



When replying please quote:

Ref.: NT-N1-18; E.OSG-NACC115521; L-LS8/25-SA181-2025 24 April 2025

To: NAM/CAR/SAM States, Territories and International Organizations

Subject: **Invitation – Thirteenth Meeting of the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/13)**
(St. John's, Antigua and Barbuda, 2-6 June 2025)

Action

- 1) Submission of documentation by the deadlines provided in this letter;
- 2) Register participation by **19 May 2025**

Dear Sir/Madam,

Further to letter Ref. NT-N1-18 NACC114868, LS8/25-SA069-2025 dated on 7 February 2025, I wish to invite your Administration/Organization to participate in the Thirteenth Meeting of the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/13) to be convened at the American University of Antigua (AUA) Conference Centre, Jabberwock Beach Road, University Park, Coolidge, St. George's, Antigua, from 2 to 6 June 2025, under the kind auspices of Antigua and Barbuda.

AVSEC and FAL personnel from States and Territories of the ICAO NAM/CAR and SAM Regions and representatives of international organizations are invited to attend. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Draft agenda of the AVSEC/FAL/RG/13 Meeting is presented in **Appendix A**. We would appreciate confirmation of your participation by **19 May 2025** by registering in the following link: [Registration Form AVSEC/FAL/RG/13](#)

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North American, Central American and Caribbean Office

Calz. Mariano Escobedo No. 526 – 2
Col. Anzures, Alcaldía Miguel Hidalgo
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Tel. + 52 55 52503211
E-mail: icaonacc@icao.int
Website: www.icao.int/nacc
Facebook/Instagram: @icaonacc
LinkedIn: <https://www.linkedin.com/showcase/icao-nacc/>

South American Office

Av. Víctor Andrés Belaúnde No.147 Apartado 4127
Centro Empresarial Real Lima 100, Perú
Vía Principal No.102, Edificio Real 4, piso 4, San Isidro, Lima
15073 – Perú
Tel. +51 1 611-8686
E-mail: icaosam@icao.int
Website: www.icao.int/sam
Instagram: @icaosam
LinkedIn: <https://www.linkedin.com/showcase/icao-sam/>

Latin American Civil Aviation Commission (LACAC)

Apartado Postal 27032
Lima, Perú
Tel. + 511 422 6905, 422 9367
Fax. + 511 422 8236
E-mail: clacsec@lima.icao.int
Website: clacsec.lima.icao.int

A list of hotels recommended for meeting participants is provided in **Appendix B**. Participants are encouraged to make their reservations directly with the hotel(s) in a timely manner. Once registered, please provide your accommodation details to us at (amacias@icao.int) so we can arrange transportation to the meeting venue.

All meeting documentation/presentations will be placed in the Meetings Section of the following web page: <https://portal.icao.int/namcarsamavsecfalrg> as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Working Papers must be submitted in both languages, English and Spanish. Information Papers will be published only in the language(s) presented. The deadline to receive documentation is **19 May 2025**.

If you require additional information on the meeting, please contact Mr. Leonardo Boszczowski (lboszczowski@icao.int), ICAO SAM AVSEC/FAL Regional Officer; or Mr. Jose Maria Peral (nacc-avsec@icao.int), ICAO NACC AVSEC/FAL Regional Officer.

Accept, Sir/Madam, the assurances of our highest consideration.



Jaime Binder
Secretary
Latin American Civil Aviation
Commission



Christopher Barks
Regional Director
ICAO North American, Central
American and Caribbean
(NACC) Regional Office



**Fabio Faizi Rahnemay
Rabbani**
Regional Director
ICAO South American
(SAM) Regional Office

Enclosure:

*A – Provisional Agenda; B – Hotel Information; C – Working Paper template;
D – Information Paper template; E – Appendix template*



International Civil Aviation Organization
Latin American Civil Aviation Commission
ICAO/LACAC NAM/CAR/SAM Aviation Security and
Facilitation Regional Group (AVSEC/FAL/RG)

AGENDA

THIRTEENTH MEETING OF THE ICAO/LACAC NAM/CAR AND SAM AVIATION SECURITY AND FACILITATION REGIONAL GROUP (AVSEC/FAL/RG/13)

Saint John, Antigua and Barbuda, 2 to 6 June 2025

APPENDIX A PROVISIONAL AGENDA

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|-----------------------|--|
| Agenda Item 1: | Approval of the Agenda and Meeting Schedule |
| Agenda Item 2: | Conclusions from Previous Meetings |
| Agenda Item 3: | Global and Regional Developments |
| Agenda Item 4: | Programs and Projects – Aviation Security (AVSEC) |
| Agenda Item 5: | Programs and Projects – Facilitation (FAL) |
| Agenda Item 6: | Training, Cooperation, and Assistance |
| Agenda Item 7: | Other Business |

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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1 Approval of the Agenda and Meeting Schedule

Review and approval of the agenda and meeting schedule.

Agenda Item 2 Conclusions from Previous Meetings

Review of the conclusions from previous AVSEC/FAL/RG meetings.

Agenda Item 3 Global and Regional Developments

Summary of key global and regional events and developments in Aviation Security (AVSEC), Cybersecurity (CYSEC), and Facilitation (FAL). Under this item, LACAC will report on its most relevant activities related to AVSEC and FAL. Finally, the Secretariat will provide updates on the AVSEC/FAL/RG portal, its content organization, and the latest available documents.

Agenda Item 4 Programs and Projects – Aviation Security (AVSEC)

This item will begin with the presentation of projects and progress related to the six global priorities of Global Aviation Security Plan (GASeP). GASeP will also play a key role in the planned group dynamics for this meeting. This session will include papers and presentations from States, Territories, and International Organizations addressing topics related to AVSEC, such as CYSEC, risk assessment, implementation of One-Stop Security (OSS) controls between States, Security Management Systems (SeMS), etc. Additionally, AVSEC task forces will report on their work. Specifically, reports will be presented by the "OSS Task Force," the "AVSEC Quality Control Continuous Improvement Task Force," and the "Task Force for the Development of a Regional Model Regulation."

Agenda Item 5 Programs and Projects – Facilitation (FAL)

This session will include papers and presentations from States, Territories, and International Organizations addressing topics related to FAL, such as aircraft, passenger, and cargo documentation; ICAO's Traveller Identification Programme (TRIP) strategy; transport of persons with disabilities; terminal signage; assistance to victims of aviation accidents and their families; Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA), etc.

The FAL Task Forces will report on their work. Specifically, the "Task Force for the Development of a Workshop on Combating Human Trafficking" will present its findings, and responses to various facilitation surveys will be reviewed.

Agenda Item 6 Training, Cooperation, and Assistance

Review of the regional assistance programme, including courses organized at the Aviation Security Training Centres (ASTCs). Proposal of activities and events for the upcoming months.

Agenda Item 7 Other Business

This item will cover:

- the election of the Chair and Vice-Chair of AVSEC/FAL/RG for the 2026-2028 term;
- the review of the conclusions and decisions of the AVSEC/FAL/RG/13; and
- agreement on the venue and dates for the next regional meeting.
- Any other business that is not related to the previous agenda items.

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International Civil Aviation Organization
Latin American Civil Aviation Commission
ICAO/LACAC NAM/CAR/SAM Aviation Security and
Facilitation Regional Group (AVSEC/FAL/RG)

GENERAL INFORMATION

THIRTEENTH MEETING OF THE ICAO/LACAC NAM/CAR AND SAM AVIATION SECURITY AND FACILITATION REGIONAL GROUP (AVSEC/FAL/RG/13)

Saint John, Antigua and Barbuda, from 2 to 6 June 2025

APPENDIX B GENERAL INFORMATION

1: Venue and Dates

The ICAO AVSEC-FAL-RG-13 Seminar-Workshop will take place at the American University of Antigua (AUA) Conference Centre, Jabberwock Beach Road, University Park, Coolidge, St. George's, Antigua from the 02nd to 06th June 2025.

2: Address and contact numbers

Name of the meeting Coordinator:

Mr. Peter Abraham
Coordinator of National Civil Aviation Safety and Security
Address: Ministry of Tourism, Investment, Civil Aviation and Transportation
Utility Drive
Cassada Gardens
St. John's Antigua

Office: (268) 468-8504 or (268)-468-8510

Cell: (268) 464-7372 or (268) 772-5396

Email: peter.abraham@ab.gov.ag

3: Opening Ceremony

The official opening ceremony for the Seminar/Workshop will take place on 02nd June at 9:00 a.m. at the American University of Antigua (AUA) Conference Centre Jabberwock Beach Road, University Park, Coolidge, St. George's, Antigua.

4: Money exchange

The Eastern Caribbean Dollar (XCD) is the national currency (\$1.00 USD - \$2.67 XCD) [approximately]. Preferably, after your arrival you may exchange currency at local banks at the airport or in the city.

5: Credit cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), MasterCard and Visa.

6: Hotel reservations

All are encouraged to book directly with one of the recommended Hotels. Please note that these Hotels are in the same general area and will allow for easy pick-up and drop-off to and from the meeting venue.

Trade Winds Hotel

Dickenson Bay

Tel: 268-462-1223

Website: www.twhantigua.com

Tel: 268-462-2930

Website: www.antiguavillage.com

Siboney Beach Resort

Dickenson Bay

Tel: 268-462-0806

Website: www.siboneybeachantigua.com

Weatherills Hotel

Weatherills Estate

Tel: 1 268 562 9770

www.weatherillshotel.com

Villas at Sunset Lane

Sunset Lane Paradise View McKinnons

Tel: 268-562-7791

Website: www.villasatsunsetlane.com

Ocean Point Beach Resort and Spa

Hodges Bay

Tel: 268-714-5171

www.oceanpointantigua.com

Buccaneer Beach Club

Dickenson Bay

Tel: 268-561-6785

Website: www.buccaneerbeach.com

Hodges Bay Resort and Spa

Hodges Bay

Tel: 268-484-8000

www.hodgesbay.com

Antigua Village

Dickenson Bay

Blue Waters Resort and Spa

Crosbies

Tel: 268-462-0290

www.bluewaters.net

7: Local Transportation

Transportation from the Airport can be done using Airport taxis.

Cost of Taxi from the V C Bird International Airport to Recommended Hotels - US\$ 16.00 or XCD \$45.00 (approximately)

Transportation will be provided for the Seminar/Workshop participants to and from the meeting venue. Please provide your Hotel information to the Coordinator as indicated above.

Out of this period, the recommended methods of transportation are taxis.

8: Hospitals

If necessary, emergency services are available by calling the Hotel Front Desk.

Or call:

Name: Sir Lester Bird Medical Centre **Telephone:** 268-484-2700

9: Commercial working hours

In the City from 08:00 to 16:00 hours. Banks –

Monday to Thursday 08:00 to 14:00.

Fridays -08:00 to 15:00

10: Electricity

110 volts is the hotel standard. If higher voltage is required, please request information at hotel registration.

11: Passport and Visa Requirements

Participants are urged to visit <https://immigration.gov.ag/visa-services/visa-on-arrival/> to determine if they need a visa to enter Antigua and Barbuda.