



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)  
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL (OACI)

COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL (CLAC)  
LATIN AMERICAN CIVIL AVIATION COMMISSION (LACAC)



LS 8/21 – SA165

16 March 2011

To: Mr. Pierre Dubois, Regional Director, ANS French Antilles and Guyana  
Mr. Zulficar Mohamed, Director a.i., CAD Guyana  
Mr. Mr. E. L. Fernandes, Acting Director CASAS, Suriname

Subject: **Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Meeting and Aviation Security and Facilitation Regional Seminar (AVSEC/FAL/SEM)**  
(Asunción, Paraguay, 23 to 27 May 2011)

Action  
Required: **Send Registration Forms by 22 April 2011**

Sir,

Addressing the following meetings and agreements:

- First Meeting of the Regional Aviation Security and Facilitation Group – Pan America (AVSEC/FAL/RG-PA/1) (Port-of-Spain, Trinidad and Tobago, 12 to 14 May 2010);
- Third Meeting of the LACAC GRUFAL/AVSEC (Montevideo, Uruguay, 5 to 6 July 2010);
- Conclusion 11/4 of the Eleventh Central Caribbean Directors of Civil Aviation (C/CAR/DCA/11) Meeting (Mexico City, Mexico, 21 to 23 July 2010);
- Agreement from the LXXIX LACAC Executive Committee (Mexico City, Mexico, 31 August to 1 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);
- Conclusion 95/5 of the 95th Central American and Panama Directors of Civil Aviation (DGAC/CAP/95) Meeting (Antigua, Guatemala, 8 to 10 February 2011);

we have the honour to invite your Administration to participate in the Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Meeting to be held at the Crowne Plaza Hotel in Asunción, Paraguay, from 25 to 27 May 2011. This marks the first joint meeting of ICAO and LACAC after combining its respective regional groups on AVSEC and FAL.

**Appendix A** contains the draft agenda for the Meeting. We invite you to comment on the content of the draft agenda and also to submit working and information papers. Working and information papers should be sent by e-mail to the ICAO Regional Office and/or LACAC Secretariat. Working papers prepared in only one language (English or Spanish) must be received by **8 April 2011**. Working papers submitted after this date must be prepared in both languages and received by **6 May 2011**. Information papers do not require translation and may be submitted in only one language by **6 May 2011**. All the documentation sent for translation and distribution must be received in electronic format, to this end, please find attached the Word templates to prepare the documentation.

In addition, you are invited to the Aviation Security and Facilitation Regional Seminar (AVSEC/FAL/SEM), which will be held prior to and in conjunction with the AVSEC/FAL/RG Meeting, from 23 to 24 May 2011. The draft programme is attached as **Appendix B**. The Seminar has no registration cost.

In the event that your Administration is not the aviation security competent authority in your State, we hereby request that you forward this invitation to the appropriate entity to attend both events. We would appreciate that you extend the invitation to the seminar to all entities who are involved with aviation security in your State.

The languages for the Meeting and Seminar will be English and Spanish with simultaneous interpretation. The General Information for the events is attached as **Appendix C**.

**Appendix D** is the registration form for both events and it should be completed and returned to the ICAO Regional Office and/or LACAC Secretariat by **22 April 2011**. We also inform you that the documentation for the Meeting will be posted on the Meetings Section of the ICAO SAM Regional Office Website at <http://www.lima.icao.int/Meetings/Meetings.html> and on the LACAC website at <http://clacsec.lima.icao.int/>. All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue.

If you require additional information on the Meeting or Seminar, please contact Mr. Oscar Quesada, Deputy Regional Director of the ICAO SAM Regional Office (oquesada@lima.icao.int), Ms. Fiorella Fernández, LACAC Assistant (clacsec@lima.icao.int), or Ms. Deborah Coriat, ICAO AVSEC Assistant in Lima (dcoriat@lima.icao.int).

Finally, you are informed that the LACAC FAL/AVSEC Group will meet on the morning of Monday 23 May 2011, in the same venue to prepare the transfer of its tasks to the new AVSEC/FAL Regional Group (AVSEC/FAL/RG). The invitation for the LACAC FAL/AVSEC Group Meeting will be circulated by the LACAC Secretariat to LACAC members through a separate letter.

Accept, Sir, the assurances of my highest consideration.



Marco Ospina  
Secretary  
Latin American Civil Aviation Commission



Franklin Hoyer  
Regional Director  
ICAO South American Office

**Enclosure:**  
*As indicated*

cc: Mr. Stantley Betterson, Acting Director of Civil Aviation, NCAA, Suriname  
Mr. M. Philippe Guivarch, Executive Manager, ANS French Antilles-Guyane  
Mr. Abraham Dorris, Guyana [avsec@gcaa-gy.org](mailto:avsec@gcaa-gy.org); [director-general@gcaa-gy.org](mailto:director-general@gcaa-gy.org);  
Mr. Cosmo Wong, Suriname [casassec@casas.sr](mailto:casassec@casas.sr); [cosmo\\_196@hotmail.com](mailto:cosmo_196@hotmail.com);  
Mr. Marco Ospina, LACAC  
C/AVSEC  
C/ISD  
ICAO RD, Mexico

## APPENDIX A



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)  
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### AVIATION SECURITY AND FACILITATION REGIONAL GROUP (AVSEC/FAL/RG) MEETING

### REUNIÓN DEL GRUPO REGIONAL SOBRE SEGURIDAD DE LA AVIACIÓN Y FACILITACIÓN (AVSEC/FAL/RG)

Asunción, Paraguay, 25 to 27 May 2011 / Asunción del Paraguay, 25 al 27 de mayo de 2011

### DRAFT AGENDA

- Agenda Item 1**                    **Approval of the Meeting Agenda and Schedule and Election of the Chairperson and Vice Chairperson**
- Agenda Item 2**                    **Terms of Reference and Work Programme**
- 2.1     Report of the AVSEC/FAL/RG-PA/1 Meeting
  - 2.2     Reports of the LACAC GRUFAL/AVSEC/3 and 4 Meetings
- Agenda Item 3**                    **Aviation Security (AVSEC)**
- 3.1     Annex 17, AVSEC Panel, *Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference* Doc 8973, ICASS
  - 3.2     Personnel qualifications, training and human factors
  - 3.3     Quality control / Oversight system
  - 3.4     Communications / Information exchange
  - 3.5     FAL/AVSEC Committees' rules
  - 3.6     Regional threat level
  - 3.7     Cargo security
- Agenda Item 4**                    **Facilitation (FAL)**
- 4.1     Annex 9, FAL Panel, Facilitation Manual
  - 4.2     Machine Readable Travel Documents/Biometric identification
  - 4.3     Assistance to persons with disabilities
  - 4.4     Quality control / Oversight system
  - 4.5     FAL Committee organic regulations

**Agenda Item 5                    Training, Cooperation and Assistance**

- 5.1     ISD-AVSEC
- 5.2     FAL/AVSEC regional auditors and specialists registration
- 5.3     Training policies and certification procedures
- 5.4     Coordination and cooperation mechanisms
- 5.5     FAL/AVSEC equipment acquisition guidelines
- 5.6     FAL/AVSEC balance guide
- 5.7     MRTD Cooperation Policy

**Agenda Item 6                    Other Business**

- 6.1     Next Meeting Site and Dates

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## APPENDIX B



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)  
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### AVIATION SECURITY AND FACILITATION REGIONAL SEMINAR SEMINARIO REGIONAL SOBRE SEGURIDAD DE LA AVIACIÓN Y FACILITACIÓN (AVSEC/FAL/SEM)

Asunción, Paraguay, 23 to 24 May 2011 / Asunción del Paraguay, 23 al 24 de mayo de 2011

#### PROGRAMME / PROGRAMA

DAY ONE / DÍA UNO Monday 23 May 2011 / Lunes 23 de mayo de 2011	
12:30 – 13:30	Registration / Registro
13:30 – 14:00	Opening Ceremony / Ceremonia de Apertura <b>Remarks by / Palabras de apertura de</b> <ul style="list-style-type: none"><li>• <i>International Civil Aviation Organization – ICAO</i> <i>Organización de Aviación Civil Internacional – OACI</i></li><li>• <i>Comisión Latinoamericana de Aviación Civil – CLAC</i> <i>Latin American Civil Aviation Commission – LACAC</i></li><li>• <i>Paraguay</i></li></ul>
<b>Group Picture / Foto de Grupo</b>	
14:00 – 15:00	<b>ICAO Assistance Strategy and capacity building</b> <b>Estrategia OACI de Asistencia y desarrollo de capacidades</b> <i>ICAO / OACI</i>
15:00 – 16:00	<b>ICAO Assistance Activities for the machine readable travel documents</b> <b>Actividades de asistencia de la OACI en la lectura mecánica de los documentos de viaje</b> <i>ICAO / OACI</i>
<b>16:00 – 16:30</b>	<b>Coffee Break / Pausa para el Café</b>
16:30 – 17:30	<b>LACAC Presentations</b> <b>Presentaciones de la CLAC</b> <i>LACAC / CLAC</i>

<b>DAY TWO / DÍA DOS</b> <i>Tuesday 24 May 2011 / Martes 24 de mayo de 2011</i>	
08:30 – 09:30	<i>Aviation Security Regional Challenges and lessons learned</i> <i>Desafíos regionales en la seguridad de la aviación y las lecciones aprendidas</i> <i>States / Estados</i>
09:30 – 10:30	<i>Information on ICAO Training Events for 2011 – 2012</i> <i>Información sobre los eventos de instrucción de la OACI para 2011 – 2012</i> <i>ICAO / OACI</i>
<b>10:30 – 11:00</b>	<b><i>Coffee Break / Pausa para el Café</i></b>
11:00 – 12:00	<i>Information on the ICAO Instructors Certification</i> <i>Información sobre la certificación de instructores de la OACI</i> <i>ICAO / OACI</i>
<b>12:00 – 13:30</b>	<b><i>Lunck Break / Pausa para el almuerzo</i></b>
13:30 – 14:30	<i>Corrective Action Plans Implementation Challenges</i> <i>Desafíos en la implementación de los Planes de medidas correctivas</i> <i>States / Estados</i>
14:30 – 15:30	<i>Efficient Oversight Systems Implementation Challenges</i> <i>Desafíos en la implementación de sistemas de supervisión eficaces</i> <i>States / Estados</i>
15:30 – 16:30	<i>Other issues to be defined</i> <i>Otros temas por definir</i> <i>To be determined / A determinarse</i>
<b>16:30 – 16:45</b>	<b><i>Coffee Break / Pausa para el Café</i></b>
16:45 – 17:15	<i>Conclusions</i> <i>Conclusiones</i>
	<i>Closing ceremony</i> <i>Ceremonia de clausura</i>

## APPENDIX C



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)  
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### AVIATION SECURITY AND FACILITATION REGIONAL SEMINAR SEMINARIO REGIONAL SOBRE SEGURIDAD DE LA AVIACIÓN Y FACILITACIÓN (AVSEC/FAL/SEM)

### AVIATION SECURITY AND FACILITATION REGIONAL GROUP MEETING REUNIÓN DEL GRUPO REGIONAL SOBRE SEGURIDAD DE LA AVIACIÓN Y FACILITACIÓN (AVSEC/FAL/RG)

Asunción, Paraguay, 23 to 27 May 2011 / Asunción del Paraguay, 23 al 27 de mayo de 2011

## GENERAL INFORMATION

### 1. Event Venue and Dates

1.1 The Aviation Security and Facilitation Regional Seminar (AVSEC/FAL/SEM) will be held in Asunción, Paraguay from 23 to 24 May 2011.

1.2 The Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG) will be held in Asunción, Paraguay from 25 to 27 May 2011.

### 2. Meeting Address

Crowne Plaza Hotel  
Address: Calle Cerro Corá 939 con Estados Unidos  
Asunción, Paraguay

### 3. Participants Registration

3.1 Registration will take place on Monday 23 May 2011 from 12:30 to 13:30 hrs., and on Wednesday 25 May 2011 from 08:00 to 09:00 hrs.

### 4. Lodging

4.1 Both events will be held in Asunción at the Crowne Plaza Hotel, which is offering a special rate for participants who stay in the same hotel. Participants have to make their reservations directly with the hotel of their choice as soon as possible due to the high season in Asunción during the event due to the celebration of the Paraguayan Bicentennial during the month of May 2011.

SUGGESTED HOTELS / HOTELES SUGERIDOS		
HOTEL	RATE AND REMARKS / TARIFAS Y OBSERVACIONES	
	SINGLE ROOM / HABITACIÓN SENCILLA	DOUBLE ROOM HABITACIÓN DOBLE
<b>Crowne Plaza Hotel Asunción</b> Cerro Corá 939 c/ EE.UU., Asunción, Paraguay Tel: (59521) 452 682 Fax: (595 21) 448 731 E-mail: reservas@crowneasuncion.com.py www.crowneasuncion.com.py	\$ 120 USD + 10% Taxes / + 10% Impuestos	Cost for second person in room / Costo de la segunda persona en la habitación \$ 10 USD + 10% Taxes / + 10% Impuestos
	<i>Includes buffet breakfast. Business Centre Access, 24-hour Internet Service. Parking. Late checkout subject to availability.</i> <b>For additional information, visit the hotel website.</b>	
<b>Sabe Center Hotel</b> 25 de Mayo esq. México a tres cuadras del Hotel sede Tel: (59521) 450 093/8 Fax: (59521) 450 101/2 Contacto: Sra. Claudia Torres claudiats@live.com email: marketing@sabecenterhotel.com.py	\$ 86 USD + 10% Taxes / + 10% Impuestos	\$ 96 USD + 10% Taxes / + 10% Impuestos
	<i>Includes buffet breakfast. Business Centre Access, 24-hour Internet Service. Parking. Late checkout subject to availability.</i> <b>For additional information, visit the hotel website.</b>	
<b>Hotel Guaraní Esplendor</b> Oliva esq. Nuestra Sra. de la Asunción Tel: (59521) 452.099 www.guaraniesplendor.com	\$ 90 USD + 10% Taxes / + 10% Impuestos	\$ 102 USD + 10% Taxes / + 10% Impuestos
	<i>Includes buffet breakfast. 24-hour Internet Service.</i> <b>For additional information, visit the hotel website.</b>	
<b>Hotel Granados Park</b> Estrella y 15 de Agosto Asunción, Paraguay Tel: (59521) 497.921 Fax: (59521) 445.324 E-mail reservas@granadospark.com www.granadospark.con.py	\$ 110 USD + 10% Taxes / + 10% Impuestos + 0.75 de Room Tax del AC&VB	\$ 120 USD + 10% Taxes / + 10% Impuestos + 0.75 de Room Tax del AC&VB
	<i>Includes buffet breakfast. 24-hour Internet Service (on request).</i> <b>For additional information, visit the hotel website.</b>	
<b>Hotel Cecilia</b> EE.UU 341 c/ Mcal. Estigarribia Asunción, Paraguay Tel: (59521) 210365-210366-210367 E-mail: ermo.ronnebeck@hotelcecilia.com.py Contacto : Ermo Ronnebeck reservas@hotelcecilia.com.py Website: www.hotelcecilia.com.py	\$ 60 USD + 10% Taxes / + 10% Impuestos	\$ 75 USD + 10% Taxes / + 10% Impuestos
	<i>Includes buffet breakfast. 24-hour Internet Service (on request).</i> <b>For additional information, visit the hotel website.</b>	

**5. Address and Contact Numbers****Dirección Nacional de Aeronáutica Civil de la República del Paraguay**

Av. Mariscal Francisco Solano López y 22 de Septiembre, Edif. Ministerio de Defensa  
Nacional 2do. piso.

Tel.: (+ 595 21) 203615

Fax: (+595 21) 213406

E-Mail: [presiden@dinac.gov.py](mailto:presiden@dinac.gov.py); [relaciones-internacionales@dinac.gov.py](mailto:relaciones-internacionales@dinac.gov.py)

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Coordinator

Subdirectora de Transporte Aéreo

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**Téc. AVSEC Carlos Cairet**

Second Coordinator

Subdirector de Seguridad de la Aviación Civil

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**Lic. Raquel Guastella**

Gerente de Facilitación y Gestión Aeroportuaria

Tel/Fax: (+ 595 21) 213365 / (+ 595 21) 210764

E-mail: [gfal@dinac.gov.py](mailto:gfal@dinac.gov.py)

**6. Useful Information***Airport Taxes*

USD \$31 per passenger

*May Temperature*

Maximum – 24°C

Minimum – 15°C

*Local Time*

GMT - 4:00 GMT

*Exchange Rate*

The currency in Paraguay is the Guarani. The estimated exchange rate is: 4.600 Gs. for \$1 USD.

*Electricity*

220 volts