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Ref.: SD 39/1-12/27

31 May 2012

Subject: High-level Conference on Aviation Security
(Montréal, Canada, 12 to 14 September 2012)

Action required: Advise concerning attendance by Ministers and other delegates, and register online as soon as possible

Sir/Madam,

Reference is made to State letter SD 39/1-12/6, dated 2 February 2012, inviting participation in the High-level Conference on Aviation Security, to be held at ICAO Headquarters in Montréal, Canada from 12 to 14 September 2012.

As ICAO's first global Conference dedicated to aviation security since 2002, I wish to urge ministerial participation in this important event in order to demonstrate high-level commitment for aviation security priorities and the outcomes of the Conference. I am also inviting a number of international organizations that are involved in aviation security, preferably with head of delegation at the chief executive level, and with authority to make policy commitments on behalf of their respective organizations and members. The Conference agenda and provisional programme are provided in Attachments A and B.

Please ensure that your State's representatives have registered on the Conference website (<http://www.icao.int/meetings/avsecconf>) as soon as possible. Information on credential letters, which may be sent in advance by e-mail to (avsecconf@icao.int), the structure and conduct of the meeting, visa requirements, and other arrangements, is provided in Attachments C and D. Templates for the preparation of working/information papers are available on the Conference website.

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

Raymond Benjamin
Secretary General

Enclosures:

- A — Conference Agenda
- B — Provisional programme
- C — Administrative arrangements
- D — Documentation arrangements

HIGH-LEVEL CONFERENCE ON AVIATION SECURITY

ICAO Headquarters, Montréal, Canada
12 to 14 September 2012

CONFERENCE AGENDA

1. ICAO Global Risk Context Statement
2. Enhancing air cargo security
3. Combating the insider threat
4. The evolution of the aviation security audit process – transparency
5. Capacity-building and technical assistance
6. Ensuring the sustainability of aviation security measures – equivalence
7. The role of the Machine Readable Travel Document (MRTD) Programme, Advance Passenger Information (API) and Passenger Name Record (PNR)
8. Driving technology developments and innovation
9. Any other business

HIGH-LEVEL CONFERENCE ON AVIATION SECURITY

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12 to 14 September 2012

PROVISIONAL PROGRAMME

Wednesday, 12 September 2012

0930 to 1115 hours

Formal opening

- Address by The Honourable Denis Lebel, Minister of Transport, Canada*
- Address by the President of the Council
- **Status of regional efforts in aviation security** — The Conference will consider key outcomes of the regional conferences. Presentations will be made by States that hosted and supported regional conferences on aviation security in 2011 and 2012.
- Election of Chairperson and Vice-Chairperson
- Adoption of agenda

1115 to 1145 hours

Coffee break

1145 to 1230 hours

Agenda Item 1 — **ICAO Global Risk Context Statement** — The Conference will consider a draft global Risk Context Statement for States to consider in their national threat and risk assessment processes.

1230 to 1400 hours

Lunch hosted by Saudi Arabia

1400 to 1515 hours

Agenda Item 2 — **Enhancing air cargo security** — The Conference will consider the way forward on a comprehensive framework for air cargo security.

1515 to 1545 hours

Coffee break

1545 to 1615 hours

Agenda Item 2 — **Enhancing air cargo security** — *continued*

1615 to 1700 hours

Agenda Item 3 — **Combating the insider threat** — The Conference will take note of the consensus reached on strengthening Standard 4.2.6 of Annex 17 to address the insider threat and call for a common and consistent global approach to dealing with the insider threat issue.

1730 to 1930 hours

Reception hosted by the President of the Council and the Secretary General

Thursday, 13 September 2012

0930 to 1045 hours Agenda Item 4 — **The evolution of the aviation security audit process – transparency** — The Conference will be briefed on the evolution of the USAP. The Conference is expected to recommend the appropriate level of disclosure of audit results.

1045 to 1115 hours *Coffee break*

1115 to 1230 hours Agenda Item 5 — **Capacity building and technical assistance** — The Conference will consider the ongoing implementation of the ICAO Aviation Security Assistance and Capacity Building Strategy and the development of regional assistance strategies, and is expected to make appropriate recommendations relating to the delivery of assistance and capacity building initiatives.

1230 to 1400 hours *Lunch*

1400 to 1515 hours Agenda Item 6 — **Ensuring the sustainability of aviation security measures – equivalence** — The Conference is expected to note the challenges of sustaining cost-effective aviation security measures as threats and risks evolve, and will make appropriate recommendations.

Agenda Item 7 — **The role of the Machine Readable Travel Document (MRTD) Programme, Advance Passenger Information (API) and Passenger Name Record (PNR)** — The Conference will consider the proposed MRTD strategy, recommend that States join the Public Key Directory, and call on States to further promote standardization and uniformity in API/PNR data exchange systems.

1515 to 1545 hours *Coffee break*

1545 to 1700 hours Agenda Item 8 — **Driving technology developments and innovation** — The Conference will take note of technological developments in aviation security and call for increased dialogue between regulators, organizations, manufacturers, and security-service providers on the future of security detection systems and processes, including for the detection of liquids, aerosols and gels.

Agenda Item 9 — **Any other business**

Friday, 14 September 2012

0930 to 1045 hours **Approval of Conclusions and Recommendations**

1045 to 1115 hours *Coffee break*

1115 to 1230 hours **Approval of Conclusions and Recommendations** — *continued*

Closing

HIGH-LEVEL CONFERENCE ON AVIATION SECURITY

ICAO Headquarters, Montréal, Canada
12 to 14 September 2012

ADMINISTRATIVE ARRANGEMENTS

Credentials

1. Credentials are required for the meeting and should be signed on behalf of the State or international organization concerned, by a person duly authorized to do so, giving the name and position of each member of the delegation and indicating the capacity in which he or she is to serve at the meeting as follows: Member States: Delegate, Alternate, Adviser; and non-Member States and international organizations: Observer. The original credentials may be sent in advance to the Secretary General by e-mail to (avseconf@icao.int) or be deposited when registering on-site.

Organization

2. The meeting will be conducted in accordance with the *Directives of the Council Concerning the Conduct of ICAO Meetings* (Doc 7986-C/915) and the *Standing Rules of Procedure for Meetings in the Air Transport Field* (Doc 8683-AT/721).

Visas

3. In line with Recommended Practice 3.19 of Annex 9 — *Facilitation*, Canada has dispensed with the requirement for entry visas for temporary visitors from many States. However, some nationals continue to require visas for entry into Canada. It is suggested that any participant who requires a visa take steps to obtain it in good time from the nearest Canadian authorities. Furthermore, in order to facilitate entry formalities upon arrival in Canada, it is suggested that participants carry with them a copy of the document notifying that they are representatives of their State and/or Organization at the meeting, and that they so identify themselves to the Canadian immigration authorities.

Registration and other arrangements

4. Online registration for the Conference and additional information related to other logistical arrangements is available on the Conference website at www.icao.int/meetings/avseconf. General information regarding accommodations and other facilities in Montréal will also be posted on the site.

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DOCUMENTATION ARRANGEMENTS

General

1. Working or information papers prepared by the Secretariat or with Secretariat input on each agenda item are expected to form a sound basis for discussions, conclusions and recommendations. The Secretariat working papers will be circulated as early as practicable before the meeting. The Secretariat anticipates that the first papers will be published on the ICAO website by 1 July 2012.
2. To the extent practicable, use will be made of preparatory machinery such as correspondence with States and international organizations, panels and study groups to develop specific action proposals on individual agenda items. States and international organizations should prepare their working papers as either “working papers” or “information papers”. Working papers are papers submitted for consideration under specific agenda items and comprise papers containing specific proposals for action. All other papers will be deemed to be information papers.

Submission of working papers

3. States and international organizations should submit their working papers electronically in Microsoft Word format to avseconf@icao.int not later than **20 July 2012** in order to permit translation, reproduction and distribution in due time prior to the meeting. Papers received after 20 July 2012 will be processed as promptly as possible in the language or languages in which they are submitted. Papers received after 30 August 2012 will not be processed.
4. To facilitate the timely reproduction of documentation and its use by the meeting, States and international organizations are requested to observe the rules governing the format, content and length of working papers as outlined herein. It is important to note that the deadline for submission of documentation will be strictly enforced and no additional documentation will be accepted for distribution at the site of the meeting.
5. Only working papers submitted by States will be translated; documentation received from international organizations will be distributed only in the language or languages submitted. Papers received not later than two weeks before the opening of the meeting will be printed and distributed.
6. Working papers should be limited to four pages of text including attachments. As a matter of policy, working papers of more than four pages and information papers are no longer translated by the Organization. Unless exceptional circumstances prevail, longer papers will have to be presented as information papers in their original language(s) only. If the subject of such longer papers is considered essential to the meeting’s work, a summary of not more than four pages should be produced for translation.

Availability of working papers

7. The documentation for the meeting will be placed on the ICAO website at www.icao.int/meetings/avsecconf on an ongoing basis. Templates for working and information papers are available on the website for use when preparing documentation.

8. Working papers will be processed in accordance with the following priorities:

First priority —	Working papers
Second priority —	Information papers, with the understanding that, if necessary, abstracts, when provided, will be reproduced first

9. All working papers should be presented in the following form:

- a) limited to one agenda item per paper; and
- b) brief; not exceeding four pages of print per paper, including the text of amendment proposals, where applicable.

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