



## **HIGH-LEVEL CONFERENCE ON AVIATION SECURITY (HLCAS)**

**Montréal, 12 to 14 September 2012**

### **CONFERENCE AGENDA, PROVISIONAL PROGRAMME AND MEETING ARRANGEMENTS**

(Presented by the Secretariat)

#### **SUMMARY**

This paper includes the Conference agenda, provisional programme and meeting arrangements for the High-level Conference on Aviation Security (HLCAS).

**Action:** The High-level Conference on Aviation Security is invited to approve the Conference Agenda and provisional programme as provided in Appendices A and C.

## **1. INTRODUCTION**

1.1 The High-level Conference on Aviation Security will be held at ICAO Headquarters from 12 to 14 September 2012. A copy of the agenda is provided in Appendix A.

1.2 The objectives of the Conference are to: provide an opportunity for States and aviation stakeholders to engage in discussion on present and future challenges to aviation security; reach global consensus on key aviation security priorities; and ensure that the commitments expressed by States during the series of regional conferences, held in 2011 and 2012, culminate in a harmonized implementation of the ICAO Declaration on Aviation Security, through enhanced international cooperation. This event is also expected to agree on recommendations on policy direction with respect to critical aviation security issues, thereby providing the Secretariat with clear goals on programme activities.

## **2. INVITATIONS AND REGISTRATION**

2.1 Invitations to the High-level Conference on Aviation Security have been issued to all ICAO Member States, and selected Observers, from the international organizations and industry associations listed in Appendix B.

2.2 All participants are encouraged to pre-register using the online registration form on the meeting website ([www.icao.int/meetings/avseconf](http://www.icao.int/meetings/avseconf)). Credentials are required for the meeting and may be sent in advance to the Secretary General by e-mail to ([avseconf@icao.int](mailto:avseconf@icao.int)), or be deposited when registering on-site. The registration centre will be in operation on the main floor of ICAO Headquarters at 999 University Street, Montréal, Quebec, Canada, on 11 September from 1400 to 1700 hours, 12 September from 0730 hours to 1700 hours, and 13 September from 0800 hours to 1000 hours. Participants are requested to complete the registration form in full and to provide their business card.

### 3. RULES OF PROCEDURE

3.1 The Conference will be conducted under the *Standing Rules of Procedure for Meetings in the Air Transport Field* (Doc 8683). It should be noted that the Council (C-DEC 195/1) agreed to amend Rule 26 of Doc 8683 to reflect the prevailing practice adopted by the Organization, which is to replace the requirement for preparing summary minutes by providing a summary of the Conference results in the report of the Conference, which is scheduled to be considered on Friday, 14 September 2012.

### 4. PROGRAMME AND SCHEDULE

4.1 The working hours of the meeting will be from 0930 to 1230 hours (morning session) and from 1400 to 1700 hours (afternoon session), with 30-minute refreshment breaks in the morning and afternoon of each day. The meeting will work as a single body and a provisional programme is attached at Appendix C. The location of the meeting will be the Assembly Hall on the fourth floor of ICAO Headquarters at 999 University Street, Montréal, Quebec, Canada. The ICAO cafeteria on the fifth floor is open to participants during lunch hours.

4.2 The formal introduction of working papers on which specific action is sought by States or Observers may need to be restricted in order to maximize the time available for substantive discussion on each of the agenda items. Information papers, i.e. papers not requesting any specific action by the Conference, will not be formally presented. They will, however, form part of the record of the meeting.

4.3 The Conference will need to complete the substantive items of the agenda by the end of the day on Thursday, 13 September 2012 in order to allow time for the preparation, consideration and approval of draft conclusions and recommendations.

### 5. LANGUAGES

5.1 The working languages of the meeting are English, Arabic, Chinese, French, Russian and Spanish.

### 6. DOCUMENTATION

6.1 The meeting will be conducted on a paper-free basis as much as possible and only documentation produced during the meeting will be distributed in hard copy (two copies per State; one copy per Observer organization).

6.2 Working papers received at ICAO Headquarters by **20 July 2012** will be translated and posted on the Conference website prior to the meeting. Papers received after 20 July 2012 will *not* be translated by ICAO and will be processed in the language(s) in which they have been submitted. ICAO will *not* process any papers received *after* 20 August 2012. 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.

6.3 To facilitate the timely reproduction of documentation and its use by the meeting, States and organizations are requested to observe the rules governing the format, content and length of working papers. 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.

6.4 Only working papers submitted by States will be translated; documentation received from international organizations and industry associations will be distributed only in the language(s) submitted. The documentation for the meeting will be placed on the ICAO website at [www.icao.int/meetings/avsecconf](http://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.

## 7. SEATING ARRANGMENTS

7.1 Seating arrangements during the meeting are based on pre-registration records and will be progressively updated with information from on-site registration. Each delegation representing a Member State can expect a maximum of four reserved seats (two at the table and two behind) as per nameplates arranged in alphabetical order by State name. Additional designated seats are subject to availability.

7.2 Participants who represent international organizations and industry associations will find their designated seats by nameplates arranged by organization or association name, following the States. All other meeting participants are invited to be seated in the areas not designated for either States or Observers at the back of the Assembly Hall, subject to availability. Additional seats are available in the Observation Gallery located on the fifth floor, access to which may be gained by elevators nos. 7 and 8, or by the stairs immediately in front of the Assembly Hall doors on the fourth floor.

7.3 To assist with implementation of the computerized microphone system, it is important that delegates do not change seats designated for them. For further information, or assistance if a change to seating arrangements is required, please contact a member of the Secretariat. Documentation and other personal belongings must not be left in the Conference facilities overnight.

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**APPENDIX A**

**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

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## APPENDIX B

### HIGH-LEVEL CONFERENCE ON AVIATION SECURITY

ICAO Headquarters, Montréal, Canada  
12 to 14 September 2012

#### INTERNATIONAL ORGANIZATIONS INVITED TO THE HIGH-LEVEL CONFERENCE ON AVIATION SECURITY

**Invitees on the List of International Organizations  
that may be invited to attend suitable ICAO meetings**

African Civil Aviation Commission (AFCAC)  
Agency for Air Navigation Safety in Africa and Madagascar (ASECNA)  
African Union (AU)  
Airports Council International (ACI)  
Arab Civil Aviation Commission (ACAC)  
Civil Air Navigation Services Organizations (CANSO)  
European Civil Aviation Conference (ECAC)  
European Union (EU)  
European Organization for the Safety of Air Navigation (EUROCONTROL)  
Global Express Association (GEA)  
International Air Transport Association (IATA)  
International Atomic Energy Agency (IAEA)  
International Business Aviation Council (IBAC)  
International Coordinating Council of Aerospace Industries Associations (ICCAIA)  
International Council of Aircraft Owner and Pilot Associations (IAOPA)  
International Criminal Police Organization (ICPO-INTERPOL)  
International Federation of Air Line Pilots' Associations (IFALPA)  
Latin American Civil Aviation Commission (LACAC)  
Organization of American States (OAS)  
The International Air Cargo Association (TIACA)  
Universal Postal Union (UPU)  
World Food Programme (WFP)

**Invitees not on the List of International Organizations  
that may be invited to attend suitable ICAO meetings**

The East African Community Civil Aviation Safety and Security Oversight Agency (CASSOA)  
Economic Community of West African States (ECOWAS)  
European Travel Retail Council (ETRC)  
International Air Carrier Association (IACA)  
Organization for Security and Co-operation in Europe (OSCE)  
Union économique et monétaire ouest-africaine (UEMOA)  
United Nations Counter Terrorism Executive Directorate (UN CTED)  
United Nations Department of Field Support (UNDFS)  
United Nations Office on Drugs and Crime (UNODC)  
World Customs Organization (WCO)

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## APPENDIX C

### HIGH-LEVEL CONFERENCE ON AVIATION SECURITY

ICAO Headquarters, Montréal, Canada  
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 hosted by Venezuela*      *Location: Assembly Hall Foyer*

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*      *Location: Delegates Lounge,  
3rd and 4th Floors*

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 hosted by France*      *Location: Assembly Hall Foyer*

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 reaffirm 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**      *Location: Delegates Lounge,  
3rd and 4th Floors*

**Thursday, 13 September 2012**

0800 to 0930 hours	<i>Breakfast hosted by Indonesia</i>	<i>Location: Assembly Hall Foyer</i>
0930 to 1045 hours	Agenda Item 4 — <b>The evolution of the aviation security audit process – transparency</b> — 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	<i>Coffee break hosted by Japan</i>	<i>Location: Assembly Hall Foyer</i>
1115 to 1230 hours	Agenda Item 5 — <b>Capacity building and technical assistance</b> — 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	<i>Lunch hosted by United Arab Emirates</i>	<i>Location: Delegates Lounge, 3rd and 4th Floors</i>
1400 to 1515 hours	Agenda Item 6 — <b>Ensuring the sustainability of aviation security measures – equivalence</b> — 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 — <b>The role of the Machine Readable Travel Document (MRTD) Programme, Advance Passenger Information (API) and Passenger Name Record (PNR)</b> — 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	<i>Coffee break hosted by the United States</i>	<i>Location: Assembly Hall Foyer</i>
1545 to 1700 hours	Agenda Item 8 — <b>Driving technology developments and innovation</b> — 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 — <b>Any other business</b>	
1730 to 1930 hours	<b>Reception hosted by Canada</b>	<i>Location: Delegates Lounge, 3rd and 4th Floors</i>

**Friday, 14 September 2012**

0930 to 1045 hours

**Approval of Conclusions and Recommendations**

1045 to 1115 hours

*Coffee break hosted by the African Group*

*Location: Assembly  
Hall Foyer*

1115 to 1230 hours

**Approval of Conclusions and Recommendations** — *continued*

**Approval of Communiqué of the Conference**

**Closing**

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