



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LS 8/21 – SA123

Lima, 25 March 2014

To: Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Invitation to the Fourth Meeting of the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/4 Mexico City, Mexico, 3 – 5 June 2014)**

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda and/or Programme by **30 April 2014**
 - 2) Submission of documentation and/or presentations by the deadlines provided in this letter
 - 3) Register participation by **9 May 2014**

Dear sir,

I have the honor of inviting your Administration to participate in the Fourth Meeting of the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/4), to be convened at the ICAO North American, Central American and Caribbean (NACC) Regional Office in Mexico City, Mexico, from 3 to 5 June 2014.

Aviation Security and Facilitation personnel from of the ICAO NAM/CAR and SAM Regions and representatives of international organizations are invited to attend. The working languages will be English and Spanish (simultaneous translation will be provided).

The Draft Agenda of the meeting is presented at **Attachments A**. States wishing to submit proposals for additional items to be included should do so by **30 April 2014**.

You are kindly requested to complete and return by e-mail the Registration Form at **Attachment B** for each participant and send it by e-mail to icaosam@icao.int and clacsec@icao.int by **9 May 2014**.

The list of suggested hotels, ICAO Mexico Regional Office location, and hotel sector maps, as well as other useful information, will be linked through our Regional Office website <http://www.icao.int/SAM/Pages/meetings.aspx?year=2014&p=3>. Participants are encouraged to make reservations directly with the hotels in a timely manner.

All the event documentation, as soon as it becomes available, will be placed on our website <http://www.icao.int/SAM/Pages/meetings.aspx?year=2014&p=3> and on the LACAC website at <http://clacsec.lima.icao.int/>. Considering that documentation will be available in electronic format, no hard copies will be distributed during the event.

Documentation for the meeting that your Administration/Organization may wish to submit and/or present at the event should be forwarded to the AVSEC/FAL Regional Group Secretariat by e-mail as soon as practicable in Microsoft Word and/or PowerPoint format using the attached templates at **Attachment C**. Working papers for the meeting should be brief, action-oriented and focused on a specific subject, with a four-page limit, excluding any appendices.

Only working papers submitted by the States received by the Secretariat by **30 April 2014** will be translated. Working papers received **after** that date will have to be provided in both languages. The working papers of international organizations and Information Papers will not be translated and will be issued only in the language submitted. The deadline to receive all papers is **9 May 2014**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require additional information on the meeting, please contact Mr. Pablo Lampariello (plampariello@icao.int), ICAO SAM Regional Officer, Aviation Security; Mrs. Deborah Coriat (dcoriat@icao.int), his Assistant; and/or Mr. Luis Nuñez (lmnunez@icao.int) of LACAC.

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



Marco Ospina
Secretary
Latin American Civil
Aviation Commission



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure:

- A – Draft Agenda*
- B – Registration Form*
- C – Working and Information Paper Templates*

cc: Aviation Security Points of Contact

- Ms. Cindy Toemin, Suriname
- Mr. Cosmo Wong, Suriname
- Ms. Rachel Simson, Suriname
- Mr. Abraham Dorris, Guyana
- Pablo Martinez, OAS-CICTE
- Shevaun Culmer, OAS-CICTE
- C/ISD – SEC
- C/ASA
- ICAO RD, Mexico