry out this project. The discussion was concluded with support for the creation of a Task Force to carry out the project to be led by Brazil.

9.4   Standardization of Passenger and Carry-On Bag Inspection Procedures Report

9.4.1   Chile presented WP/17 providing the report results on the first phase of standardization of passenger and carry-on bag screening procedures. After a series of interventions from several States, the importance of this project on facilitation was highlighted and the Secretariat proposed to elevate the project to the LACAC Executive Committee to formulate a resolution for presentation to States as a guidance document for regional use. However, recognizing that not all States have contributed to procedure development and lists of forbidden objects, a 60 working-day period is proposed for those States to present their contributions to the document and continue with the second phase of the project.

Conclusion 4/10   Standardization of Passenger and Carry-On Bag Inspection Procedures Report

That:

a)   the Secretariat elevate the project to the LACAC Executive Committee in order to create a resolution for submission to States as a guidance document for regional use;

b)   a 60 working-day deadline be established so States can present their contributions to the document; and

c)   continue phase two of the project.

9.5   Next Meeting Site and Dates

9.5.1   The AVSEC/FAL/RG Chairman thanked ICAO NACC Regional Office for hosting the meeting. He also thanked all State representatives for their participation.

9.5.2   The next meeting will be held at South American (SAM) ICAO and LACAC Regional Office premises in Lima, Peru, with tentative dates from 2 to 4 June 2015.

— END —