



INTERNATIONAL CIVIL AVIATION ORGANIZATION

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP

(GREPECAS)

FIFTH MEETING OF THE AVIATION SECURITY COMMITTEE

(AVSEC/COMM/5)

FINAL REPORT

Buenos Aires, Argentina
11 to 13 May 2006

Prepared by the Secretariat
June 2006

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INDEX

| Contents | Page |
|---|-------------|
| Index | i-1 |
| Historical | ii-1 |
| ii.1 Duration and site of the Meeting..... | ii-1 |
| ii.2 Opening Ceremony | ii-1 |
| ii.3 Organization of the Meeting | ii-1 |
| ii.4 Working languages..... | ii-1 |
| ii.5 Agenda | ii-1 |
| ii.6 List of Working Papers | ii-2 |
| ii.7 List of Information Papers | ii-3 |
| ii.8 List of Discussion Papers | ii-4 |
| ii.9 Schedule and Work Mode..... | ii-4 |
| ii.10 Attendance | ii-4 |
| ii.11 Draft Conclusions | ii-5 |
| ii.12 Decisions | ii-5 |
| List of Participants | iii-1 |
| List of Participants – General Information | iv-1 |
| Report on Agenda Item 1 | |
| <i>Adoption of the AVSEC/COMM/5 Meeting Agenda and Schedule</i> | 1-1 |
| Report on Agenda Item 2 | |
| <i>Review of the AVSEC/COMM/4 and GREPECAS/13 Meeting Results</i> | 2-1 |
| <i>Appendix to the Report on Agenda Item 2</i> | 2A-1 |
| Report on Agenda Item 3 | |
| <i>Reviews of Global and Regional AVSEC Developments and Activities</i> | 3-1 |
| Report on Agenda Item 4 | |
| <i>Development of the AVSEC/COMM Work Programme</i> | 4-1 |
| <i>Appendix A to the Report on Agenda Item 4</i> | 4A-1 |
| <i>Appendix B to the Report on Agenda Item 4</i> | 4B-1 |
| <i>Appendix C to the Report on Agenda Item 4</i> | 4C-1 |
| <i>Appendix D to the Report on Agenda Item 4</i> | 4D-1 |
| <i>Appendix E to the Report on Agenda Item 4</i> | 4E-1 |

INDEX

| Contents | Page |
|--------------------------------|-------------|
| Report on Agenda Item 5 | |
| <i>Other Business</i> | <i>5-1</i> |

HISTORICAL

ii.1 **Duration and Site of the Meeting**

The Fifth Meeting of the GREPECAS Aviation Security Committee (AVSEC/COMM/5) was held on the premises of the Hotel Presidente in Buenos Aires, Argentina, from 11 to 13 May 2006.

ii.2 **Opening Ceremony**

Mr. David Flores, Regional Officer, Aviation Security of the ICAO North American, Central American and Caribbean Regional Office welcomed the participants and addressed the Meeting on behalf of Mr. José Miguel Ceppi, ICAO Regional Director of the South American Office and Secretary of GREPECAS.

Mr. Oscar Derby, Deputy Director General of the Jamaica Civil Aviation Authority and Chairman of the AVSEC/COMM also addressed the participants on behalf of the Aviation Security Committee. Mr. Luis Fabián Moreira, AVSEC Chief, from Airport Security Police (Policía de Seguridad Aeroportuaria – PSA) inaugurated and declared officially opened the Fifth Meeting of the GREPECAS Aviation Security Committee (AVSEC/COMM/5).

ii.3 **Organization of the Meeting**

The Meeting was conducted by the Chairman Mr. Oscar Derby, by the Secretary of the Committee Mr. David Flores, Regional Officer, Aviation Security from the ICAO North American, Central American and Caribbean Regional Office. The Chairman decided to give an opportunity to the Vice President, Eduardo Cerda of Chile to conduct the second half of the Meeting on the first day.

ii.4 **Working Languages**

The working languages of the Meeting were Spanish and English. The documentation and the Report of the Meeting were available to participants in both languages.

ii.5 **Agenda**

Agenda Item 1 Adoption of the AVSEC/COMM/5 Meeting Agenda and Schedule

Agenda Item 2 Review of the AVSEC/COMM/4 and GREPECAS/13 Meeting Results

Agenda Item 3 Reviews of Global and Regional AVSEC Developments and Activities

- Agenda Item 4** Development of the AVSEC/COMM Work Programme
- 4.1 Hold Baggage Screening Task Force Developments (AVSEC/HBS/TF)
- 4.1.1 Final Report of the AVSEC/HBS/TF/1
- 4.1.2 HBS Action Plan
- 4.2 Identification and analysis of shortcomings in the implementation of ICAO AVSEC provisions in the CAR/SAM Regions and development of measures to facilitate their resolution.
- 4.2.1 Quality Control Programme Model
- 4.2.2 Cargo Security Programme Model
- 4.3 AVSEC Training Task Force Developments (AVSEC/TRAIN/TF)
- 4.3.1 AVSEC Instructor/Consultant Directory
- 4.3.2 National Civil Aviation Security Training Programme Model
- 4.3.3 Passenger Screening Programme Model
- 4.3.4 Passenger/Baggage Screening Seminar
- 4.4 Regional Mechanism for sharing security information on threats to civil aviation
- 4.5 Review and update of the AVSEC/COMM Work Programme and Terms of Reference
- Agenda Item 5** Other Business

ii.6 **List of Working Papers**

| WORKING PAPERS | | | | |
|----------------------|-------------|---|----------|---------------------------|
| Number | Agenda Item | Title | Date | Prepared and Presented by |
| WP/01 <i>Rev.</i> | 1 | Review of the Meeting Agenda and Schedule | 24/04/06 | Secretariat |
| WP/02 | 2 | AVSEC/COMM/4 Meeting Draft Conclusions and Decisions and GREPECAS/13 Conclusions | 04/04/06 | Secretariat |
| WP/03 | 3 | Review of the Global and Regional AVSEC Developments and Activities | 21/04/06 | Secretariat |
| WP/04 | 4.1.1 | Review of the Final Report of the First Meeting of the Hold Baggage Screening Task Force of the GREPECAS Aviation Security Committee (AVSEC/HBS/TF/1) | 27/04/06 | Rapporteur |
| WP/05 | 4.1.2 | Action Plan Proposal for Regional AVSEC equipment negotiation, acquisition, parts, maintenance, training | 27/04/06 | Rapporteur |

WORKING PAPERS

| Number | Agenda Item | Title | Date | Prepared and Presented by |
|---------------|--------------------|--|-------------|----------------------------------|
| WP/06 | 4.1 | Guidance material to facilitate the implementation of hold baggage screening on a global basis | 31/03/06 | IATA |
| WP/07 | | CANCELLED | | |
| WP/08 | 4.2.1 | Security Management Systems (SEMS) | 31/03/06 | IATA |
| WP/09 | 4.2.2 | Model Cargo Security Programme | 31/03/06 | Secretariat |
| WP/10 | 4.2.2 | Management system approach to cargo security | 31/03/06 | IATA |
| WP/11 | 4.3.1 | Directory of qualified AVSEC Instructors and Consultants in the CAR/SAM Regions | 31/03/06 | Secretariat |
| WP/12 | 4.3.2 | General guidelines to consider when developing a national civil aviation security training program | 07/04/06 | IATA |
| WP/13 | 4.3.3 & 4.3.4 | Discussion of Passenger Screening Program Model and proposal for Coordinating a Passenger Screening Seminar | 27/04/06 | Secretariat |
| WP/14 | 4.3.3 | Major international airport passenger and carry-on baggage screening guidance material | 31/03/06 | IATA |
| WP/15 | 4.4 | Regional Mechanism for sharing security information on threats to Civil Aviation | 21/04/06 | Secretariat |
| WP/16 | 4 | AVSEC/COMM Terms of Reference, Work Programme and Composition | 26/04/06 | Secretariat |
| WP/17 | 5 | Airport perimeter fencing and access control point integrity | 07/04/06 | IATA |
| NE/18 | 3 | Iniciativa para la formación y entrenamiento en documentos de viaje de lectura mecánica <i>Spanish only</i> | 26/04/06 | Colombia |
| WP/19 | 4.2 | To share quality control programs | 26/04/06 | Colombia |
| WP/20 | 4.2.1 | Review of the Meeting Agenda and Schedule | 26/04/06 | Colombia |

ii.7

List of Information Papers

INFORMATION PAPERS

| Number | Agenda Item | Title | Date | Prepared and Presented by |
|---------------|--------------------|--|-------------|----------------------------------|
| IP/01 | -- | List of Working and Information Papers | 04/05/06 | Secretariat |

INFORMATION PAPERS

| Number | Agenda Item | Title | Date | Prepared and Presented by |
|--------|-------------|---|----------|---------------------------|
| IP/02 | -- | General Information | 18/04/06 | Secretariat |
| IP/03 | 4.3.3 | Simplifying Passenger Travel's Ideal Process Flow | 25/04/06 | IATA |
| NI/04 | 5 | Actividades del Grupo de Expertos sobre Seguridad, Protección y Asistencia en Materia de Aviación (GESPAA) <i>Spanish only</i> | 28/04/06 | Colombia |
| IP/05 | 4.2.1 | Development of a Quality Control Model Programme | 31/03/06 | Secretariat |

ii.8 **List of Discussion Papers**

DISCUSSION PAPERS

| Number | Agenda Item | Title | Date | Prepared and Presented by |
|--------|-------------|--|----------|------------------------------------|
| DP/01 | 4.2 | Identification and analysis of shortcomings in the implementation of ICAO AVSEC provisions in the CAR/SAM Regions and development of measures to facilitate their resolution | 11/05/06 | Cargo Security Ad Hoc Group |
| DP/02 | 4.3 | AVSEC Training Task Force Developments (AVSEC/TRAIN/TF) | 11/05/06 | Passengers Security Ad Hoc Group |
| DP/03 | 4.1 | Hold Baggage Screening Task Force Developments (AVSEC/HBS/TF) | 1/05/06 | Hold Baggage Security Ad Hoc Group |

ii.09 **Schedule and Work Mode**

The Meeting agreed to hold three daily sessions of 90 minutes, with adequate breaks. The Meeting also agreed to work as a whole, and established one Ad hoc Group to work issues on Hold Baggage Screening and three Task Forces to work Cargo, Passenger Screening and Facilitation issues which took full advantage of the expertise of the delegates and its members and to ensure completion of the Agenda Items.

ii.10 **Attendance**

The Meeting was attended by 32 participants from 10 Member States and 5 Contracting States located or having Territories in the CAR/SAM Regions, and observers from 4 International Organizations. A list of participants is shown in pages iii-1 and iv-1 to iv-7

ii.11 **Draft Conclusions**

| NUMBER | NAME | PAGE |
|---------------|---|-------------|
| 5/1 | AVSEC Implementation Survey | 2-2 |
| 5/2 | Recruitment of AVSEC Professionals | 3-2 |
| 5/3 | ICAO MRTD Training Initiative | 3-4 |
| 5/4 | Hold Baggage Screening (HBS) Guidance Material | 4-2 |
| 5/5 | Identification of common criteria in Quality Control Programmes | 4-3 |
| 5/7 | Cargo Security Programme Workshop | 4-3 |
| 5/11 | Passenger/Cabin Baggage Screening Seminar | 4-6 |
| 5/12 | AVSEC Point Of Contact (PoC) Network | 4-7 |

ii.12 **Decisions**

| NUMBER | NAME | PAGE |
|---------------|---|-------------|
| 5/6 | Model Cargo Security Initiative | 4-3 |
| 5/8 | Directory of Qualified AVSEC Instructor/Consultants | 4-5 |
| 5/9 | Passenger/Cabin Baggage Screening Guidance Material | 4-6 |
| 5/10 | Passenger/Cabin Baggage Screening Seminar | 4-6 |
| 5/13 | Facilitation Task Force | 5-1 |

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Agenda Item 1 Adoption of the AVSEC/COMM/5 Meeting Agenda and Schedule

1.1 The Secretariat presented WP/01 and the Meeting approved the draft Meeting Agenda and schedule as presented in the paper.

Agenda Item 2 Review of the AVSEC/COMM/4 and GREPECAS/13 Meeting Results

2.1 The Secretary presented WP/02 providing a status update on the AVSEC/COMM/4 Conclusions. It noted that as a result of the action taken by the AVSEC/COMM/4 and since GREPECAS/13, the following conclusions had been **completed** or **superseded**:

Conclusions: 12/110 (3/9), 12/117 (3/16), 4/3, 4/11, 13/6 (4/4), 13/11 (4/9), 13/12 (4/10), and 13/14 (4/12)

2.2 The Meeting reviewed the Conclusions and noted that the following Conclusions remain **valid**. The Meeting therefore decided to retain only the following, which remained outstanding to be presented as new Draft Conclusions to the next GREPECAS meeting:

Conclusions: 13/4 (4/1), 13/5 (4/2), 13/7, 13/8, (4/6), 13/9 (4/7), 13/10 (4/8), 13/15 (4/13), 12/103 (3/1), 12/109 (3/8), 12/110 (3/9), 12/111 (3/10), 12/112 (3/11), 12/113 (3/12), and 12/118 (3/19).

2.3 The Secretary stated that it was difficult to validate five (5) previous conclusions to determine the level of compliance of the implementation of the Annex 17 Standards regarding National Civil Aviation Security Programme, National Quality Civil Aviation Security Programme, Cargo Security Programme and Operator Aviation Security Programmes without a survey. The LACAC Secretary stated that the compliance with International AVSEC Conventions are determined from the ICAO published list.

2.4 The Secretary conducted a survey to validate these five conclusions and 11 of the 15 States/Territories participated. The results were as follows:

Conclusion 12/109 – International AVSEC Conventions:

9 responded affirmative and 2 responded negatively.

Conclusion 12/111 – Operator Aviation Security Programmes:

8 responded affirmative and 3 responded negatively.

Conclusion 13/8 – National Civil Aviation Security Programme:

9 responded affirmative and 2 responded negative.

Conclusion 13/9 – National Quality Control Aviation Security Programme:

7 responded affirmative and 4 responded negatively.

Conclusion 13/10 – Cargo Security Programme:

7 responded affirmative and 4 responded negatively.

DRAFT

CONCLUSION 5/1

AVSEC IMPLEMENTATION SURVEY

That ICAO conduct an AVSEC Survey by **1 September 2006** to determine compliance of the Annex 17 Standards regarding National Civil Aviation Security Programme, National Quality Control Programme, Cargo Security Programme and Operator Aviation Security.

| CONCLUSION/DECISION | ACTION FOR | COMMENTS AND FOLLOW-UP | STATUS |
|--|------------|---|------------|
| <p>CONCLUSION 13/4 GUIDANCE MATERIAL FOR CERTIFICATION OF AVSEC PERSONNEL <i>AVSEC/COMM/4 Draft Conclusion 4/1</i></p> <p>That ICAO prepare guidance material for certification of AVSEC personnel.</p> | ICAO | The Secretariat stated that ICAO is currently working on guidance material relating to the National Civil Aviation Security Training Programme which addresses the Certification of AVSEC Personnel. | Valid |
| <p>CONCLUSION 13/5 INTERNATIONAL COOPERATION <i>AVSEC/COMM/4 Draft Conclusion 4/2</i></p> <p>That:</p> <p>a) Annex 17, paragraph 2.4.5 should be kept as a Recommendation; and</p> <p>b) ICAO develop guidelines for the handling of aviation security information with respect to AVSEC Audits consistent with Annex 17 paragraph 2.4.4.</p> | ICAO | <p>The Secretariat stated that:</p> <p>a) Amendment 11 of Annex 17 will be adopted on 1 July 2006, which has Security Recommendation 2.4.5 which addresses the sharing of the results with other States of the audit carried out by ICAO and the corrective actions taken by the audited State; and</p> <p>b) revision of the Security Manual (Doc 8973) will address guidelines for the handling of aviation security information with respect to AVSEC Audits consistent with the new Annex 17, Standard 2.4.4.</p> | Valid |
| <p>DRAFT CONCLUSION 4/3 QUALITY CONTROL</p> <p>That ICAO:</p> <p>a) develop guidance material for the development and implementation of the Quality Control Programme; and</p> <p>b) specify the type of AVSEC training required to conduct a Quality Control review.</p> | ICAO | <p>The Secretariat stated that:</p> <p>a) ICAO is currently working on guidance material relating to the National Civil Aviation Security Quality Control Programme; and</p> <p>b) it will specify the type of AVSEC training required to conduct a Quality Control review.</p> <p><i>This Conclusion was superseded by GREPECAS Conclusion of 13/9</i></p> | Superseded |
| <p>CONCLUSION 13/6 MEASURES RELATING TO SPECIAL CATEGORIES OF PASSENGERS <i>AVSEC/COMM/4 Draft Conclusion 4/4</i></p> <p>That ICAO submits Annex 17 Standard 4.7.7 as well as the proposed definition of in-flight security officer to the ICAO Air Navigation Commission to study the safety implications.</p> | ICAO | <p>The Secretariat stated that:</p> <p>The Air Navigation Commission has conducted a study on the safety implications of the In-Flight Security Officer regarding Annex 17 Standard 4.7.7.</p> | Completed |

| CONCLUSION/DECISION | ACTION FOR | COMMENTS AND FOLLOW-UP | STATUS |
|---|-------------|--|--------|
| <p>CONCLUSION 13/7 RISK ASSESSMENT <i>AVSEC/COMM/4 Draft Conclusion 4/5</i></p> <p>That ICAO:</p> <p>a) should develop specific guidelines for conducting Security Risk Assessment, similar to those published for MANPADS; and</p> <p>b) develop and deliver, Workshops and Seminars on Risk Assessment to States.</p> | ICAO | <p>The Secretariat stated that:</p> <p>a) ICAO is currently revising the Security Manual (Doc 8973) which will include guidelines for conducting Security Risk Assessment; and</p> <p>b) plan to develop workshops on Risk Assessment</p> <p>The Meeting noted that States had an urgent need to receive this workshop within a 6 month period.</p> | Valid |
| <p>CONCLUSION 13/8 NATIONAL CIVIL AVIATION SECURITY PROGRAMME <i>AVSEC/COMM/4 Draft Conclusion 4/6</i></p> <p>That:</p> <p>a) States which have not done so, implement and update their national civil aviation security programme (NCASP) to incorporate the latest provisions of Annex 17, and Doc 8973 – Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference by 1 March 2006; and</p> <p>b) States identify to ICAO their needs for assistance to review and approve their NCASP.</p> | States | <p>The Secretariat stated that:</p> <p>a) States in the Region have revised their NCASPs to reflect the latest provisions of Annex 17, and Doc 8973; however, an Survey needs to be conducted to determine the level of compliance; and</p> <p>b) Have identified to ICAO their needs for assistance on the review and approval of the NCASP through the USAP Audits.</p> <p>ICAO will conduct a survey by 1 September 2006, to validate this conclusion.</p> | Valid |
| <p>CONCLUSION 13/9 NATIONAL QUALITY CONTROL AVIATION SECURITY PROGRAMME <i>AVSEC/COMM/4 Draft Conclusion 4/7</i></p> <p>That:</p> <p>a) States which have not done so, implement and update their national quality control programme to ensure the effectiveness of its national civil aviation security programme by 1 March 2006;</p> <p>b) States identify to ICAO the need for assistance to revise and approve their national quality control programme;</p> <p>c) ICAO establish a specific workshop on Quality Control (audits) by March 2006</p> <p>d) ICAO develop guidance material for the development and implementation of the Quality Control Programme; and</p> <p>e) ICAO specify the type of AVSEC training required to conduct a Quality Control review.</p> | States/ICAO | <p>The Secretariat stated that:</p> <p>a) Some States have implemented and updated their national quality control programme as required however, a Survey needs to be conducted to determine the level of compliance;</p> <p>b) States have identified to ICAO the need for assistance to revise and approve their national quality control programme through the USAP Audits;</p> <p>c) ICAO has established a Quality Control workshop in 2006;</p> <p>d) ICAO is currently developing guidance material for the development and implementation of the Quality Control Programme; and</p> <p>e) the guidance will specify the type of AVSEC training required to conduct a Quality Control review.</p> <p>ICAO will conduct a survey by 1 September 2006, to validate this conclusion.</p> | Valid |

| CONCLUSION/DECISION | ACTION FOR | COMMENTS AND FOLLOW-UP | STATUS |
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| <p>CONCLUSION 13/10 CARGO SECURITY PROGRAMME <i>AVSEC/COMM/4 Draft Conclusion 4/8</i></p> <p>That:</p> <p>a) States which have not done so, implement and update their national cargo security programme to ensure the implementation of security measures to protect cargo, baggage, mail, and other goods intended for carriage on aircraft to safeguard against acts of unlawful interference by 1 March 2006;</p> <p>b) States identify to ICAO the need for assistance to implement their national cargo programme; and</p> <p>c) ICAO establish a specific workshop for Cargo Security by March 2006.</p> | States/ICAO | <p>The Secretariat stated that:</p> <p>a) Some States have revised and implemented their Cargo Security Programme however, a Survey needs to be conducted to determine the level of compliance;</p> <p>b) States have identified to ICAO the need for assistance to implement their national cargo programme through the USAP Audit; and</p> <p>c) ICAO plans to develop a Cargo Security Workshop for 2007-2008. ICAO will conduct a survey by 1 September 2006, to validate this conclusion.</p> | Valid |
| <p>CONCLUSION 13/11 AVSEC TRAINING <i>AVSEC/COMM/4 Draft Conclusion 4/9</i></p> <p>That ICAO,</p> <p>a) identify States that are in most in need of formalized AVSEC Training;</p> <p>b) establish specific workshops for States identified in a) above;</p> <p>c) establish specific AVSEC topics such as Quality Control and Cargo, for the implementation workshops and seminars; and</p> <p>d) provide one evaluation form to each participant attending a workshop/seminar instead of one per module.</p> | ICAO | <p>The Secretariat stated that:</p> <p>a) ICAO has identified States in most need of formalized AVSEC Training;</p> <p>b) ICAO has established specific workshops for States;</p> <p>c) ICAO has established specific AVSEC topics such as Quality Control; and</p> <p>d) ICAO has established evaluation formats for participants attending the workshops.</p> | Completed |
| <p>CONCLUSION 13/12 AVSEC TRAINING FELLOWSHIP AWARDS <i>AVSEC/COMM/4 Draft Conclusion 4/10</i></p> <p>That:</p> <p>a) ICAO continue to identify other potential financial sources to fund regional AVSEC Training Programmes;</p> <p>b) ICAO continue to facilitate discussions with other organizations interested in entering into a similar agreement;</p> <p>c) the ICAO AVSEC Regional Officer for the CAR/SAM Regions provide guidance to the OAS Coordinator to prioritize training courses for its applicants to improve the programme's effectiveness;</p> <p>d) ICAO obtain feedback from its participants to improve the programme's effectiveness; and</p> <p>e) ICAO report to the AVSEC/COMM/5 of the progress made.</p> | ICAO | <p>The Secretariat stated that</p> <p>a) ICAO has identified potential financial sources to fund regional AVSEC Training Programme;</p> <p>b) ICAO has facilitated discussions with other organizations interested in entering similar agreements;</p> <p>c) ICAO AVSEC Regional Officer for the CAR/SAM regions has provided guidance to the OAS Coordinator to prioritize training events;</p> <p>d) ICAO has obtained feedback from the participants; and</p> <p>e) ICAO will report to the AVSEC/COMM/5 on progress being made</p> | Completed |

| CONCLUSION/DECISION | ACTION FOR | COMMENTS AND FOLLOW-UP | STATUS |
|--|-------------|--|------------|
| <p>CONCLUSION 13/13 QUALIFIED AVSEC INSTRUCTORS DIRECTORY <i>AVSEC/COMM/4 Draft Conclusion 4/11</i></p> <p>That:</p> <p>a) ICAO continue to use subject matter experts as instructors from the list of AVSEC qualified instructors for the AVSEC training workshops and seminars;</p> <p>b) States identify these candidates and inform the ICAO Regional Offices;</p> <p>c) ICAO maintain the updated qualified AVSEC instructors list and report to the AVSEC/COMM/5; and</p> <p>d) ICAO consider qualifying this list and consolidate it with the published list of certified instructors on the ICAO AVSEC Website.</p> | ICAO | <p>The Secretariat stated that:</p> <p>a) ICAO are in the process of compiling a new roster of aviation security professionals to assist States with security missions which includes training workshops and seminars;</p> <p>b) States have identified these candidates to ICAO;</p> <p>c) ICAO continues to maintain the list through the Training Task Force Rapporteur to report to the AVSEC/COMM/5; and</p> <p>d) ICAO has considered qualifying the candidates on the list to consolidate it with the published lists from CAD and TCB.</p> <p><i>This Conclusion was superseded by a new Draft Conclusion on Agenda Item 4.3</i></p> | Superseded |
| <p>CONCLUSION 13/14 AVSEC HOLD BAGGAGE SCREENING TECHNICAL ASSISTANCE WORKSHOP <i>AVSEC/COMM/4 Draft Conclusion 4/12</i></p> <p>That:</p> <p>a) ICAO establish a Hold Baggage Screening Technical Assistance Seminar by January 2006, to assist States that are in urgent need of technical assistance on the implementation of a Hold Baggage Screening System; and</p> <p>b) the host Contracting State pay for the interpretation services for the event.</p> | ICAO | <p>The Secretariat stated that:</p> <p>a) AVSEC/COMM/4 established a Hold Baggage Screening Technical Assistance Seminar on 28 November 2005, to assist States; and</p> <p>b) That the host State, Mexico, paid for the interpretation services.</p> | Completed |
| <p>CONCLUSION 13/15 MANPADS VULNERABILITY ASSESSMENT PROGRAMMES <i>AVSEC/COMM/4 Draft Conclusion 4/13</i></p> <p>That</p> <p>a) States with current MANPADS vulnerability assessment programmes, exchange information;</p> <p>b) States take advantage of the guidance material made available through the Aviation Security ICAO Website; and</p> <p>c) ICAO report to the AVSEC/COMM/5 of the programmes' progress after the annual AVSEC Panel Meeting for 2006.</p> | ICAO/States | <p>The Secretariat stated that:</p> <p>a) Some States have exchanged MANPADS vulnerability assessment programme with other States;</p> <p>b) Some States have taken advantage of guidance material; and</p> <p>c) ICAO cannot report on this matter due to a change in dates of the 2006 AVSEC Panel Meeting for September 11, to commemorate the 9/11 tragedy therefore it will be presented for the AVSEC/COMM/6.</p> | Valid |

| CONCLUSION/DECISION | ACTION FOR | COMMENTS AND FOLLOW-UP | STATUS |
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| <p>DECISION 4/14 AVSEC TRAINING TASK FORCE</p> <p>That:</p> <p>a) the AVSEC/COMM establishes an AVSEC Training Task Force (AVSEC/TRAIN/TF) to analyze the regional training needs and review the AVSEC workshops/seminars;</p> <p>b) the AVSEC Training Task Force establish coordination with the LACAC Training Task Force; and</p> <p>c) ICAO and the Training Task Force look into the feasibility of a Human Factors Aviation Security Training Workshop by March 2006.</p> | ICAO/Training Task Force | <p>The Secretariat stated that:</p> <p>a) AVSEC/COMM/4 established an AVSEC Training Task Force headed by Trinidad and Tobago to carry out these functions;</p> <p>b) The Task Force continues to establish coordination with LACAC; and</p> <p>c) plans to incorporate Human Factors presentations into the proposed Passenger Screening Seminar for 2006 and at the proposed Human Factors Seminar in 2007.</p> | Valid |
| <p>DECISION 4/15 AVSEC HOLD BAGGAGE SCREENING TASK FORCE</p> <p>That:</p> <p>a) the AVSEC/COMM establish a Hold Baggage Screening Task Force (AVSEC/HBS/TF) to assist states that are in urgent need of technical assistance on the implementation of a Hold Baggage Screening System; and</p> <p>b) ICAO expand the implementation guidance when the AVSEC Security Manual is updated.</p> | AVSEC/COMM/ ICAO | <p>The Secretariat stated that:</p> <p>a) AVSEC/COMM has established HBS Task Force</p> <p>b) ICAO is considering expanding implementation guidance on HBS when the manual is revised</p> | Valid |
| <p>CONCLUSION 12/103 AVIATION SECURITY HUMAN FACTORS WORKSHOP <i>AVSEC/COMM/3 Draft Conclusion 3/1</i></p> <p>That the ICAO Regional Offices coordinate workshops on AVSEC Human Factors.</p> | ICAO NACC and SAM Regional Offices | <p>The Secretariat stated that ICAO has not developed a Human Factors workshop at this time however, a Human Factor Seminar will be proposed for 2007 and presentations are planned for the proposed Passenger Screening Seminar in 2006.</p> | Valid |
| <p>CONCLUSION 12/109 INTERNATIONAL AVSEC CONVENTIONS <i>AVSEC/COMM/3 Draft Conclusion 3/8</i></p> <p>That States, which have not yet done so, ratify the Montreal Protocol (24 February 1988) and Convention on the Marking of Plastic Explosives for the Purpose of Detection (1 March 1991).</p> | States and Territories | <p>The Secretariat presented that some States in the region had ratified the Montreal Protocol and the Convention on the Marking of Plastic Explosives for the purpose of detection and that a survey was needed to determine the level of compliance.</p> <p>ICAO will conduct a survey by 1 September 2006, to validate this conclusion.</p> | Valid |

| CONCLUSION/DECISION | ACTION FOR | COMMENTS AND FOLLOW-UP | STATUS |
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| <p>CONCLUSION 12/110 NATIONAL CIVIL AVIATION SECURITY PROGRAMME <i>AVSEC/COMM/3 Draft Conclusion 3/9</i></p> <p>That States, which have not yet done so, update their national civil aviation security programme to incorporate the latest provisions of the 7th Edition of Annex 17, and the corresponding Doc 8973.</p> | States and Territories | The Secretariat stated that some States had updated their National Civil Aviation Security Programme with the latest provisions superseded by Conclusion 13/8. | Superseded |
| <p>CONCLUSION 12/111 OPERATOR AVIATION SECURITY PROGRAMMES <i>AVSEC/COMM/3 Draft Conclusion 3/10</i></p> <p>That States/Territories ensure that their operators, which have not yet done so, update their operator aviation security programmes to incorporate the latest provisions of the 7th Edition of Annex 17 and Amendment 27 to the 8th Edition of Annex 6 Part I, and the corresponding Docs 8973 and 9811.</p> | States and Territories | The Secretariat stated that some States ensured that their operators updated their operator aviation security programmes to incorporate the latest provisions of Annex 17 however; a survey needs to be conducted to determine the level of compliance. ICAO will conduct a survey by 1 September 2006, to validate this conclusion. | Valid |
| <p>CONCLUSION 12/112 NATIONAL AVSEC QUALITY CONTROL PROGRAMME <i>AVSEC/COMM/3 Draft Conclusion 3/11</i></p> <p>That ICAO expedite the availability of additional published guidance material for the implementation of a national AVSEC quality control programme.</p> | ICAO | The Secretariat stated that that the conclusion was still valid since some States expressed a need for more defined guidance on Quality Control as addressed in the Security Manual. ICAO is currently working a guidance material to be incorporated in the new Security Manual revision. | Valid |
| <p>CONCLUSION 12/113 NEW AVSEC TRAINING METHODS <i>AVSEC/COMM/3 Draft Conclusion 3/12</i></p> <p>That ICAO develop a new computer-based AVSEC training methodology to complement the existing ICAO AVSEC training programme of courses held at ASTCs to facilitate States to provide more AVSEC training to personnel without incurring additional travel costs.</p> | ICAO | The Secretariat stated that this conclusion was still valid due to consideration being given to develop a computer based AVSEC training methodology to complement the existing training programmes. | Valid |
| <p>CONCLUSION 12/117 REGIONAL AVSEC INSTRUCTORS DATABASE <i>AVSEC/COMM/3 Draft Conclusion 3/16</i></p> <p>That States/Territories inform the Instructors Task coordinator (Costa Rica), through the ICAO Regional Office, of those personnel having completed the ICAO AVSEC Instructors course at an ICAO ASTC to be considered as regional AVSEC Instructors.</p> | States and Territories | The Secretariat stated that this conclusion was still valid due to the creation of the Regional AVSEC Instructor Database which will continually be updated and superseded under Agenda Item 4.3.1. These instructors are for the use in future AVSEC workshops and seminars throughout the CAR/SAM Regions. | Superseded |

| CONCLUSION/DECISION | ACTION FOR | COMMENTS AND FOLLOW-UP | STATUS |
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| <p>CONCLUSION 12/118 IN-FLIGHT SECURITY PERSONNEL AVSEC/COMM/3 Draft Conclusion 3/19</p> <p>That ICAO expedite the availability of additional published guidance material for the use of in-flight security personnel.</p> | ICAO | The Secretariat stated that this conclusion was still valid due to the approval of the AVSEC Panel of the guidance material for the use of in-flight security personnel. | Valid |

Agenda Item 3 Reviews of Global and Regional AVSEC Developments and Activities

3.1 The Meeting noted that on 30 November 2005, the Council adopted Amendment 11 to Annex 17 prescribing 10 April 2006, as the date on which it would become effective and 1 July 2006 as the applicability date. Amendment 11 covers the following: applicability of Annex 17; reinforcement of National Civil Aviation Security Control Programme provisions; In-Flight Security Officers (IFSOs); general aviation and aerial work; one-stop security concept for passengers and baggage; risk assessment concept; security for all-cargo operations; and definitions. LACAC Secretary and Cuba expressed concern over the verbiage since it had been initially proposed as a Conclusion by the Secretariat. The Meeting decided that since the letter had already been received by the States it would be noted as information.

3.2 The Meeting took note of the letter regarding Amendment 11 that was sent out to the States on 30 November 2005, which stated the following:

In conformity with the Resolution of Adoption, may I request that:

- a) *before 10 April 2006 you inform me if there is any part of Amendment 11 concerning which your Government wishes to register disapproval, using the form in Attachment A for this purpose. Please note that only statements of disapproval need be registered and that if you do not reply it will be assumed that you do not disapprove of the amendment; and*
- b) *before 1 June 2006 you inform me of the following, using the form in Attachment B for this purpose:*
 - 1) *any differences that will exist on 1 July 2006 between the national regulations or practices of your Government and the provisions of the whole of Annex 17 as amended by all amendments up to and including Amendment 11 and thereafter of any further differences that may arise, in accordance with the obligation imposed by Article 38 of the Convention on international civil aviation; and*
 - 2) *the date or dates, by which your Government will have complied with the provisions of the whole of Annex 17, as amended by all amendments up to and including Amendment 11.*

3.3 The Meeting took note of the changes in Aviation Security such as the revision of the ICAO Security Manual (Doc 8973); the restructuring of the Security and Facilitation Branch into two branches, the Specification and Guidance Material (SGM) and the Coordinated Assistance and Development (CAD) Sections, (Annexes 9 and 17); and the development of ICAO publication on Machine Readable Travel Documents (MRTD) for the industry.

3.4 The Meeting took note that with the launch of a new ICAO strategy for aviation security assistance and development, and considering the continuously evolving and increasingly challenging nature of the aviation security field, the Coordinated Assistance and Development Section (CAD) in the Aviation Security and Facilitation Branch, and Technical Co-operation Bureau, are in the process of compiling a new roster of aviation security professionals. The Meeting took note of the proposal and concluded the following:

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CONCLUSION 5/2

RECRUITMENT OF AVSEC PROFESSIONALS

That the States:

- a) review the ICAO prerequisites and forward this information to AVSEC qualified individuals in their administrations; and
- b) encourage qualified individuals to apply to ICAO to assist States with the enhancement of their AVSEC Programmes

3.5 Argentina expressed concern of ICAO recruiting AVSEC Professionals that were not being endorsed by the State such as the case where a number of Argentina Air Force personnel that no longer had AVSEC responsibility were listed in the ICAO AVSEC Instructor's website as well as the AVSEC/COMM list. He explained that the Air Force was recently replaced by the Airport Security Police which are under the Ministry of Interior.

3.6 Jamaica expressed concern regarding ICAO State letters dealing with AVSEC matters and Training events being received only by the Directors of Civil Aviation. The Secretary explained that all State letters were sent to the Director of Civil Aviation. The LACAC Secretary stated that a possible solution to resolve this matter is to copy the National AVSEC Points of Contact to ensure they are kept informed.

3.7 The Meeting noted that ICAO USAP AVSEC Audits in States conducted as at 31 March 2006, 114 audit missions, 40 of which took place in 2005. Five follow-up visits in the region were conducted in 2005, at Bolivia, Jamaica, Suriname, Trinidad and Tobago and Paraguay. Seven of these follow-up visits are scheduled for 2006, at Cuba, El Salvador, Honduras, Mexico, Nicaragua, Peru and Venezuela.

3.8 Eight Audits are scheduled in the region for 2006, at Argentina, Barbados, Dominican Republic, Grenada, Guyana, Saint Lucia, Saint Vincent and the Grenadines and Uruguay and three Audits are scheduled for 2007, at Belize, Haiti and Panama. The Representative from Peru stated that it was important for ICAO to improve the interpretation of Annex 17 by some of their Auditors who seemed unclear as to the application of related Annexes.

3.9 The Meeting noted that the Organization of American States (OAS) Counter Inter-American Committee Against Terrorism (CICTE) offered thirty (30) fellowships for National Aviation Security Officials in the region wishing to attend the Hold Baggage Screening Seminar/Meeting on 28 November 2005, at Monterrey, Mexico. Twenty-four (24) fellowships were processed by OAS/CICTE for this event and their Director, Kevin Newmeyer was in attendance. It was noted that States have encountered difficulties in funding AVSEC/COMM members and National AVSEC Officials wishing to attend annual Meetings. Therefore, the ICAO NACC Office plans to approach OAS/CICTE to support this very important event to ensure the Regional AVSEC experts are in attendance for next years AVSEC/COMM Meeting. The Meeting noted also, that ICAO NACC Office was working with the OAS/CICTE Coordinator to get all the ICAO AVSEC Courses being offered at the three ASTCs in the region, for 2006.

3.10 The Meeting was briefed by the Canada Representative regarding the Transport Canada and ICAO training proposal called "Counter Terrorism Capacity Building Programme". He explained that the aviation security (AVSEC) proposal consisted of workshops, courses and seminars in the CAR/SAM Regions. The programme is schedule for three years (2006-2009), with close to US\$500,000 targeted for the Civil Aviation Authorities and may include airports, air operators and airport policing authorities. The AVSEC topics for these events will include but are not limited to Airport Security Programme, National Civil Aviation Security Programme, National Quality Control Programme, Passenger Screening, Cargo Security Programme and Human Factors.

3.11 The Meeting took note that the United States Representative was currently working bilateral agreements with the several countries in the Europe, Africa, Asia, and the Middle East and considered Latin America extremely important with an increase of 8.5 percent per year in air travel. The United States supports the ICAO CAD Section to assist various countries that will complement the USAP programme. The Transportation Security Administration is committed in Latin America and currently has six Representatives and wish to avoid duplication of efforts regarding AVSEC training.

3.12 The Meeting noted that the ACSA (COCESNA) Representative expressed an urgent need for ICAO to develop a Hold Baggage Screening Advance Training Package. The Secretariat explained that this feedback had been provided to CAD on April 2006. Canada stated that the AVSEC Panel Training Task Force planned to meet in June 2006, to review and update the ASTPs which would reinforce the training programme.

3.13 The Meeting took note of the ICAO Technical Co-operation Bureau Aviation Security and Facilitation Seminar at Santo Domingo, Dominican Republic on 27-30 June 2006. The event is being coordinated with the ICAO Security and Facilitation Branch (S&F) and the ICAO NACC Office. The topics are Annex 17 Amendment 11, Annex 9, Quality Control, Biometrically Enhanced (Passport), Hold Baggage Screening, Changes in the S&F Branch, Machine Readable Travel Documents, USAP Programme, AVSEC COMM Initiatives, Air Cargo Security; Border Control and Clearance; Threat and Risk Assessment, Passenger/Baggage Screening and Human Factors.

3.14 The Representative of Colombia presented NE/18 (Spanish), highlighting the importance of training officials related to Machine Readable Travel Documents (MRTD), using the ICAO TRAINAIR methodology, to establish a Standardized Aviation Security Training Packages (ASTP) for the CAR/SAM Regions. The Meeting took note of the proposal that would benefit the aviation security programme and concluded the following:

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CONCLUSION 5/3

ICAO MRTD TRAINING INITIATIVE

That ICAO:

- a) study the possibility of establishing a course for Machine Readable Travel Documents (MRTD) using the TRAINAIR methodology and in coordination with the Security and Facilitation Branch; and
- b) develop an Aviation Security Training Package for Machine Readable Travel Document to assist States in its implementation.

Agenda Item 4 Development of the AVSEC/COMM Work Programme

4.1 Hold Baggage Screening Task Force Developments (AVSEC/HBS/TF)

4.1.1 Final Report of the AVSEC/HBS/TF/1

4.1.1.1 The Hold Baggage Screening Task Force (AVSEC/HBS/TF/1) Rapporteur presented the Meeting with WP/04 which was the Final Report developed from the First Meeting of the Hold Baggage Screening Task Force (AVSEC/HBS/TF/1) in Monterrey, Mexico from 1 to 2 December 2005. The Task Force analyzed the results and made recommendations from the ICAO Hold Baggage Screening Seminar for the NAM/CAR/SAM Regions that took place in Monterrey, Mexico, from 28 to 30 November 2005. The Seminar/Meeting was established to assist States in urgent need of technical information in order for them to implement Standard 4.4.8 of *Annex 17 – Security*, by 1 January 2006.

4.1.1.2 The Rapporteur also presented WP/05, which contained an Action Plan that was reviewed and validated by the Ad hoc Group. The Ad hoc Group comprised Canada, Colombia, Jamaica, Peru, Uruguay, ACSA (COCESNA) and IATA discussed the merits of the proposed HBS Action Plan noted in **Appendix A**.

4.1.1.3 The Ad hoc Group agreed that:

- a) the AVSEC/HBS/TF/1 Final Report be summarized and the Action Plan be validated;
- b) LACAC and the AVSEC/HBS/TF merge information for the States within the Region so as not to duplicate efforts and for Chile to coordinate the flow of information between the two groups;
- c) ICAO be asked to obtain information about the possibility of States obtaining equipment, funding, etc. through the Group of Experts on Aviation Safety, Security and Assistance (GEASA);
- d) States are to accept the State of Manufacture certification or provide their own certification, and incorporate this process into their National Civil Aviation Security Programme (NCASP); and
- e) adoption of the HBS screening equipment matrix be used for IATA Airport Categorization based on the peak baggage throughput plus 30.

4.1.1.4 Based on the Ad Hoc Group discussion, the Meeting agreed on the following:

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CONCLUSION 5/4

HOLD BAGGAGE SCREENING (HBS) GUIDANCE MATERIAL

That the AVSEC/HBS/TF/1 Final Report, included as **Appendix B** to this part of the Report be sent to the ICAO CAD Section in order to consider the incorporation of the technical parts within the report in the Security Manual (Doc 8973) as guidance material.

4.1.1.5 IATA presented WP/06 which provided the Meeting with IATA's Position Paper in order for the ICAO requirement for 100% Hold Baggage Screening to be fully effective, and that technical screening methods were used in conjunction with standardized procedures for all directly and indirectly involved in the process of Hold Baggage Screening. This paper explained the IATA view on how best to implement 100% HBS and ensure that screening procedures are formalized in order to ensure that screening standards meet globally accepted standards.

4.2 Identification and analysis of shortcomings in the implementation of ICAO AVSEC provisions in the CAR/SAM Regions and development of measures to facilitate their resolution.

4.2.1 Quality Control Programme Model

4.2.1.1 The IATA Representative presented WP/08 on the implementation of a Security Management System (SEMS) to be implemented by IATA members no later than 1 July 2007. The Colombian Delegate presented WP/19, describing a Self-Control system for the management of Aviation Security.

4.2.1.2 Although the Colombian Delegate was of the view that SEMS was not necessary to be implemented at this time, the Meeting felt that the two working papers were, in many respects, very similar in what they described and suggested one nomenclature be used for the Security Management System, which was being described by the two Working Papers.

4.2.1.3 The Meeting thought also, that there was some uncertainty as to the understanding of the difference between a Quality Control Programme and a Security Management System, which embraces Quality Programmes and required more information to clarify these concepts. The Meeting expressed the need for more education on SEMS, its definition, components and implications for implementation.

4.2.1.4 The Meeting took note that the States take note of Security Management System (SEMS) initiative being implemented by IATA and consider this approach as being in compliance with aviation security regulatory requirements. Emphasize the value of the Self-Control System which is a component of a more comprehensive Security Management System that facilitate stakeholder cooperation, accountability and implementation of appropriate aviation security measures. Consider adopting a Systems Approach to ensure the Quality Control requirements under Amendment 11 of Annex 17.

Sharing of the National Quality Control Aviation Programme

4.2.1.5 Colombia presented WP/20, to promote the sharing of Quality Control Aviation Programme in view that ICAO does not have guidance material available at this time.

4.2.1.6 The Meeting took note of the proposal that would encourage the States to share this information in order to facilitate the implementation of the new Quality Control Standards. Cuba and Jamaica supported the proposal. The Secretariat explained that ICAO was currently developing quality control guidance material and that the initial proposals to have the ICAO Regional Office establish a website was not feasible. Following some discussion, the Meeting agreed to the following Draft Conclusion:

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CONCLUSION 5/5

IDENTIFICATION OF COMMON CRITERIA IN QUALITY CONTROL PROGRAMMES

That ICAO study the feasibility to place a secure website for the States to share their Quality Control Programmes with other States.

4.2.2 *Cargo Security Programme Model*

4.2.2.1 The Secretariat presented WP/09 that proposed the establishment of a Cargo Security Task Force to develop a discussion paper and present a consensus regarding the need to develop a Cargo Security Programme Model. Discussion Paper DP/01 was presented by Bolivia who volunteered to be the Rapporteur of this Group composed of Argentina, Chile and IATA. The Group established the essential components that should be considered as general guidance for the development of a Model Cargo Security Programme; these are included in **Appendix C** to this part of the Report. The purpose of this proposal was to facilitate the implementation of a National Cargo Security Programme, as established in Annex 17 Standards 4.6.1, 4.6.2, 4.6.3, 4.6.4, 4.6.5 and Recommendation 4.6.6.

4.2.2.2 The Meeting took note that the States are in urgent need of cargo guidance to develop their National Cargo Security Programmes. Therefore, the Meeting decided the following:

DECISION 5/6

MODEL CARGO SECURITY INITIATIVE

That a Cargo Task Force be created with the Terms of Reference as contained in **Appendix D** to this part of the Report and conclude its work programme by the AVSEC/COMM/6.

DRAFT

CONCLUSION 5/7

CARGO SECURITY PROGRAMME WORKSHOP

That ICAO develop a Cargo Security Workshop as a matter of urgency to assist States in the development of their National Cargo Security Programme.

4.2.2.3 IATA's Representative presented WP/10, which was their Management System approach to Cargo Security. IATA stated that in the movement of air cargo it is critical that security and supply chain security measures be harmonized or mutually accepted on a global basis. He outlined various issues, which IATA feels must be taken into account during the development and implementation of air cargo security measures and supply chain security initiatives.

4.2.2.4 The Committee noted that the Cargo Security Addendum to its Security Management Systems (SEMS) could be used by Contracting States in the development of a national air cargo security programme that is in line with industry best practices.

4.2.2.5 The Secretariat provided the Meeting with IP/05, which was initially a working paper and had a proposal to establish an Ad hoc Group to develop discussion paper on the essential components of a Model National Quality Control Programme. However, due to ICAO developing a guidance material document of Quality Control and National Civil Aviation Security Training Programme that would be incorporated into the revised Security Manual 8973, it was felt necessary to avoid duplication of effort.

4.3 AVSEC Training Task Force Developments (AVSEC/TRAIN/TF)

4.3.1 AVSEC Instructor/Consultant Directory

4.3.1.1 The Secretariat presented WP/11 which was a proposal to update and maintain a list of qualified AVSEC instructors available in the region for use in AVSEC Training to be maintained by the Rapporteur of the Training Task Force.

4.3.1.2 Argentina requested the removal of the names listed under their country due to the Air Force no longer having AVSEC responsibilities. Peru suggested that a separate category be created on the list as private Spanish speaking instructors and Bolivia requested the availability of contact information of these instructors/consultants. ACSA also suggested that the list be shared and coordinated with the regional ASTCs.

4.3.1.4 The Secretariat stated that these recommendations would be taken into consideration by the committee. The Secretariat would also consider criteria for the selection of these instructors/consultants to update the list since the Coordinated Assistance and Development (CAD) Section recently established one. The Meeting agreed to formulate the following Decision:

4.3.3.3 Jamaica explained that the Caribbean Region would host the World Cricket Games on March of 2007, with the opening ceremony taking place in Montego Bay, Jamaica and made a proposal to host this event on 13-15 November 2006 and was supported by the Meeting. The Meeting agreed to the following:

DECISION 5/9 PASSENGER/CABIN BAGGAGE SCREENING GUIDANCE MATERIAL

That a Passenger/Cabin Baggage Screening Task Force be created with the Terms of Reference as contained in Appendix D to this part of the Report and conclude its work programme by the AVSEC/COMM/6.

DECISION 5/10 PASSENGER/CABIN BAGGAGE SCREENING SEMINAR

That the Task Force,

- a) develop an agenda for a 3-day Passenger/Cabin Baggage Seminar to be held in Jamaica on 13-15 November 2006, in coordination with the ICAO NACC Office, to facilitate States with current information on passenger and cabin baggage screening techniques and advance technology that would counter the new and emerging threats to civil aviation;
- b) establish a 2-day Meeting following the 3-day seminar to analyze the presentations being made to incorporate in their framework; and
- c) formulate their findings in a report to be presented at the AVSEC/COMM/6.

DRAFT CONCLUSION 5/11 PASSENGER/CABIN BAGGAGE SCREENING SEMINAR

That ICAO consults with other States and Organizations to support the Passenger/Cabin Baggage Seminar/Meeting scheduled to be held in Montego Bay, Jamaica, from 13 to 17 November 2006, which would provide States with current information on screening techniques and advance technology.

4.3.3.4 IATA presented WP/14, which explained guidance material for major international airport passenger and carry-on baggage screening. The Meeting noted that the paper focused on the security screening procedures that are essential in a passenger-screening programme such as screening checkpoint layouts and security and facilitation balance.

4.3.3.5 IATA provided the Meeting with IP/03, which simplified passenger travel ideal process flow (IPF). This paper explained the approach taken by the Simplifying Passenger Travel Interest Group (SPTIG) to develop an Ideal Process Flow (IPF) for future air travel based on international aviation standards that will enhance the passengers travel experience while maintaining security.

4.4 Regional Mechanism for sharing security information on threats to civil aviation

4.4.1 The Secretariat presented WP/15 with provided the Meeting with a discussion of Regional Mechanism for sharing security information on threats to civil aviation. An Aviation Security Point of Contact (PoC) Network has been established for the communication of imminent threats to civil air transport operations. The Meeting noted that the objective of the PoC was to provide a network of international aviation security contacts within each State, who are designated as the appropriate authority to send and receive communications, at any time of the day or night, concerning imminent threat information, security requests of an urgent nature, and/or guidelines to support security requirements in the case of countering an imminent threat. And that points of contact needed to be available at all times, engaged in the threat assessment process and close to the decision making process for aviation security procedures. The Meeting was provided with the criteria to receive this information and agreed to the following:

DRAFT

CONCLUSION 5/12

AVSEC POINT OF CONTACT (PoC) NETWORK

That the States:

- a) review the criteria information and designate the appropriate authority to receive imminent threats to civil air transport operations through this Network;
- b) before **30 September 2006** sign up with ICAO using the appropriate form for the Aviation Security Point of Contact (PoC) Network.

4.5 Review and update of the AVSEC/COMM Work Programme and Terms of Reference

4.5.1 The Secretary presented the current version of the Terms of Reference, Work Programme and Composition of the Aviation Security Committee for review and revision. The Meeting reviewed the AVSEC/COMM terms of reference, work programme, and composition and the changes are included in Appendix D to this part of the report.

APPENDIX A

**HBS TASK FORCE
ACTION PLAN PROPOSAL FOR REGIONAL AVSEC EQUIPMENT NEGOTIATION, ACQUISITION,
PARTS, MAINTENANCE, TRAINING**

| No. | ACTION ITEM | PROPOSED ACTION(S) | ACTION OFFICE | COMPLETION TIMELINE | CONSTRAINTS | IMPLEMENTATION DATE(S) |
|-----|---|---|---------------|---------------------|-------------|------------------------|
| 1. | Formation of Regional Committee(s) | <p>1. Obtain ICAO agreement for involvement in setting up & assisting in the formation of a Regional Committee for AVSEC equipment negotiation and acquisition.</p> <p>2. Promulgate HBS system research and proposal for Regional negotiation and acquisition of AVSEC screening equipment.</p> <p>3. Letter to ICAO registered State Authorities responsible for AVSEC in the CAR/SAM/NAM Regions requesting formal acceptance of the Regional proposal by a set date.</p> <p>4. Identify and decide on a central location(s) to hold meeting(s) of the interested States, to select persons to sit on the committee (Committee to comprise of or have available: AVSEC specialists, certified screening equipment technicians, an int'l aviation lawyer, a financial expert/negotiator, consultant versed in HBS screening systems & airport design).</p> <p>5. Committee should request manufacturers to include the Regional Committee when advising States and companies of screening equipment upgrades or modifications.</p> <p>6. Consider a sub-committee to assist States that lack technical expertise to determine their needed HBS screening system based on the accepted standard of peak passenger bag throughput plus 30.</p> <p>7. (a) Recommendations of the sub-committee goes directly to the Regional Committee who forwards the proposal to the State's Authority that is responsible for aviation security, with a copy to the relevant airport operator(s). (b) This proposal includes all financial and operational details for State's to make informed decisions.</p> | | | | |

| No. | ACTION ITEM | PROPOSED ACTION(S) | ACTION OFFICE | COMPLETION TIMELINE | CONSTRAINTS | IMPLEMENTATION DATE(S) |
|-----|--|---|---------------|---------------------|-------------|------------------------|
| 2. | Screening Equipment Manufacturers | <ol style="list-style-type: none"> 1. Establish a list with contact information of screening equipment manufacturers for each type of equipment: conventional X-ray, ATX, EDS, ETD, WTMD, HHMD. 2. Establish list of conveyor providers, contact information and cost for each. 3. Obtain maintenance costs for procurement, depreciation costs, lifespan of the equipment till withdrawn from service. 4. Obtain equipment upgrade capability information and how purchasers are alerted, including costs. 5. In negotiations, factor in the need for equipment redundancy to ensure standards are maintained at all times. 6. New equipment technology and proposed timelines for obtaining State certification should be obtained. <p>Note: Factor in equipment weight and size and the possible need to have airport expansion plans to facilitate the HBS system.</p> | | | | |
| 3. | Security Equipment Maintenance | <ol style="list-style-type: none"> 1. Establish a model maintenance training programme. 2. Establish a model equipment maintenance programme. 3. Establish a model preventive maintenance programme to minimize equipment failure. 4. Establish a model sub-contractors contract detailing requirements for airport operators that don't have personnel for in-house maintenance. 5. Establish a model equipment service record keeping form(s). 6. Establish a "parts inventory" of replacement equipment model <p>Note: A Regional data base should be established to track equipment parts with a high replacement need, manufacturer's timeline for order and delivery of replacements.</p> | | | | |

| No. | ACTION ITEM | PROPOSED ACTION(S) | ACTION OFFICE | COMPLETION TIMELINE | CONSTRAINTS | IMPLEMENTATION DATE(S) |
|-----|---|---|---------------|---------------------|-------------|------------------------|
| 4. | Screening Equipment Operational Test Pieces | <ol style="list-style-type: none"> 1. Identify the type of Operational Test Pieces (OTP) that are available from each manufacturer. 2. Obtain manufacturers manual on how the equipment is to be used. 3. Obtain cost of purchasing additional OTP or combined test piece equipment. 4. Consider drafting guidance or standards that States, without technical expertise can use to establish and meet calibration, testing and increase threat level standards. | | | | |
| 5. | Security Equipment Training | <ol style="list-style-type: none"> 1. Determine <u>ideal</u> number of staff needed for the implementation of various HBS screening systems for small/medium/large airports: That is: <ol style="list-style-type: none"> (a) fully automated HBS system; (b) automated system linked with airport CCTV systems; (c) manual system 2. Show the pros and cons for staffing each system. 3. Show the Committee recommendation(s) for type of system and staffing. 4. Show training times for each equipment, who provides the training, who approves the training, etc. 5. Consider developing or having ICAO develop a model equipment training programme. | | | | |
| 6. | Airports (small/medium/large) with HBS Systems | <ol style="list-style-type: none"> 1. Establish a list of airports meeting the IATA categorization for small/medium/large that recently implemented a HBS screening system. 2. Establish contact persons, etc. with these airports and determine the pros and cons of each equipment type in the operational environment. 3. Determine the equipment training syllabi and times that is given by each manufacturer. 4. Query any negotiated omissions that could have been helpful to the airport. 5. Query airport expansion needs based on the type(s) of equipment being installed. 6. Query electrical voltage needs & impact for contingency planning. | | | | |

**ANALYSIS OF THE ACTION PLAN PROPOSAL FOR REGIONAL AVSEC EQUIPMENT
NEGOTIATION, ACQUISITION, PARTS, MAINTENANCE, TRAINING**

The Ad Hoc Group for Hold Baggage Screening was chaired by ACSA (COCESNA), and supported by Argentina, Canada, Colombia, Jamaica, Peru and IATA. The Group validated six action items on the proposed action plan which contained 1) Formation of Regional Committee, 2) Security Equipment Manufactures, 3) Security Equipment Maintenance, 4) Screening Equipment Operational Test Pieces, 5) Security Equipment Training and 6) Airports with HBS Systems (small, medium and large operations).

Item 1) Committee

The Group suggested that the LACAC Working Group together with AVSEC/COMM jointly prepare the HBS Report and Chile volunteered to coordinate matters between the both groups. The Group agreed that the States should be provided with information on the Group of Experts on Aviation Safety, Security and Assistance (GEASA) www.itho-gespaa.org/es/plantilla.htm, to facilitate information on equipment, acquisition of equipment and funding.

Item 2) Manufacturers, 3) Maintenance, and 5) Training

The Group recommended that that the HBS Task Force provide a list of HBS manufacturers to States, include parameters on the maintenance contract in the NCASP, States accept the state of manufacture certification or provide their own certification to be incorporated into the NCASP.

Item 4) Test Pieces

The Group noted that LACAC Group had an established group to purchase equipment which include test pieces from the manufacturers.

Item 6) Airport Categories

The Group recommended that the States use IATA's matrix for Category A, B and C which using the "Peak Baggage through Put Plus 30" concept.



INTERNATIONAL CIVIL AVIATION ORGANIZATION
CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP
(GREPECAS)

FIRST MEETING OF THE HOLD BAGGAGE SCREENING TASK FORCE OF THE
GREPECAS AVIATION SECURITY COMMITTEE
(AVSEC/HBS/TF/1)

REPORT

Monterrey, Mexico
1 to 2 December 2005

(Report available in the NACC Office GREPECAS Meeting 2005 web page)

Prepared by the Rapporteur
December 2005

APPENDIX C

ESSENTIAL COMPONENTS THAT SHOULD BE CONSIDERED AS GENERAL GUIDANCE FOR THE DEVELOPMENT OF A MODEL CARGO SECURITY PROGRAMME

- TITLE
- PURPOSE
- DEFINITIONS AND ACRONYMS
- GENERALITIES
- NORMATIVE BACKGROUND
- COMPETENT AUTHORITY
- INVOLVED ACTORS
- FUNCTIONS AND RESPONSIBILITIES
- PLANS CONTENTS (ACCREDITED AGENTS AND CARRIERS)
 - SECURITY PLAN
 - CONTINGENCY PLAN
 - EMERGENCY PLAN
- EVALUATION PROCEDURE AND PROGRAMME'S APPROVAL
- THREATS EVALUATION TO THE TRANSPORT OF AIR CARGO
- SECURITY MEASURES AND CONTROL (EXCEPTIONS)
 - PREPARATION
 - TRANSPORT
 - ACCEPTANCE PROCEDURE (NECESSARY DOCUMENTATION)
- CARGO CLASSIFICATION
 - RECOGNIZED DISPATCH.
 - ACCREDITED CARGO AGENT.
 - NON-RECOGNIZED DISPATCH CARGO.
 - SPECIAL CARGO CATEGORIES.
- STORAGE
- CARGO HANDLING

- INSPECTIONS PROCEDURES
- BOARDING
- MAIL AND COURIER
- ACCREDITED AGENT
 - ACCREDITED PROCEDURE
 - REGISTER OF ACCREDITED AGENT
- TRAINING
- PROSECUTION
- PENALTY SYSTEM

APPENDIX D

**TERMS OF REFERENCE AND WORK PROGRAMME
AVIATION SECURITY COMMITTEE (AVSEC/COMM)**

1. Terms of Reference

- a) to foster regional cooperation among States, international organizations and industry in order to facilitate the successful implementation of ICAO Standards and Recommended Practices (SARPs) related to aviation security (AVSEC);
- b) to encourage the participation of States in the ICAO AVSEC Mechanism and Implementation Programmes to include their provision of voluntary funding and personnel when requested by ICAO;
- c) to actively support the approved ICAO AVSEC Plan of Action and other regional AVSEC initiatives; and
- d) to promulgate AVSEC awareness within the region through sponsorship of and participation in related training activities and seminars.

2. Work Programme

| TASK NUMBER | TASK DESCRIPTION | PRIORITY | DATE | |
|-------------|---|----------|-----------------|--------------|
| | | | START | END |
| AVSEC/1 | Identify and analyse shortcomings in the implementation of ICAO AVSEC provisions which are common in many States/Territories of the CAR/SAM Regions and develop regional initiatives and measures which will encourage and facilitate their resolution. | A | AVSEC/COMM/1 | Continuous |
| AVSEC/1-1 | Conduct periodic surveys to identify difficulties in shortcomings from States in the implementation of AVSEC/Facilitation Standards | A | AVSEC/COMM/2 | Continuous |
| AVSEC/1-1.2 | Establishment of Hold Baggage Screening (HBS) Task Force to examine new and emerging threats; new and emerging technology; to provide States with technical information guidance to States in order to implement Annex 17 Standard, in conjunction with LACAC | A | AVSEC/COMM/4 | Continuous |
| AVSEC/1-1.4 | Finalise HBS Task Force Report with recommendation (90%) | A | 3 December 2006 | 15 June 2006 |
| AVSEC/1-1.5 | Review Final HBS Report and validate HBS Action Plan by the Ad Hoc Group and make recommendations (90%) | A | AVSEC/COMM/5 | GREPECAS/14 |

| TASK NUMBER | TASK DESCRIPTION | PRIORITY | DATE | |
|-------------|--|----------|--------------|---------------------|
| | | | START | END |
| AVSEC 1-1.6 | Conduct a Survey of the States in the CAR/SAM Region to validate 5 conclusions regarding the implementation of Annex 17 Standards | A | AVSEC/COMM/5 | 1 September 2006 |
| AVSEC/1-2 | Establish Cargo Security Programme Model | A | AVSEC/COMM/5 | AVSEC/COMM/6 |
| AVSEC/1-2.1 | Establish Cargo Security Task Force to develop a Cargo Security Program Model | A | AVSEC/COMM/5 | Continuous |
| AVSEC/2 | Monitor existing and develop new regional AVSEC training programmes | A | AVSEC/COMM/2 | Continuous |
| AVSEC/2-1 | Establish a Training Task Force to coordinate AVSEC training activities and information | A | AVSEC/COMM/4 | Continuous |
| AVSEC/2-1.1 | To maintain database of qualified AVSEC Instructors available to States/Territories in the CAR/SAM Regions for use in regional training events | B | AVSEC/COMM/4 | Continuous |
| AVSEC/2-1.2 | Establish Passenger/Cabin Baggage Screening Guidance to provide States with current information on screening techniques and advance technology to meet new and emerging threats to Civil Aviation. | A | AVSEC/COMM/5 | AVSEC/COMM/6 |
| AVSEC/2-1.3 | Establish Passenger/Cabin Baggage Screening Task Force to coordinate a Passenger Screening Seminar/Meeting and provide States with guidance material. | A | AVSEC/COMM/5 | AVSEC/COMM/6 |
| AVSEC/2-1.4 | Passenger/Cabin Baggage Screening Task Force establish a Passenger/Cabin Baggage Seminar/Meeting on 13-17 November 2006, in coordination with the ICAO NACC Office. | A | AVSEC/COMM/5 | 13-17 November 2006 |
| AVSEC/6 | Review all proposals for Amendments to Annex 9 and Annex 17 | A | AVSEC/COMM/3 | Continuous |
| AVSEC/8 | Coordinate with the LACAC Group of AVSEC Experts on all AVSEC Activities and initiatives in the CAR/SAM Regions. | B | AVSEC/COMM/3 | Continuous |
| AVSEC/9 | Establish a Facilitation Task Force to work the Annex 9 provisions. | B | AVSEC/COMM/5 | Continuous |

3.

Priority

- A** High priority tasks, on which work should be speeded up.
- B** Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
- C** Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Brazil, Canada, Chile, Costa Rica, Cuba, Guyana, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, ACI, ACSA, IATA, IFALPA and LACAC.

5. **Chairperson**

Chairman – Oscar Derby (Jamaica)

Vice-Chairman – Eduardo Cerda Gómez (Chile)

AVIATION SECURITY COMMITTEE (AVSEC/COMM)

COMPOSITION

Argentina, Brazil, Canada, Chile, Costa Rica, Cuba, Guyana, Jamaica, Mexico, Panama, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, ACI, ACSA, IATA, IFALPA and LACAC.

| MEMBER STATE/ORGANISATION | REPRESENTATIVE |
|----------------------------------|-------------------------------------|
| Argentina | Gustavo Driussi / Rodolfo Almeida |
| Brazil | Rogério Benevides Carvahlo |
| Canada | Debra Normoyle |
| Chile (Vice chairman) | Eduardo Cerda |
| Costa Rica | Nelson Pérez Meneses |
| Cuba | Julián Rodríguez Ramos |
| Guyana | Abraham Dorris |
| Jamaica (Chairman) | Oscar Derby |
| Mexico | Aarón Salvador Villar Bernal |
| Panama | Zoroel Díaz Herrera |
| Paraguay | Cándido Méndez |
| Peru | César Matos Díaz |
| Spain | José Manuel Puente |
| Trinidad and Tobago | Anthony Frederick |
| United States | Richard Stein |
| Venezuela | Carlos González Ashby |
| ACI | Juan Salas Rivera |
| ACSA (COCESNA) | Roy Vásquez Vásquez |
| IATA | Yannick Lachapelle / Mauricio Morán |
| IFALPA | Adrián Martínez |
| LACAC | Marco Ospina |

AVIATION SECURITY COMMITTEE (AVSEC/COMM)

TASK FORCES

AVSEC Training Task Force (AVSEC/TRAIN/TF)

Terms of Reference:

- a) analyze Training needs and improve the effectiveness of AVSEC Courses, Workshops and Seminars in the CAR/SAM Regions;
- b) develop discussion papers during Meetings to resolve States in need of AVSEC programmes;
- c) maintain coordination with the LACAC Training Task Force;
- d) coordinate training activities;
- e) maintain AVSEC database information; and
- f) respond to States in need of the AVSEC database information.

Tasks:

- a) develop an appropriate Evaluation Review Form as working document for reviewing Participants Workshop / Seminar Evaluation Forms;
- b) develop an appropriate survey questionnaire as a working document for collecting data on training from member States;
- c) conduct a training needs analysis for the CAR/SAM Regions;
- d) obtain and review Evaluations (feedback) from ICAO Workshops and Seminars with a view of improving the effectiveness of AVSEC Workshops/Seminars;
- e) maintain database of qualified AVSEC instructors available in the CAR/SAM Regions for use in Regional Training events;
- f) develop model passenger security screening training programme discussion;
- g) coordinate Passenger screening seminar to provide States with current information on screening techniques and advanced technology to meet new and emerging threats; and
- h) present the results of items a), b), c), and d) above to the AVSEC/COMM/6 Meeting.

Composition:

Anthony Frederick (Trinidad and Tobago) – **Rapporteur**
Avery Henry (Antigua and Barbuda)
Rogério Benevides Carvahlo (Brazil)
Nelson Pérez Meneses (Costa Rica)
Judith Goodison (Jamaica)
Aarón Salvador Villar Bernal (México)
Anselma O'Neil (ECCAA)

Hold Baggage Screening Task Force (AVSEC/HBS/TF)

Terms of Reference

- a) coordinate HBS Seminars to assist States in need of technical information;
- b) establish HBS Meetings to research and analyze best practices on hold baggage screening systems;
- c) prepare report to discuss findings; and
- d) respond to States in need of HBS information.

Tasks:

- a) assess the availability of equipment and capabilities;
- b) develop Cost and benefit analysis of equipment;
- c) identify the applicability for different types of airports; and
- d) review the Report and make recommendations regarding their findings.

Composition:

Judith Goodison (Jamaica) – **Rapporteur**
Avery Henry (Antigua and Barbuda)
Eduardo Cerda Gómez (Chile)
Anselma O’Neil (ECCAA)
Aarón Salvador Villar Bernal (México)
César Matos Díaz (Peru)
Anthony Frederick (Trinidad and Tobago)
Richard Stein (United States)
Yannick Lachapelle (IATA)

Cargo Security Task Force (AVSEC/CARGO/TF)

Terms of Reference

- a) establish Meetings if necessary to research and analyze best practices on Cargo Security Programs;
- c) prepare report to discuss findings; and
- d) respond to States in need of the Cargo Security Program information.

Tasks:

- a) develop main components of a Cargo Security Program Model;
- b) research and Analyze best practices on Cargo Security Program; and
- c) develop and Review a Final Report making recommendations regarding their findings.

Composition:

Milenka Vega (Bolivia) – **Rapporteur**
Cesar Vergara (Argentina)
Ricardo Sferco (Argentina)
Eduardo Cerda Gómez (Chile)
Yannick Lachapelle (IATA)

Passenger/Cabin Baggage Screening Task Force (AVSEC/PAX/BAG/TF)

Terms of Reference

- a) coordinate Passenger/Cabin Baggage Seminar to assist States in need of current information on screening techniques and advance technology to counter new and emerging threats to civil aviation.;
- b) establish Passenger/Cabin Baggage Meeting to research and analyze best practices on screening systems related to new and emerging technology and develop guidance material;
- c) prepare report to discuss findings; and
- d) respond to States in need of Passenger/Cabin Baggage Screening information.

Tasks:

- a) assess the availability of equipment and capabilities;
- b) develop Cost and benefit analysis of equipment;
- c) identify the applicability for different types of airports; and
- d) review the Report and make recommendations regarding their findings.

Composition:

Avery Henry (Antigua and Barbuda) – **Rapporteur**
Jean Barrette (Canada)
Carlos Gonzalez (Venezuela)
Jose Villaverde (Venezuela)
Yannick Lachapelle (IATA)
United States (TBD)

Facilitation Task Force (AVSEC/FAL/TF)

Terms of Reference

- a) establish Meetings as directed by ICAO to research and analyze best practices on Facilitation Programs;
- c) prepare report if necessary to discuss findings; and
- d) respond to States in need of the Facilitation Program information.

Tasks:

- a) develop Facilitation initiatives as directed by ICAO;
- b) research and Analyze best practices on Facilitation Programs; and
- c) review reports being developed making recommendations on their findings.

Composition:

Cesar Matos (Peru) – **Rapporteur**
Fabian Moriera (Argentina)
Milenka Vega (Bolivia)
Eduardo Cerda Gómez (Chile)
Aristides Domínguez Gutter (Paraguay)
Carlos Caiet Noguera (Paraguay)
Yannick Lachapelle (IATA)

APPENDIX E

PASSENGERS SCREENING GUIDANCE MATERIAL

1. Recruitment
 - Suitability for job
 - Background clearance
 - Pre-employment evaluation
2. Training
 - Theoretical
 - Practical
 - Test/evaluation
 - Certification
 - a. Initial
 - b. Refresher
3. Performance Monitoring
 - Test, Virtual, Practical, Monitoring
4. Equipment
 - Hand Held Metal Detector
 - Walk – Through Metal Detector
 - X-Ray
 - Trace Detection
 - Walk – Thought Trace Detector
 - K-nine
 - CTV
 - Daily Calibration Test Equipment
 - Maintenance
5. Facilitation
 - Space Requirement
 - Footprint
 - Interference
 - Search Rooms
 - Furniture
 - Staffing Requirement
 - Communication
 - Discrete Alarm
 - Police Response
6. Contingency Plans
 - Equipment Failure
 - Strikes/Sick out
 - Enhancement Security Requirements
 - Contamination of Sterile Area

- Consequent Management Procedures
 - Natural Disaster
 - Special Events
7. Roles/Responsibility
- Airport Authority
 - Government
 - Airline
 - Service Providers
 - Passengers
 - Police
 - Explosive Disposal Teams
8. Human Factors
- Behavioural Assessment
 - Special Passengers
 - Interpersonal Skills
 - Carrier Aspiration of individual

Agenda Item 5 Other Business

5.1 IATA presented WP/17 that provided the Meeting with an overview of airport perimeter fencing and access control point integrity. The paper explained that in recent times, Contracting States invested large sums of money and resources to implement additional security procedures in the hopes of further reinforcing the security of the international civil aviation environment. However, the additional security measures were rendered useless if basic perimeter security and access control procedures were not being implemented accordingly.

5.2 The Meeting took note of IP/04 regarding the activities of the Group of Experts on Aviation Safety, Security and Assistance (GEASA), which works under the ministerial mandate of the Western Hemisphere Transport Initiative (WHTI). Information about this Group can be found in website: <http://www.whti-geasa.org>.

5.3 The Meeting embraced the Facilitation initiatives proposed by ICAO and decided to prepare for Annex 9 provisions in support of its implementation by establishing a Task Force. Peru volunteered to be the Rapporteur supported by Argentina, Bolivia, Chile, Paraguay and IATA. The Meeting decided on the following:

DECISION 5/13 FACILITATION TASK FORCE

That a Facilitation Task Force be created with Terms of Reference as contained in Appendix D to Agenda Item 4 of this Report to prepare for Annex 9 provisions.

5.4 The United Kingdom Territories stated that they may be willing to host the AVSEC/COMM/6 Meeting at the Cayman Islands but needed to consult it before committing.