



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

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

AVSEC/FAL/RG/5

FINAL REPORT

LIMA, PERU, 3 TO 5 JUNE 2015

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HISTORICAL

ii.1 Place and Date of the Meeting

The Fifth Meeting of the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/5) was held at the premises of the ICAO SAM Regional Office in Lima, Peru, from 3 to 5 June 2015, preceded by the Regional AVSEC Seminar, held on 1 and 2 June 2015.

ii.2 Opening Ceremony

Mr. Franklin Hoyer, Regional Director of the South American (SAM) Office of the International Civil Aviation Organization (ICAO), and Mr. Marco Ospina, Secretary of the Latin American Civil Aviation Commission (LACAC), welcomed the participants, provided opening remarks and officially opened the meeting.

ii.3 Officers of the Meeting

The AVSEC/FAL/RG/5 Meeting was held with the participation of the Chairperson and Vice-Chairperson, Mr. Eduardo Cerda of Chile and Ms. Althea Bartley from Jamaica, respectively. Mr. Marco Ospina, Secretary of LACAC; Mr. Ricardo G. Delgado, ICAO Regional Officer for Aviation Security and Facilitation for the NAM/CAR Regions; and Mr. Pablo Lampariello, ICAO Regional Officer for Aviation Security and Facilitation for the SAM Region, served as Co-Secretaries for the Meeting. They were assisted by Mr. Fernando Coelho, Assistance Coordination Officer for the Americas, Implementation Support and Development – Security (ISD/SEC) Section from ICAO Headquarters AVSEC Branch.

ii.4 Working Languages

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

ii.5 Schedule and Working Arrangements

The Meeting agreed to carry out its sessions from 09:00 to 15:00 hours with adequate breaks. Working groups were created to develop agreed projects within the AVSEC/FAL/RG work programme in accordance with specific Agenda items.

ii.6 Agenda

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Agenda Item 2 Previous Meeting Conclusions

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

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- 4.1 Report on *Passenger and carry-on baggage screening procedures – List of prohibited articles* programme – Coordinator State Chile
- 4.2 Report on *Aviation Security Management Systems* programme - Coordinator State Colombia
- 4.3 Report on *Coordination between States to standardize their aviation security systems audit procedures* programme - Coordinator State Brazil
- 4.4 Report on *Transit cargo security* programme - Coordinator State Nicaragua

Agenda Item 5 Programmes and Projects - Facilitation (FAL)

- 5.1 Report on *Machine Readable Travel Documents (MRTDs)* programme - Coordinator State Dominican Republic
- 5.2 Report on *Best Facilitation practices* - Coordinator State Chile
- 5.3 Report on *Facilitation training material* programme – Coordinator ASTC/CIIASA Mexico
- 5.4 Report on the Air Transport Facilitation LACAC Seminar/Workshop

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 Regional Group (AVSEC/FAL/RG) Strategic Plan* programme - Coordinator State Argentina
- 6.2 Report on *LACAC resolutions and recommendations related to drug transport and consumption* programme - Coordinator State Nicaragua
- 6.3 Report on the AVSEC/FAL Decisions pronounced by the LACAC XXI Assembly

Agenda Item 7 Training, Cooperation, and Assistance

- 7.1 Implementation Support and Development Section – Security (ISD-SEC) Update
- 7.2 Implementation Support and Development Section – Facilitation (ISD-FAL) Update
- 7.3 Organization of American States - Inter-American Committee Against Terrorism Secretariat for Multidimensional Security (OAS-CICTE) information

Agenda Item 8 Terms of Reference and Work Programme

Agenda Item 9 Other Business

- 9.1 Crisis Management Situational Centre Project
- 9.2 Report on Cyber-security: Meeting the challenges of an ever-changing terrorist profile
- 9.3 Venue and date of the next meeting

ii.7 Attendance

The Meeting was attended by 22 States from the NAM/CAR and SAM Regions, three International Organizations, totalling 52 delegates as indicated in the list of participants.

ii.8 Conclusions

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

Refer to the Meeting web page:

<http://www.icao.int/SAM/Pages/MeetingsDocumentation.aspx?m=2015-AVSECFALRG>

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule	12/05/15	Secretariat
WP/021	2.1	ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) – Progress of projects agreed in the AVSEC/FAL/RG/4	29/04/15	Secretariat
WP/03	3.1.1 3.1.3	Report on the implementation support and development – security (ISD-SEC)	28/05/15	Secretariat
WP/04	3.1.2	Proposal of Amendment 25 to Annex 9	20/05/15	Secretariat
WP/05	3.1.3	CANCELLED	--	
WP/06	3.2	LACAC global and regional development		LACAC Secretariat
WP/07	4.1	Final proposal for screening procedures for passengers and their cabin baggage based on risk level and threat conditions	28/05/15	Chile
WP/08	4.2	Results of the meeting on aviation security management System (SeMS)	28/05/15	Argentina
WP/09	4.3	Report on the Coordination Programme between States to Standardize their aviation security systems audit procedures programme	28/05/15	Brazil

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/10	4.4	In transit cargo security procedure programme report	28/05/15	Nicaragua
WP/11	5.1	Machine readable travel document programme report Only Spanish	08/05/15	Dominican Republic
WP/12	5.2	FAL Best Practices programme report	30/04/15	Chile
WP/13	5.3	Report on Facilitation training material programme		Mexico
WP/14	5.4	Report on the air transport Facilitation LACAC Seminar/Workshop	27/05/15	LACAC Secretariat
WP/15	6.1	Report on ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan programme	28/05/15	Argentina
WP/16	6.2	Report on LACAC resolutions and recommendations related to drug transport and consumption programme	28/05/15	Nicaragua
WP/17	6.3	Report on the AVSEC/FAL decisions pronounced in the LACAC XXI Assembly	27/05/15	LACAC Secretariat
WP/18	7.1	Implementation Support and Development Section – Security (ISD-SEC) Update – Answer from States to ICAO communications	20/05/15	Secretariat
WP/19	7.2	CANCELLED		
WP/20	7.3	CANCELLED		
WP/21	9	Crisis management situational centre project to be implemented by Colombia	28/04/15	Colombia
WP/22	5.3	Training programme for air transport facilitation	25/05/15	Bolivia
WP/23	9	Cybersecurity: Meeting the challenges of an ever-changing terrorist profile	28/05/15	Jamaica

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	General Information	15/05/15	Secretariat
IP/02	--	List of Working and Information Papers	30/05/15	Secretariat
IP/03	8	Terms of reference and work programme of the ICAO/LACAC aviation security and facilitation regional group AVSEC/FAL/RG	26/05/15	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/04	4.5	Report on the LACAC Seminar – Workshop on Air Cargo Security	27/05/15	LACAC Secretariat
IP/05	9	Report on the Regional Aviation Safety Group – Pan America (RASG-PA) as a planning model	29/05/15	Brazil

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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 and Mr. Eduardo Cerda, Chairperson of the Regional Group, invited the meeting participants to approve the provisional agenda and schedule for the Fifth Meeting of the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/5). 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.

Agenda Item 2 Previous Meeting Conclusions

2.1 AVSEC/FAL/RG/5 Meeting

2.1.1 The Secretariat presented WP/02 and provided information regarding the development and status of the conclusions adopted in the AVSEC/FAL/RG/4 Meeting, held at the ICAO NACC Regional Office in Mexico City, Mexico, from 3 to 5 June 2014. Since no adverse comments were received to the enquiries submitted through State Letters dated 28 July 2014, conclusions were approved by Civil Aviation Directors of NAM/CAR and SAM States on 20 August 2014.

2.1.2 Regarding Conclusion 4/1, the Meeting was informed that ICAO conducted a *Regional Facilitation Seminar*, from 9 to 12 September 2014, in the SAM Regional Office in Lima, Peru, with the attendance of 65 representatives from 14 States, seven airlines and four International Organizations. In this regard, it was also informed that LACAC convened an Air Transport Facilitation Seminar from 9 to 12 March 2015, in Cochabamba, Bolivia.

2.1.3 Regarding Conclusion 4/2, it was also informed that the *First Symposium on Innovation in Aviation Security* was held from 21 to 23 October 2014 in ICAO Headquarters in Montreal, Canada, where 360 representatives from around 60 States participated.

2.1.4 In relation with Conclusion 4/3, the Meeting was informed that ICAO convened the *Tenth Symposium and Exhibition on ICAO Machine Readable Travel Documents, Biometrics and Border Security*, carried out in Montreal, Canada, from 7 to 9 October 2014, with the participation of over 505 delegates from 86 States and seven International Organizations.

2.1.5 Concerning Conclusion 4/4, information concerning the *Course on Instructor Familiarization in the Regions* was provided, noting that specialists of the Aviation Security Training Centre/Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares “Ingeniero Roberto Kobeh González” (ASTC/CIASA) are reviewing the course material to complete the translation and deliver it in the next Regional Group Meeting.

2.1.6 With regard to Conclusion 4/5, it was noted that the Meeting shared the Report on the Homogenization of Standards and Procedures Related to Certification and Oversight of AVSEC Instructors/Certification of AVSEC Instructors Project. It was also noted that LACAC Assembly promulgated the Recommendation A21-10 “*Standardisation of the aviation security (AVSEC) instructor certification process in the Region*”.

2.1.7 Regarding Conclusion 4/6, it was informed that the Meeting decided to extend the deadline for sending the Secretariat questionnaire on these matters. In addition, it was noted that not all the States had established communication channels between Civil Aviation Authorities and the authorities in charge of the issuance of passports within their States.

2.1.8 Based on Conclusion 4/7, it was informed that LACAC would provide the information received from States on facilitation best practices in the next AVSEC/FAL/RG meeting. That information will be published in the LACAC Website. In this regard, LACAC informed that the received documents on best practices are already published and the inputs to be received would be published in this digital platform for the Member States knowledge.

2.1.9 Regarding Conclusion 4/8, it was noted that, as a permanent task, the task Group led by Argentina would continue verifying the application of the strategic plan and its methodology in the AVSEC/FAL/RG projects, and would present the results in the next meeting of this group.

2.1.10 Related to Conclusion 4/9, it was informed that representatives from the States were asked to bring the concern set out in WP/14 of the AVSEC/FAL/RG/4 Meeting to their States for analysis, and to present their conclusions to the AVSEC/FAL/RG Secretariat in the next meeting of the group.

2.1.11 With respect to Conclusion 4/10, information on the Standardization of Passenger and Carry-On Baggage Screening Procedures Project was provided, and it was concluded that the Secretariat should raise the project to the LACAC Executive Committee in order to adopt a resolution and present it to the States as a guideline document to be used in the Region. LACAC Secretariat informed that LACAC Assembly promulgated Recommendation A21-12 “*Standardisation of passenger and carry-on luggage screening procedures and a list of forbidden objects*”.

2.1.12 The Meeting was also informed that, through State Letters SA132, dated 3 March 2015, and EMX0218, dated 2 April 2015, States were invited to participate in the Working Group Meeting on the Security Management System (SeMS) of the AVSEC/FAL/RG, supported by the *Policía de Seguridad Aeroportuaria* (PSA) and the Aviation Security Training Centre/*Centro de Instrucción, Perfeccionamiento y Experimentación* (ASTC/CIPE) of Argentina, from 12 to 15 May 2015, whose results were presented in this AVSEC/FAL/RG/5 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

3.1.1.1 The Secretariat presented WP/03, emphasising the 2014 report on the ICAO Implementation Support and Development – Security (ISD-SEC) Programme, and highlighting taken actions to support States in the implementation of Annex 17 – *Security*. Updated information regarding taken actions to develop further performance indicators for measuring the effectiveness of ICAO assistance and capacity-building development activities was also provided.

3.1.1.2 Emphasis was placed on the need for States that are being benefitted from assistance programmes through a State Improvement Plan (SIP) to comply with specific tasks before moving to the next assistance phase (*e.g.*, to modify the National Civil Aviation Security Plan). Occasionally, a SIP can evolve towards a subsequent phase before completing the previous phase, if the State demonstrates its intention to fulfil the task, and that subsequent phases are not negatively affected.

3.1.2 Annex 9, FAL Panel, Facilitation Manual

3.1.2.1 The Secretariat presented WP/04, highlighting relevant issues mentioned at the Eighth Meeting of the Facilitation Panel, held in Montréal, Canada, in November 2014. Among them, assistance to aircraft accident victims and their families, Machine-Readable Travel Documents (MRTDs), cargo facilitation, and INTERPOL's Stolen and Lost Travel Documents (SLTD) database.

3.1.2.2 The results of the FAL Panel Meeting led to the proposal of Amendment 25 to Annex 9, subsequently sent to the States by the ICAO Secretary General through communication EC6/3-2015/05, dated 6 February 2015, requesting their comments to be sent by 31 March 2015. However, only 56% NAM/CAR and SAM States answered on a timely basis, and the rest of them did not answer at all.

3.1.2.3 The Meeting was informed that, if adopted by the Council, the proposed Amendment 25 to Annex 9 would become effective in October 2015 and applicable as of February 2016. In this regard, the Secretariat encouraged States to timely respond to the ICAO Secretary General future requests, and also encouraged all AVSEC/FAL/RG Member States to take provisions and update their regulations based on the new ICAO FAL provisions.

3.1.2.4 The Secretariat informed the Meeting that the FAL Panel's Working Group on Guidance Material had developed Doc 10042 - *Model of a National Air Transport Facilitation Programme (NATFP)*, that the Arabic, English, French and Russian versions had been already published, and that the translations to the rest of the official languages would be available by the second semester of 2015. This document will be shared by the Secretariat with all NAM/CAR and SAM States, so that those States that are in the process of developing their NATFP may take advantage of this new model in order to ensure that all FAL issues are taken into consideration in their regulations.

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

3.1.3.1 The Secretariat presented in WP/03 information on the implementation of the Continuous Monitoring Approach of the ICAO Universal Security Audit Programme (USAP-CMA). The regional group took note of the need for States to review previous audit results and the State Improvement Plans when preparing for the USAP-CMA.

3.1.3.2 The Secretariat also urged the States to sign two originals of the Memorandum of Understanding (MoU) related to the next USAP-CMA audit and to submit them to the USAP-CMA Audit Section in ICAO Headquarters in Montréal, Canada, or to send the documents to the Regional Offices to be forwarded.

Conclusion 5/1 Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA)

That States,

- a) urge their authorities to participate in the Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA) Seminar, scheduled from 13 to 15 July 2015 in Lima, Peru; and
- b) sign the two originals of the Memorandum of Understanding (MoU) and submit it to the USAP-CMA Audit Section at ICAO Headquarters as soon as possible.

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

**4.1 Report on Passenger and carry-on baggage screening procedures –
 List of prohibited items programme**

4.1.1 Chile presented WP/07 and explained that this programme had two components: the standardization of Passenger and carry-on baggage screening procedures and the List of prohibited items, being the central axis of this task the consideration of the common elements that the States do not allow to be carried on board an aircraft, regardless to the list of prohibited items published in ICAO Doc 8973.

4.1.2 Taking into account that not all provided information on their own States, it was agreed that an additional period of 60 days would be granted so that those States that had not provided information to this Working Group could do so, allowing a more comprehensive knowledge of prohibited items and, additionally, an updating other items that could be constituted as prohibited because of their local threat characteristics.

4.1.3 The Meeting agreed that, nonetheless the task has been achieved, the Working Group must continue the task to update the List of prohibited objects in order to complete the objectives of this Programme and its Project. It was also agreed that Chile would continue leading this Working Group. The results would be published using the LACAC database and website to disseminate and make this information available to all AVSEC/FAL/RG Member States.

4.2 Report on Aviation Security Management Systems Programme

4.2.1 Argentina presented WP/08 on the results obtained in the Aviation Security Management Systems (SeMS) Working Group Meeting, held in Buenos Aires, Argentina, from 12 to 15 May 2015. During that meeting was proposed the understanding of the need and/or convenience to implement the SeMS, the identification of its components and the comparison of its concepts with those of a Safety Management System (SMS) within the framework of their interrelation, and the generation of a guide for those States interested in participating in the pilot implementation of the SeMS. It was also mentioned that the SeMS could be applied to service providers at an experimental level, with measurable and short-term objectives, and that a coordinator assigned by the appropriate authority could be the Accountable Executive responsible for data collection to enable measurement of the obtained results.

4.2.2 Following a debate, several States supported the motion that those States that wish to experience SeMS implementation should do it in stages, sharing their experiences and achievements with the SeMS Working Group in order for this group to continue developing the project. The benefits of face-to-face meetings of the working groups were also mentioned, highlighting their significant advantages *vis-à-vis* the subsequent exchange of information via email.

4.2.3 States were encouraged to support the meetings of this group to continue developing the assigned work. The Secretariat proposed a virtual meeting during the last week of January 2016 to assess the status of implementation in the States that decided to continue working on it. It was proposed that NACC and SAM Regional Offices convene the States for this virtual meeting in their regions.

Conclusion 5/2 Aviation Security Management Systems programme

That,

- a) States interested in implementing SeMS work towards SeMS implementation with service providers, and that this is developed in stages, as they may deem appropriate;
- b) States interested in implementing SeMS establish short and medium-term objectives, reporting on their pilot progress implementation by the last week of January 2016; and
- c) ICAO Regional Offices in Mexico and Lima, respectively, convene a virtual meeting for the last week of January 2016, in order for States to present their achievements with the pilot implementation of the SeMS.

4.3 Report on *Coordination between States to standardize their aviation security systems audit procedures* programme

4.3.1 Brazil presented WP/09 on the results of the initiative presented in WP/16 of the AVSEC/FAL/RG/4 Meeting, regarding the development of harmonized protocols for civil aviation security audits. Taking into account the importance of the proposal presented by Argentina in the aforementioned working paper, States approved the creation of a working group, coordinated by Brazil, for conducting a project aimed to develop harmonized aviation security audit protocols for South American, North American, Central American and Caribbean States.

4.3.2 A presentation was made on WP/09, highlighting the importance of the project and the need to continue working on its development. It was also noted that the work had not been carried out as planned due to the lack of States participation. Thus, new dates were proposed to continue developing this project.

Conclusion 5/3 Coordination between States to standardize their aviation security systems audit procedures programme

That the Coordination between States to standardize the aviation security system audit procedures programme be continued, and enforce the dates presented by Brazil in WP/09 for its development, considering 60 days from the date of approval of this report (5 June 2015).

4.4 Report on *Transit cargo security* programme

4.4.1 Nicaragua presented WP/10, with the report on the Transit cargo security programme. This working paper reflected the experience of Nicaragua, and suggests the adoption of additional measures for cargo in transit, based on a threat assessment in its territory, as well as the consideration of vulnerability of cargo at originating airports. It was clarified that the measures adopted should be oriented to prevent acts of unlawful interference, and in case of other type of smuggling, cooperation agreements should be developed for the intervention of other competent authorities, in accordance with each State national laws.

4.4.2 The Meeting was invited to take into consideration the contents of the working paper presented by Nicaragua, and it was agreed that since this is a local and specific threat issue for each State, the appropriate measures to be applied through the competent authorities must be analyzed as per their national codes and laws mandate.

Agenda Item 5 Programmes and Projects - Facilitation (FAL)

5.1 Report on *Machine Readable Travel Documents (MRTDs)* programme

5.1.1 Dominican Republic presented WP/11 on the machine readable travel documents cooperation policy, showing the results of the questionnaire on the implementation of standards and recommended practices (SARPs) of Annex 9 – *Facilitation*, within the context of the Machine-Readable Travel Documents (MRTD) Project.

5.1.2 It was made clear that the project was focused on the collection of MRTD implementation data from all NAM/CAR and SAM States, and its subsequent inclusion in the request for information on the establishment and implementation of the National Air Transport Facilitation Programme. This project, which was launched at the first meeting of the ICAO/LACAC AVEC/FAL Regional Group, could not be completed on a timely basis because of lack of participation and support by the States. Although a new deadline was established by the AVSEC/FAL/RG/4 only 19 of the 34 NAM/CAR and SAM States responded to the questionnaire, not counting the territories of the Caribbean Islands.

5.1.3 Following a discussion on the importance of MRTD implementation in the passport issuance by the States, also as part of the USAP audits and the close relation with AVSEC and with the ICAO Public Key Directory (PKD) of this facilitation matter, *inter alia*, several States requested this Project to be continued, the questionnaire to be revised and the continuity of the collection of information from the States, so as to fulfil the original purpose of the questionnaire. It was agreed that Bolivia will continue leading this Project with the support of Brazil, Cuba, Nicaragua, Panama and Paraguay.

Conclusion 5/4 Questionnaire on Facilitation and use of Machine Readable Travel Documents (MRTDs)

That:

- a) States review the implementation update of the questionnaire in their facilitation systems, and send their information to the Coordinator State of this Project with copy to the Secretariat; and
- b) the results of this project be submitted to the Secretariat of the AVSEC/FAL/RG and to the States by 31 January 2016.

5.2 Report on *Best Facilitation practices*

5.2.1 Chile presented WP/12 on best facilitation practices implemented in the States and the required actions, with a view to generate a database to contribute to the transfer of successful experiences on this topic.

5.2.2 A draft resolution was requested to approve the developed methodology and to expand the database to include other topics that the States may wish to share. It was also requested to urge the experts in each State to disseminate this information.

5.2.3 The possibility of posting on a webpage AVSEC best practices that the States might wish to share was discussed, taking into account the possibility of generating a password only for civil aviation authorities of the States, so that they can access to the entered AVSEC information on that webpage.

5.2.4 It was decided to continue with this Project led by Chile and supported by Brazil, Bolivia, Colombia and Peru.

5.2.5 LACAC Secretariat reported that the corresponding space for “best practices” of all their macro-tasks has already been added in their website, including the referred to AVSEC/FAL and even several sent by some States were already published. In this regard, experts were urged to send the information considered convenient to be included in this database, which responds to the horizontal cooperation policy established by LACAC. Likewise, it was clarified that States that send AVSEC documents and consider them to be treated as confidential should request the Secretary of LACAC to restrict the access exclusively to civil aviation authorities.

Conclusion 5/5 Best Facilitation Practices Database

That the States share their best practices on the various facilitation topics, and if deemed appropriate, their best aviation security practices, sending them to the Coordinator State of this Project, with copy to the AVSEC/FAL/RG Secretariat, by the end of August 2015, and thereafter as they deem convenient, so that they can be published on the LACAC platform designated to this end.

5.3 Report on *Facilitation Training Material* Programme

5.3.1 The Secretariat presented WP/13 on behalf of the Regional Aviation Security Training Centre, *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares* “Ingeniero Roberto Kobeh González” (ASTC/CIASA) from Mexico, which contained the proposed technical sheet of the Course on “*General awareness and identification of responsibilities on air transport facilitation*”, as part of the Facilitation Training Material Programme, a task commissioned by the AVSEC/FAL/RG/4 and accepted by the ASTC/CIASA.

5.3.2 The Meeting took note of the technical sheet and recognized the effort made by ASTC/CIASA in response to the need to develop guidance material for FAL training for the use of AVSEC/FAL/RG Member States. The ASTC/CIASA proposal to continue with the development of the second phase of this programme was accepted. The proposal includes the Instructor's Guide and Reference Material for the Participants, under a standard methodology of a training package, so that it may be submitted to the consideration of ICAO in the future. The plenary agreed that the material could be submitted for assessment by 31 January 2016. Brazil, Bolivia, Colombia and Cuba joined this project to assist ASTC/CIASA to complete this material by the assigned date.

Conclusion 5/6 Facilitation training material

That, under the leadership of the ASTC/CIASA the Facilitation Training Material Programme be continued, in order to develop Facilitation training material; and that the Instructor's Guide and the Reference Material for Participants be submitted by **31 January 2016** for assessment of the AVSEC/FAL/RG.

5.4 Report on the Air Transport Facilitation LACAC Seminar/Workshop

5.4.1 LACAC Secretariat presented WP/14, Report on the LACAC Seminar-Workshop on Air Transport Facilitation, held in March 2015 in Cochabamba, Bolivia. The Meeting took note of the following conclusions of this event, and suggested that they could be taken into account by the States when applying their FAL regulations:

- Develop a FAL quality control system, taking into account the existing regulatory framework (Annex 9) within an Airport Development Master Plan that considers the use of current technology and personnel training, accordingly with satisfaction indicators of air transport users.
- Incorporate technology into facilitation processes applying a holistic approach.
- Harmonise and simplify the information required into a single migration form in order to meet border formalities, and strengthen technological tools as well as database protection for effective and efficient implementation of Advance Passenger Information (API) within their States.
- Coordinate actions for the issuance of machine-readable identification documents by the appropriate authority of each State, that are used as travel documents under bilateral or regional agreements.
- Implement "multiple channels" for incoming and outgoing passengers in migration areas, standardising the order control applied by the entities involved.

- Synergy and continuous training of personnel to perform FAL and/or AVSEC functions.

5.4.2 The Regional Group deemed it convenient to include the contents of these conclusions in the programmes developed by the Working Groups established in the Facilitation field.

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

6.1 Report on the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan Programme

6.1.1 Argentina presented WP/15 containing the results of the implementation of the Strategic Plan, an assigned task by the AVSEC/FAL/RG/4, and reminded the Meeting that the Strategic Plan included the revision of the AVSEC/FAL/RG Terms of Reference, Work Programme and Projects. This review also included the addition of point 11) Work Programmes, Strategic Plan and Projects, that also considers:

- a) an internal work procedure for the AVSEC/FAL/RG and its Working Groups;
- b) a communication model between the Coordinator State and all the members of the Working Group; and
- c) a method for determining the progress made by each AVSEC/FAL/RG Working Group of the ICAO/LACAC AVSEC/FAL/RG in pursuit of the established goals.

6.1.2 WP/15 also proposed to the Meeting the continuation of the Working Group on the Strategic Plan (WGSP) in order to review the suggestions made by the AVSEC/FAL/RG, and eventually assess the convenience of coordinating a second face-to-face meeting of this WGSP to discuss in detail the incorporation of suggestions and modifications. In this regard, the Meeting accepted the proposal and agreed to conduct a second meeting of the WGSP in a Caribbean State, in order to integrate these States into the activities of WGSP and the AVSEC/FAL/RG.

6.1.3 Jamaica acknowledged Argentina for leading this WGSP so enthusiastically, and further to the discussion on the Strategic Plan of the first day of the Meeting, recalled that the AVSEC/FAL/RG is a holistic regional group and, as such, the work generated by the WGSP and the methodology adopted had to be managed by this group. Furthermore, Jamaica recognises the efforts made by other regional groups like LACAC, ECCAA, CASSOS and COCESNA, the decisions and conclusions adopted and approved by the AVSEC/FAL/RG should not be affected by the work done in those groups. Jamaica position was supported by Trinidad and Tobago, United States and Uruguay. Jamaica offered to study the possibility of hosting the second meeting of the WGSP during the first quarter of 2016, and would advise the Secretariat of the Group accordingly.

6.1.4 Jamaica stated that it was very important to submit the outcome reports produced by the AVSEC/FAL/RG to ICAO Headquarters for its consideration. The plenary considered that, like with other regional groups in other areas, in the case of air navigation, for example, the planning and implementation regional groups (PIRG) monitor and report the progress achieved in the implementation of the Air Navigation Global Plan to ICAO Montréal. The same occurs in safety through the Global Air Safety Plan (GASP) and the regional aviation safety groups (RASG). Therefore, facilitation issues should be submitted to the ICAO Air Transport Committee, and aviation security issues to the ICAO Unlawful Interference Committee. The Meeting requested the Secretariat to submit these reports to both bodies, so that they could even be shared as best practices with other regions, and thus strengthen ICAO strategic objective on security and facilitation.

6.1.5 LACAC Secretary, while making clear LACAC is not a working group but an International Organization conformed by States accredited through their aeronautical authorities, informed that the Assembly convened in Guatemala in November 2014, resolved, among other issues, to constitute a Permanent Working Group to modify Resolution A20-11 (referred to the LACAC Strategic Plan). This Group is constituted by Argentina, Brazil (speaker), Chile, Cuba, Guatemala, Nicaragua, Peru and the Secretariat. LACAC Secretary also explained that this Group had already initiated its work and that the updating of LACAC Strategic Plan had been considered within its terms of reference, improving performance rates and correlating the Plan tasks to budgetary management. In this regard, expressed that the LACAC Permanent Group would take into account, among others, the plan developed by the AVSEC/FAL/RG Strategic Plan Working Group (WGSP), and that the Group Coordinator State (Argentina) will be invited to participate in the next Seminar-Workshop of the LACAC Permanent Group, to be held in Lima, on 24 and 25 August 2015, to present the work that the AVSEC/FAL/RG has developed in this matter.

Conclusion 5/7 AVSEC/FAL/RG Programme of activities and the Strategic Plan of the Regional Group

That,

- a) ICAO consider the advantages of having an Aviation Security and Facilitation Global Plan and that regional groups similar to the AVSEC/FAL/RG be in charge of providing follow up to this Plan at the regional level and report the achieved progress to ICAO Headquarters, as a way to harmonize the AVSEC/FAL worldwide efforts, and to provide formal recognition to AVSEC/FAL regional groups, and that the ICAO Secretariat process and forward the approved reports of the AVSEC/FAL/RG meetings using its respective mechanisms, as appropriate; and
- b) a permanent Ad hoc Working Group be formed on the *ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan* to assess and determine the development of each ICAO AVSEC/FAL/RG Working Group to comply with the established goals, with the possibility of meeting whenever necessary. The NACC and SAM Regional Offices respectively will be responsible for convening the meetings, previously agreed by the AVSEC/FAL/RG.

6.2 Report on LACAC resolutions and recommendations related to drug transport and consumption programme

6.2.1 Nicaragua presented WP/16 proposing the introduction of measures for the exchange of aviation security information among the States of the region as a pillar that will contribute to ensure an orderly, safe and efficient use of civil aviation against the illegal trafficking of narcotic drugs and psychotropic substances. This working paper also referred to the historical background of the debate on this topic, describing the initiatives at the sub-regional, regional and global level to eradicate illegal trafficking of the aforementioned substances by air.

6.2.2 WP/16 concluded that in spite that ICAO Assembly Resolutions A27-12 and A29-16 are in force and are part of the aforementioned initiatives, no mechanism has been concreted to fully comply with these resolutions. The Meeting considered the information contained in WP/16 and agreed to submit the proposed recommendation presented by Nicaragua to the LACAC Panel on Political, Economic and Legal Aspects of Air Transport (GEPEJTA) for the corresponding legal analysis.

6.3 Report on the AVSEC/FAL Decisions pronounced in the LACAC XXI Assembly

6.3.1 LACAC Secretariat presented WP/17, *Report on AVSEC/FAL Decisions promulgated by the LACAC XXI Assembly*, which approved five recommendations on Projects that were analysed and completed by the Regional Group during the period 2013 - 2014, detailed below, which are available in the LACAC website:

- Recommendation A21-02 “*Guidelines on an organic regulation for the operation of national and airport facilitation committees*”: <http://bit.ly/1LkgJau>
- Recommendation A21-06 “*Model of a National Air Cargo Security Programme*”: <http://bit.ly/1K0uhaG>
- Recommendation A21-08 “*Framework for the acquisition, testing, and deployment of security equipment*”: <http://bit.ly/1IoVV5>
- Recommendation A21-10 “*Standardisation of the aviation security (AVSEC) instructor certification process in the region*”: <http://bit.ly/1GWEQsW>
- Recommendation A21-12 “*Standardisation of passenger and carry-on luggage screening procedures and a list of forbidden objects*”: <http://bit.ly/1FrQ437>

6.3.2 Moreover, LACAC Secretariat informed that the draft resolution on the “*Course on identification of individuals with suspicious behaviours*” had not been approved by its Executive Committee due to the text of the project contained some terms that would be in conflict with human rights and might be considered as discriminatory, such as the reference to “refugees” in a slide of the second Module, entitled “Types of Offenders”.

6.3.3 After analysing this subject, the Regional Group decided to modify the title of the aforementioned graph to make it clearer and avoid misinterpretations, taking into account that this term was already being used instead of “offenders” in other ICAO documents and standardized training material, as part of the threat group categories.

6.3.4 The Meeting was reminded that this course had been approved by the Third Meeting of the AVSEC/FAL/RG. However, in order to make this material available for the States, the Secretariat of the Regional Group was entrusted with coordinating as necessary for the introduction of the modifications in the corresponding slide, so that the LACAC Secretariat could inform its Executive Committee, and subsequently to the Assembly, in order to be used by the States.

Agenda Item 7 Training, Cooperation and Assistance

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

7.1.1 The Secretariat presented WP/18, proposing the creation of a procedure for expediting the response by NAM/CAR and SAM States to future State letters sent by the ICAO Secretary General requesting comments to the Amendments to Annex 9 – *Facilitation* and Annex 17 – *Security*, and other requests related to aviation security and facilitation.

7.1.2 In order to obtain a better response from NAM/CAR and SAM States, it was highlighted that the AVSEC/FAL/RG should consider the possibility for States to share their response procedures to the amendments to ICAO Annexes 9 and 17. Such was the case of Brazil, Chile or Cuba, which reported having procedures in their entities for the review and response to this and other ICAO queries by the experts. States were urged to consider the possibility of sharing these best practices.

7.1.3 It was noted that virtual meetings convened by the NAM/CAR and SAM Secretariats, respectively, need to be conducted in order to have a closer contact with the States to share response procedures concerning amendments to Annexes 9 and 17 and all issues related to aviation security and facilitation requested by ICAO; and to discuss any doubts concerning the implementation of the amendments to Annexes 9 and 17, and/or the spirit thereof.

Conclusion 5/8 Response by States to ICAO State Letters

States are urged to:

- a) reply in a timely and suitable manner to the requests for comments from the ICAO Secretary General on topics of aviation security and facilitation; and
- b) make use of technological tools and conduct virtual work meetings to address the issue of responses to ICAO communications. These meetings would be convened by the NAM/CAR and SAM Regional Offices, respectively, and notified on a timely basis, as appropriate.

Note: The ICAO SAM Regional Office would convene a virtual test meeting on 8 July 2015 at 10:00 AM, Lima time. The States are urged to save this time for participation in this test.

Agenda Item 8 Terms of Reference and Work Programme

8.1. Based on the discussions and agreements reached by the Meeting, the **Appendix** to this part of the report contains the updated AVSEC/FAL/RG Terms of Reference, as well as the Strategic Plan, the Work Programme and the 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)
- Fourth Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG/4) (Mexico City, Mexico, from 3 to 5 June 2014)

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.”* Furthermore the resolutions of the High Level Conference on Aviation Security, held in Montréal, Canada, in 14 September 2012, and the First Symposium on Innovation in Aviation Security, held from 21 to 23 October 2014.

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 and forward the reports using their respective mechanisms, as appropriate, taking into consideration minimization of duplication.

1.4 The permanent ad hoc Task Group on the AVSEC/FAL/RG Strategic Plan will assess and determine the development of each AVSEC/FAL/RG Task Group to comply with the established goals. This Task Group will carry out teleconferences via digital media, and will meet when necessary, being ICAO NACC and SAM Regional Offices responsible to submit the States the call to participate in those meetings, previously agreed in the AVSEC/FAL/RG meetings.

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 and Saba Islands)
Bermuda	Nicaragua
Bolivia	Panama
Brazil	Paraguay
British Virgin Islands	Peru
Canada	Saint Kitts and Nevis
Cayman Islands	Saint Lucia
Chile	Saint Vincent and the Grenadines
Colombia	Sint Maarten
Costa Rica	Suriname
Cuba	Trinidad and Tobago
Curaçao	Turks and Caicos Islands
Dominican Republic	United Kingdom
Ecuador	United States
El Salvador	Uruguay
France (for French Antilles and French 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, the Secretariat will be led by the Secretary and his Operations Assistant.

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

To be the regional forum for promoting 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

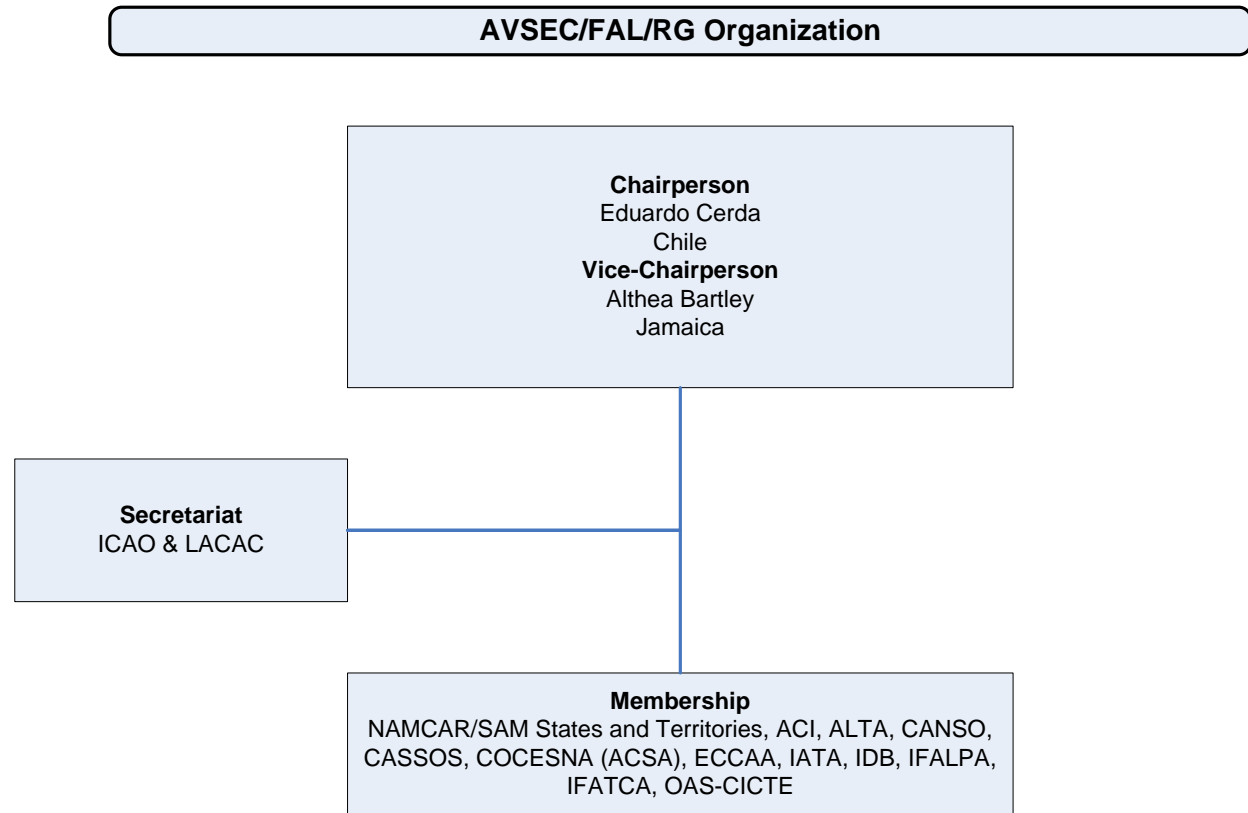
9. Documentation

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.

9.2 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.

9.3 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



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
contains:

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

- 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 AND 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							
<p>Passenger and carry-on baggage screening procedures – List of prohibited articles</p> <p>Procedimientos para la inspección de pasajeros y equipajes de mano – Lista de artículos prohibidos</p>	<p>Prohibited articles restriction criteria during screening</p> <p>Criterios de restricción sobre objetos prohibidos durante la inspección</p>	<p>Standardize restriction criterion (definition of prohibited articles) in order to facilitate the passenger boarding process in the region.</p> <p>Estandarizar los criterios de restricción mediante definición de artículos prohibidos para facilitar el embarque de los pasajeros en la región.</p>	<p>a) Determine differences that exist among NAM/CAR and SAM States</p> <p>b) Identify common articles that are restricted in the cabin</p> <p>a) Determinar las diferencias que existen entre los Estados de las Regiones NAM/CAR y SAM</p> <p>b) Identificar los objetos comunes que son restringidos en la cabina de la aeronave</p>	<p>Maintain an updated list of prohibited articles for consultation by AVSEC/FAL/RG member States.</p> <p>Mantener un listado actualizado de artículos prohibidos para consulta de los Estados miembros del AVSEC/FAL/RG.</p>	Chile	<p>Cayman Islands / Islas Caimanes</p> <p>Nicaragua</p> <p>Panama /Panamá</p> <p>Paraguay</p> <p>Peru / Perú</p> <p>Uruguay</p>	<p>Preliminary delivery by States to WG by 7 August 2015 / Entrega preliminar por parte de los estados al WG antes del 7 de Agosto de 2015</p> <p>Final Report by January 2016</p> <p>Informe final para enero de 2016</p>
<p>Aviation Security Management Systems</p> <p>Sistemas de Gestión de la seguridad de la aviación</p>	<p>Continuation of the Security Management System (SeMS) implementation</p> <p>Continuación de la implementación de un Sistema de Gestión de la Seguridad de la Aviación (SeMS).</p>	<p>Encourage States to introduce an Aviation Security Management System (SeMS) within the framework of their own State's National Civil Aviation Security Programme (NCASP)</p> <p>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)</p>	<p>a) Consult different States that have experience with SeMS implementation within their aviation security systems</p> <p>b) Present State SeMS implementation experience results at the next AVSEC/FAL/RG meeting.</p> <p>a) Consultas a los diferentes Estados que hayan tenido experiencia en la aplicación de un SeMS en sus sistemas de seguridad de la aviación</p> <p>b) Presentar los resultados de las experiencias de los Estados durante la implementación SeMS a la próxima reunión del AVSEC/FAL/RG</p>	<p>Introduction to future measures and recommendations on SeMS implementation.</p> <p>Introducción a las futuras medidas y recomendaciones en la implementación de un SeMS.</p>	Colombia	<p>Argentina</p> <p>Brazil /Brasil</p> <p>Cayman Islands /Islas Caimanes</p> <p>Chile</p> <p>Cuba</p> <p>Mexico/México</p> <p>Nicaragua</p> <p>Trinidad and Tobago/Trinidad y Tabago</p>	<p>Report by January 2016</p> <p>Informe para enero de 2016</p>

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
<p>Coordination between States to standardize their aviation security systems audit procedures</p> <p>Coordinación entre los Estados para estandarizar los procedimientos de auditorías de sus sistemas de seguridad de la aviación</p>	<p>Develop common quality control protocols as tools for States to audit their own national aviation security systems.</p> <p>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</p>	<p>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.</p> <p>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.</p>	<p>Prepare a Gantt chart including the following information:</p> <p>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</p> <p>Preparar un diagrama de Gantt considerando como mínimo la siguiente información:</p> <p>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</p>	<p>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</p> <p>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</p>	Brazil/Brasil	<p>Argentina Cayman Islands/Islas Caimanes Cuba Jamaica Nicaragua Panama/Panamá Trinidad and Tobago/Trinidad y Tabago United States /Estados Unidos</p>	<p>Report by January 2016</p> <p>Informe para enero de 2016</p>
<p>Security of Air Traffic Services</p> <p>Seguridad de los servicios de tránsito aéreo</p>	<p>Development of guidance and reference material for the States</p> <p>Desarrollo de material guía y de referencia u orientación para los Estados</p>	<p>Produce a document that considers security measures of air traffic services</p> <p>Elaborar un documento que considere las medidas de seguridad de los servicios de tránsito aéreo</p>	<p>Develop a basic procedure on this issue</p> <p>Redactar un procedimiento básico sobre este tema</p>	<p>To have a guidance document for the State's AVSEC authorities to ensure effective compliance with Standard 3.5 of Annex 17</p> <p>Contar con un documento guía para las autoridades AVSEC de los Estado a fin dar un adecuado cumplimiento a la Norma 3.5 del Anexo 17</p>	Chile	<p>Argentina Jamaica Uruguay</p>	<p>Report by January 2016</p> <p>Informe para enero de 2016</p>

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
Civil Aviation Cybersecurity Ciberseguridad de la aviación civil	Develop a Cybersecurity Awareness Course for States to deliver within the Civil Aviation Industry / Desarrollar un Curso para la consciencia sobre la ciberseguridad para que los Estados puedan implementar en la industria de la aviación civil	To increase the awareness within the aviation industry as regards Cyber Security and provide States with a framework on how to manage cyber risks to aviation industry Incrementar la consciencia dentro de la industria de la aviación con respecto a la ciberseguridad y proporcionar a los Estados un marco sobre cómo administrar los riesgos cibernéticos a la industria de la aviación	a) Review existing documentation developed by CANSO, AIAA, European Union ,OAS and other agencies; b) Consult with Cybersecurity experts within the Region and within other Regional UN Agencies; and c) Identify and use STP Course Developers. a) Revisar la documentación existente desarrollada por CANSO, AIAA, Unión Europea, OAS y otras agencias; b) Consultar con expertos en ciberseguridad dentro de la Región y dentro de otras Agencias de Naciones Unidas; e c) Identificar y utilizar Diseñadores de Cursos CMDN .	Conduct training needs assessment Define the course objectives Develop bilingual training package (English/Spanish) Realizar una evaluación de las necesidades de entrenamiento Definir los objetivos del curso Desarrollar paquete de entrenamiento bilingüe (Inglés/Español)	Jamaica	Argentina Colombia Jamaica	Report by January 2016 Informe para enero de 2016

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	<p>Implementation of Annex 9 Machine Readable Travel Document (MRTD) Standards and Recommended Practices</p> <p>Implementación de las Normas y Métodos Recomendados del Anexo 9 en lo relacionado a los Documentos de viaje de lectura mecánica (DVLM)</p>	<p>Standardise security and machine readable measures for States compliance with of Annex 9 <i>Facilitation</i> Standards and Doc 9303 on MRTD</p> <p>Estandarización de medidas de seguridad y lectura mecánica para el cumplimiento por parte de los Estados de las Normas del Anexo 9 <i>Facilitación</i> y del Doc 9303 sobre DVLM</p>	<p>To exchange ideas on:</p> <ol style="list-style-type: none"> The need for survey responses from all States Verify implementation of the project Through the Secretariat, verify which States are available to collaborate with those States in need, and: <ol style="list-style-type: none"> MRTD security measures of all States States' information on types of machine readers Information of these Service provider Arrival and departure documentation to be presented by the passengers Information on the State adherence to the PKD States' information regarding stolen and lost passports, and the information exchange with INTERPOL <p>El intercambio de ideas respecto de:</p> <ol style="list-style-type: none"> La necesidad de respuesta de la encuesta por parte de todos los Estados Verificar la implementación del proyecto Verificar, a través de la Secretaría, a los Estados que están disponibles para colaborar con aquellos Estados que así lo requieran, y: <ol style="list-style-type: none"> Las medidas de seguridad de los DVLM de todos los Estados Información de tipos de lectores mecánicos de los Estados Información del proveedor de estos servicios Tipos de documentos de entrada y salida que deben presentar los pasajeros Información sobre los países adheridos al PKD de la OACI Información de los Estados sobre los pasaportes robados, extraviados y la relación de intercambio de información con INTERPOL. 	<p>Standard compliance</p> <p>Cumplimiento de la Norma</p>	<p>Bolivia</p>	<p>Brazil / Brasil Cuba Nicaragua Panama / Panamá Paraguay</p>	<p>Report by January 2016</p> <p>Informe para enero de 2016</p>

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	Improvement of the database Mejoramiento de la base de datos	Improve database structure and incorporate new records according to the needs from the States Mejorar la estructura de la base de datos e incorporar nuevos registros de acuerdo a necesidades de los Estados	a) Identify requirements of best practices by the States b) Request the States to send their best practices according to their identified requirements c) Identify FAL issues under which best practices received should be included a) Identificar requerimientos de mejores prácticas por parte de los Estados. b) Solicitar a Estados remitir mejores prácticas según requerimientos identificados. c) Identificar temáticas FAL bajo las cuales incluir las mejores prácticas recibidas	a) Complete database with FAL issues b) To increase quantity of available best practices according to requirements of the States a) Completar base de datos con temáticas FAL. b) Aumentar cantidad de mejores prácticas disponibles de acuerdo a requerimientos de los Estados.	Chile	Bolivia Brasil / Brazil Colombia Peru / Perú	Initial deadline for State questionnaire contribution: 31 August 2015 Fecha límite inicial para las contribuciones del cuestionario por los Estados: 31 de agosto de 2015 ----- Report by January 2016 Informe para enero de 2016
Facilitation training material Material de capacitación en facilitación	Second phase of the development of Facilitation training material Segunda fase del 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	Complete and make available training material to AVSEC/FAL/RG Member States to teach and enhance knowledge on ICAO Annex 9 – Facilitation Standards and Recommended Practices. Completar y poner el material de instrucción a disposición de los Estados miembros del AVSEC/FAL/RG con el objetivo de enseñar y mejorar el conocimiento de las Normas y Métodos Recomendados del Anexo 9 – Facilitación de la OACI.	ASTC/CIAS A Mexico/México	Bolivia Brazil / Brasil Colombia Cuba	Report by January 2016 Informe para enero de 2016

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
<p>List of restricted articles by other authorities other than aviation security</p> <p>Lista de objetos restringidos por otras autoridades que no sean de seguridad de la aviación</p>	<p>Database with information on items restricted by facilitation-related authorities</p> <p>Base de datos con información de objetos restringidos por autoridades relacionadas con Facilitación</p>	<p>Collect information from States and share it through the designated web page</p> <p>Colectar información de los Estados y compartir la información a través de la página web establecida</p>	<p>a) Organize and develop a methodology and send the information to the Secretariat in order to coordinate database publication on the LACAC web page,</p> <p>b) Publish and maintain the database</p> <p>a) Organizar y desarrollar una metodología y enviar la información a la Secretaría para coordinar la publicación en la página web de la CLAC,</p> <p>b) Publicar y mantener la base de datos</p>	<p>Introduce ways for sharing data and best practices concerning objects restricted by authorities other than aviation security</p> <p>Introducir entre los Estados formas de compartir la información y mejores prácticas respecto a objetos restringidos por autoridades que no sean de seguridad de la aviación</p>	Cuba	<p>Bolivia</p> <p>Chile</p> <p>Colombia</p> <p>Nicaragua</p> <p>Uruguay</p>	<p>Report by January 2016</p> <p>Informe para enero 2016</p>
AVSEC/FAL							
<p>Procedures for the implementation of One Stop Security System (OSS)</p> <p>Procedimientos para la implementación Sistema Control de Seguridad Único (OSS)</p>	<p>Conduct a study to facilitate the implementation of a One Stop Security System</p> <p>Elaborar un estudio para viabilizar la implementación de un Sistema Control de Seguridad Único</p>	<p>Establish, implement and maintain a One Stop Security System among airports that have been validated by the States involved</p> <p>Establecer, implementar y sostener una propuesta de sistema de control de seguridad único entre aeropuertos que hayan sido validados por los Estados involucrados</p>	<p>1. Establish a programme of activities for the group</p> <p>2. Distribute tasks among group members</p> <p>3. Consolidate group information</p> <p>4. Draft the working paper</p> <p>1. Establecer un cronograma de actividades del grupo</p> <p>2. Distribución de tareas entre los miembros del grupo</p> <p>3. Consolidar las informaciones del grupo</p> <p>4. Desarrollar la Nota de Estudio</p>	<p>1. Optimise resources</p> <p>2. Enhance services</p> <p>3. Optimise timeframes</p> <p>4. Regulatory compliance</p> <p>5. Substantial improvement of the commercial aeronautical system</p> <p>1. Optimizar Recursos</p> <p>2. Mejorar Servicio</p> <p>3. Optimizar Tiempos</p> <p>4. Conformidad Normativa</p> <p>5. Mejora sustancial del sistema aerocomercial</p>	Panama / Panamá	<p>Brazil/Brasil</p> <p>Trinidad and Tobago/Trinidad y Tabago,</p>	<p>Report by January 2016</p> <p>Informe para enero 2016</p>

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.

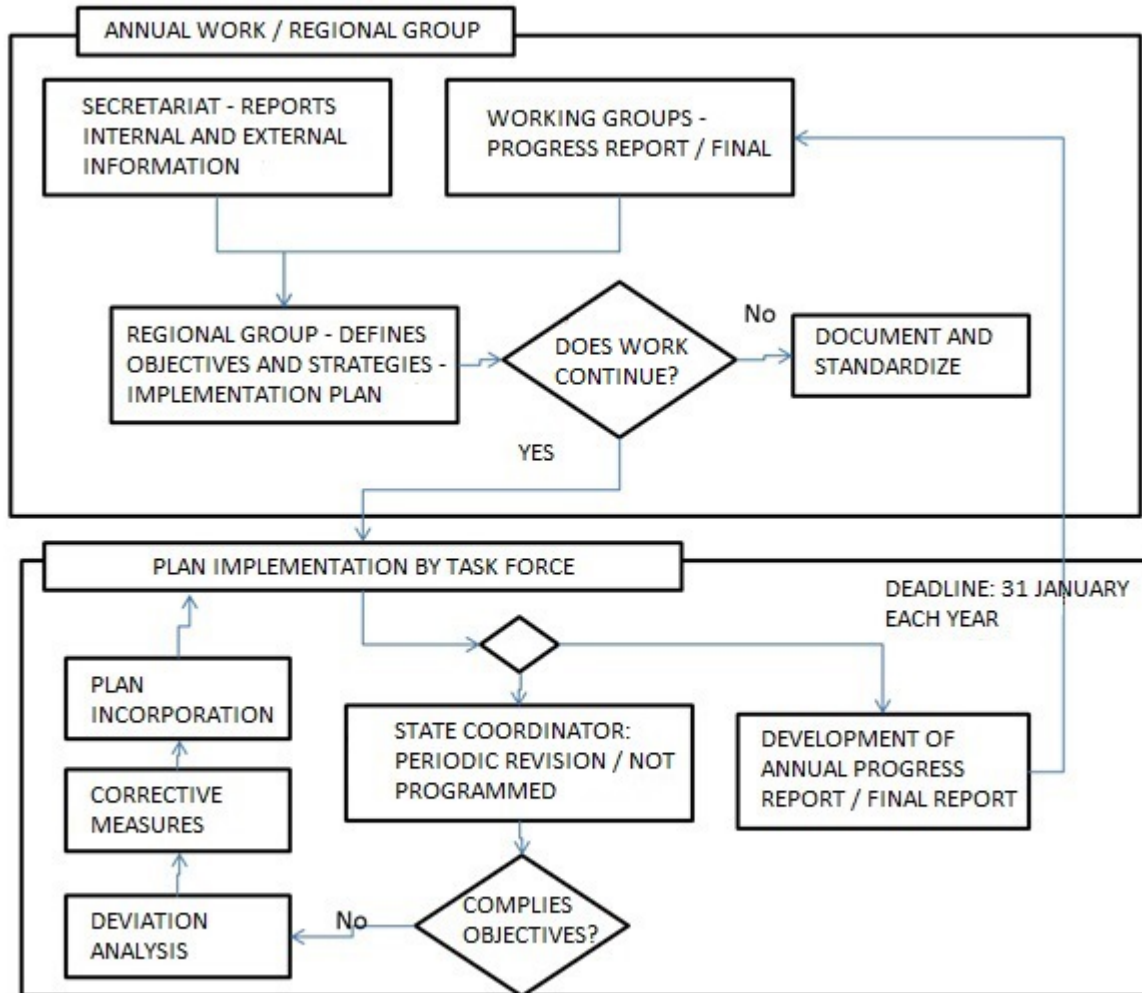
The process starts with an internal and external assessment that considers several aspects in a similar way to a SWOT analysis; as a result, it identifies key or major elements.

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:
<ol style="list-style-type: none"> 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 N°

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

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

**METHOD TO DETERMINE THE AVSEC/FAL ICAO/LACAC TASK FORCE GOALS
PROGRESS**

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

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:

$Adi = (1 - Afi)$ <p style="text-align: center;">Where: Adi: Analysed activity deviation Where d=deviation Afi : achievement index (bar chart result) Where f=progress</p>
--

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

$$DEV_t = \sum_{i=1}^n A_{di} * P_i$$

Where:

DEV_t: Total deviation

A_{di}: Analysed activity deviation

Where d=deviation

P_i: i-th stage weight

Agenda Item 9 Other Business

9.1 Crisis Management Situational Centre Project

9.1.1 Colombia presented WP/21 on the project for the implementation of a “Crisis Management Situational Centre” in its international airports, which could serve as a regional model for the optimization of aviation security contingency management systems.

9.1.2 Colombia expected the system to be implemented by the second half of 2016. This system is intended to support decision-making by civil and military authorities in the event of acts of unlawful interference, since it would provide on-going real-time visual information obtained through mobile, fixed and thermal cameras 24 hours a day and seven days a week. This will allow the monitoring, detection, recognition and identification in different airport areas 24 hours a day, providing protection and visual validation in the public, controlled and restricted areas.

9.1.3 It was noted that the presentation of Colombia on this matter would be posted on the AVSEC/FAL/RG/5 Meeting website, and participants were urged to take note of it and assess its implementation in the existing or planned Crisis Management Centre projects in their States.

9.2 Report on cyber-security: Meeting the Challenges of an Ever-changing Terrorist Profile

9.2.1 Jamaica presented WP/23 containing information on recent cyber-attacks perpetrated against non-aviation entities globally and on the Jamaican experience on this new threat, highlighting the fact that it should not be assumed that the aviation industry is immune to this. It was recalled that ICAO had acknowledged the challenges of cyber-security through the recommendations of part 4.2 in Annex 17, and the participants were provided with an overview of the status of this issue in the NAM/CAR and SAM Regions.

9.2.2 The Meeting urged the NAM/CAR and SAM States to address in a suitable and efficient manner the challenges posed by cyber-threats to their civil aviation systems, considering the adoption of some measures such as the conduct of courses on cyber-security awareness, sharing of information on the topic with the appropriate authorities in their State, and sharing of information on any threat or incident with other States of the Region. The States were also urged to include in their security risk assessment processes, procedures to protect themselves against cyber-security threats.

9.2.3 The Meeting decided to create a Working Group, under the leadership of Jamaica and the participation of Argentina and Colombia, to develop an awareness course on civil aviation cyber-security.

9.3 Venue and Date of the Next Meeting

9.3.1 The AVSEC/FAL/RG/5 approved the draft report with the necessary adjustments.

9.3.2 The AVSEC/FAL/RG Chairperson expressed his acknowledgment to the ICAO SAM Regional Office and to LACAC for hosting this Meeting. He also thanked all the representatives of the States for their participation.

9.3.3 As previously agreed, the Sixth Meeting of the AVSEC/FAL/RG will be held at the premises of the ICAO NACC Regional Office in Mexico City, Mexico, tentatively from 6 to 10 June 2016.

— END —