



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

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



AVSEC/FAL/RG/4 — IP/05

02/06/14

**FOURTH MEETING OF THE AVIATION SECURITY AND FACILITATION REGIONAL
GROUP (AVSEC/FAL/RG/4)**

ICAO NACC Regional Office, Mexico City, Mexico, 3 to 5 June 2014

Agenda Item 8: Terms of Reference and Work Programme
8.1 ICAO/LACAC AVSEC/FAL/RG Strategic Plan and Terms of
Reference

TERMS OF REFERENCE AND WORK PROGRAMME OF THE ICAO/LACAC
AVIATION SECURITY AND FACILITATION REGIONAL GROUP
AVSEC/FAL/RG

(Presented by the Secretariat)

1. Introduction

1.1 This information paper presents for the Meeting the Terms of Reference and Work Programme as approved by the Third Meeting of the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/3) held in Lima, Peru, 19 to 21 June 2013.

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APPENDIX
TERMS OF REFERENCE, WORK PROGRAMME AND PROJECTS FOR THE
ICAO/LACAC NAM/CAR/SAM AVIATION SECURITY
AND FACILITATION REGIONAL GROUP
(AVSEC/FAL/RG)

1. Establishment

1.1 Addressing the following meetings and agreements:

- First Meeting of the Regional Aviation Security and Facilitation Group – Pan America (AVSEC/FAL/RG-PA/1) (Port-of-Spain, Trinidad and Tobago, 12 to 14 May 2010);
- Third Meeting of the LACAC GRUFAL/AVSEC (Montevideo, Uruguay, 5 to 6 July 2010);
- Agreement from the LXXIX LACAC Executive Committee (Mexico City, Mexico, 31 August to 1 September 2010);
- Memorandum of Cooperation between ICAO and LACAC providing a framework for enhanced cooperation (Montreal, Canada, 27 September 2010);
- Resolution 19-5 of the Latin American Civil Aviation Commission XIX Ordinary Assembly (LACAC) (Punta Cana, Dominican Republic, 1 to 5 November 2010);
- Second Meeting of the Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/2) (St. Johns, Antigua & Barbuda, 16 to 18 May 2012); and

in accordance with the Declaration on Aviation Security and the ICAO Comprehensive Aviation Security Strategy (ICASS) adopted during the 37th Session of the ICAO Assembly; in the spirit of the Joint Declaration on Civil Aviation Security for the Americas adopted during the High-Level Ministerial Meeting held in Mexico in February 2010, and the Cooperation Agreement between ICAO and LACAC signed in September 2010, whose objectives foster the improvement of consultation and cooperation, as well as to avoid duplication of efforts, promote and assist training activities and strengthen the coordination between LACAC and the ICAO Regional Offices, among others, ICAO and LACAC combined their respective AVSEC and FAL regional groups and established the ICAO/LACAC Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) for the ICAO North American (NAM), Caribbean (CAR) and South American (SAM) Regions.

1.2 The Joint Statement of the Regional Conference on Aviation Security of Caracas, Venezuela, dated 8 February 2012, includes the following: *“We recognized the action plan developed by the Aviation Security and Facilitation Regional Group in May 2011, which fosters the implementation of harmonized aviation security in the region in cooperation with the Latin American Civil Aviation Commission and ICAO.”*

1.3 The AVSEC/FAL/RG will report its activities and results to the Directors of Civil Aviation and the appropriate aviation security authority, if different, in States and Territories of the NAM/CAR/SAM Regions. ICAO and LACAC will process the reports using their respective mechanisms, as appropriate, taking into consideration the minimization of duplication.

2. AVSEC/FAL/RG Membership

2.1 AVSEC/FAL/RG Members

Representatives and alternates may be nominated by the following:

ICAO member States and Territories of the NAM/CAR/SAM Regions:

Anguilla	Guyana
Antigua and Barbuda	Haiti
Argentina	Honduras
Aruba	Jamaica
Bahamas	Mexico
Barbados	Montserrat
Belize	Netherlands (for Bonaire, Sint Eustatius and Saba Islands)
Bermuda	Nicaragua
Bolivia	Panama
Brazil	Paraguay
British Virgin Islands	Peru
Canada	Saint Kitts and Nevis
Cayman Islands	Saint Lucia
Chile	Saint Vincent and the Grenadines
Colombia	Saint Maarten
Costa Rica	Suriname
Cuba	Trinidad and Tobago
Curaçao	Turks and Caicos
Dominican Republic	United Kingdom
Ecuador	United States
El Salvador	Uruguay
France (for French Antilles and French Guiana)	Venezuela
Grenada	
Guatemala	

International Organizations:

ACI	IATA
ALTA	IDB
CANSO	IFALPA
CASSOS	IFATCA
COCESNA (ACSA)	OAS CICTE
ECCAA	

A Chairperson and Vice-Chairperson will be elected by the Group from State representatives present at the meeting where the election is held, each representing States to ensure that together they cover the NAM/CAR and SAM regions, English and Spanish languages, and AVSEC/FAL expertise for a period of three years.

2.2 *AVSEC/FAL/RG Participants*

Participation by the following may be invited:

- States and Territories from other regions
- Other international, regional, national and security organizations, bodies and agencies (e.g., ECAC)
- Aircraft operators
- Air Navigation Service Providers
- Airport operators
- ICAO Aviation Security Training Centres in the NAM/CAR/SAM Regions

3. **Secretariat**

3.1 The Secretariat will be provided by ICAO and LACAC. Within ICAO, the Secretariat will be led by the NACC and SAM Regional Offices coordinated by the Regional Officers, Aviation Security for the NAM/CAR and SAM Regions, and supported by the ICAO Headquarters Aviation Security Branch.

4 **Strategy**

4.1 Emphasize the importance of aviation security and facilitation amongst States and stakeholders.

4.2 Promote compliance with aviation security and air transport facilitation provisions and aviation security oversight capabilities of States.

4.3 Promote the sharing of information amongst States to raise awareness related to threats and aviation security trends.

4.4 Promote mutual recognition of aviation security and air transport facilitation processes.

5. **Objectives**

5.1 Enhance the security and facilitation of air transport operations, aircraft, civil aviation facilities, personnel and travelling public, and discourage and diminish the potential for unlawful interference and acts against civil aviation.

5.2 Improve regulation and enforcement of aviation security and air transport facilitation provisions by appropriate authorities at the national level, and necessary arrangements for implementation capability at international airports in the States.

5.3 Develop a regional aviation security and air transport facilitation structure based on regional cooperation and coordination assistance for States in these areas.

5.4 Establish a regional mechanism that allows having “common application” guidelines of ICAO Annexes 9 and 17, paying special attention to the generation of a regional policy for the organization, application and compliance of international standards of the National Committees and Facilitation and Security Airport Committees.

5.5 Optimization of the coordination, cooperation and information exchange mechanisms, experiences, procedures and best practices in aviation security and facilitation among States; strengthening the AVSEC and FAL oversight systems on behalf of State appropriate authorities, as well as the harmonization of AVSEC/ FAL training programmes and policies on the basis of individual needs in each region.

5.6 Develop training guidelines to maintain AVSEC/FAL balance and a proper methodology that allows States to assess and define threat levels and harmonization whenever the circumstances permit.

5.7 Develop a cooperation policy, oriented towards compliance of Standards contained in Annex 9 – *Facilitation* regarding implementation of Machine Readable Travel Documents (MRTDs).

5.8 Look for intraregional support alternatives to harmonize effective and efficient implementation of AVSEC and FAL Standards in each State.

5.9 Identify financial and in-kind contributions from multinational and bilateral partners/donor States/Organizations to provide assistance to States with aviation security and air transport facilitation provision implementation.

5.10 Enhance awareness of the AVSEC/FAL professionals.

6. Activities

6.1 Provide a forum for discussion, coordination and cooperation of aviation security and facilitation issues amongst the States, partners, and stakeholders; exchange relevant information; and threat and risk assessment.

6.2 Review analyses of regional trends in security and facilitation deficiencies and develop harmonized regional action plans for resolution.

6.3 Promote and provide a mechanism for regional coordination and cooperation amongst State aviation security and facilitation authorities, international organizations, regional oversight bodies and industry.

6.4 Share ‘best practices’ amongst States and utilize the capacity available in some States/Administrations to assist others.

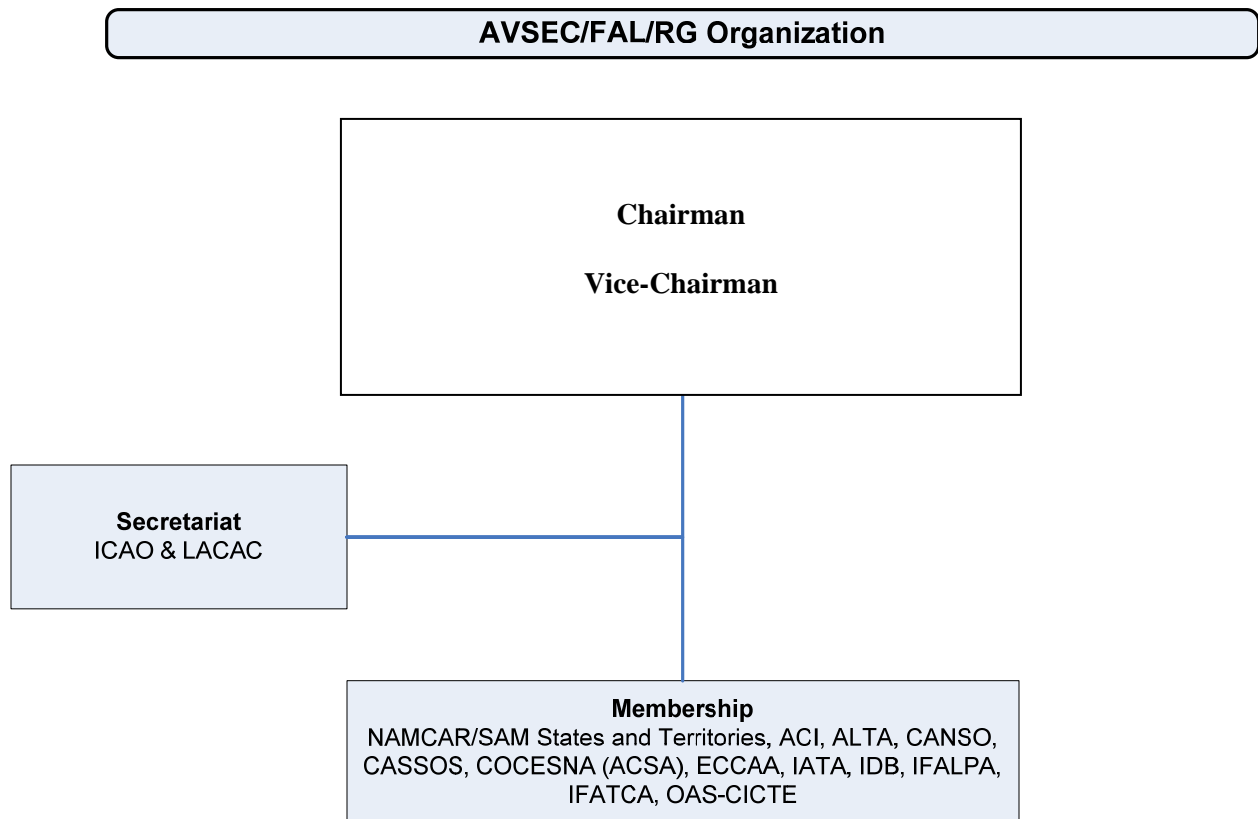
6.5 Identify available options for providing assistance to and cooperation between States throughout the following:

- Direct bilateral and multilateral agreements between States
- Horizontal cooperation facilitated by the LACAC Secretariat
- ICAO Regional Offices with the support of and in coordination with the Implementation Support and Development – Security Section and the Technical Cooperation Bureau
- Other international organizations and development agencies

7. Documentation

7.1 Documentation prepared and reviewed by the AVSEC/FAL/RG shall be available in both English and Spanish. Meeting documentation will be translated by the Secretariat adopting the applicable procedures and timelines established for all regional group meetings and specified in the meeting invitation letters. Documentation produced by the AVSEC/FAL/RG programmes and projects, additional to the working papers, including appendices thereof, will be translated by the member States/Organizations of the project that has produced the documents for review by the AVSEC/FAL/RG. If the project members are unable to identify a resource to perform the translation, the State coordinator of the project will inform the Secretariat in a timely manner in order to examine alternative options to complete the translation. The Secretariat will process documentation and make it available on the corresponding website no later than one week prior to the commencement of the meeting. This requires States/Organizations to submit working papers requiring translation to the Secretariat no later than one month prior to the commencement of the meeting.

8. Organization



8.1 Work Programmes and Projects

8.1.1 The Work Programmes and Projects of the AVSEC/FAL/RG are presented in the Table found as **Appendix B**.

8.1.2 All work programmes and projects must be completed and delivered to the ICAO/LACAC Secretariat no later than 31 January following the meeting. Once programmes and projects are received, the Secretariat will distribute this information for review and comment to all States within a 15-day timeframe. Comments from the States should be received no later than the following 15 March.

8.1.3 Comments received by the Secretariat will be sent to the Coordinating State to amend the project, if appropriate, and/or to prepare a working paper with the results of the project. In the event a working paper is prepared, it should be sent to the Secretary no later than 30 April so that it can be presented at the subsequent AVSEC/FAL/RG Meeting.

WORK PROGRAMMES & PROJECTS / PROGRAMAS Y PROYECTOS DE TRABAJO

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
AVSEC							
ICAO/LACAC Regional Workshop for the "Detection of passengers with suspicious behaviour Course" / Taller Regional OACI/CLAC sobre el "Curso sobre detección de pasajeros con conducta sospechosa"	<p>Detection of passengers with suspicious behaviour Course</p> <p>Curso sobre detección de pasajeros con conducta sospechosa</p>	<p>Be used by interested States as an implementation guide</p> <p>Ser utilizado por los Estados interesados como una guía de implementación</p>	<ol style="list-style-type: none"> Complete its revision Develop an instructor manual Develop a reference manual <ol style="list-style-type: none"> Completar su revisión. Desarrollar un manual del instructor. Desarrollar un manual de referencia. 	<p>That this course be reviewed and that the instructor and reference manuals be developed to be presented at the next AVSEC/FAL Regional Group meeting.</p> <p>Que se realice la revisión de este curso y se desarrollen los manuales del instructor y de referencia, a ser presentados en la próxima reunión del Grupo Regional AVSEC/FAL.</p>	Chile	<p>Argentina</p> <p>Mexico</p> <p>Paraguay</p> <p>Peru / Perú</p> <p>Uruguay</p>	<p>January 2014</p> <p>Enero 2014</p>
<p>Passenger and carry on baggage screening procedures – List of prohibited articles / Procedimientos de inspección de pasajeros y su equipaje de mano – Lista de objetos prohibidos</p>	<p>Screening criteria</p> <p>Criterios de inspección</p>	<p>Standardize screening criteria (definition of prohibited articles) in order to facilitate the passenger boarding process in the region.</p> <p>Estandarizar los criterios de inspección (definición de artículos prohibidos) para facilitar el embarque de los pasajeros en la región.</p>	<ol style="list-style-type: none"> Determine existing differences among NAM/CAR and SAM Regions States; Determining if screening criteria may be harmonized on the basis of risk level; and Determine whether it is possible to establish a coordination mechanism for similar criteria. <ol style="list-style-type: none"> Determinar las diferencias que existen entre todos los Estados de las regiones NAM/CAR y SAM; Determinar si se pueden homologar los criterios de inspección en base al nivel de riesgo; y Determinar si se puede establecer un mecanismo de coordinación para los criterios similares. 	<p>This Group's member States can harmonize or standardize their passenger and cabin baggage screening procedures and their prohibited items list.</p> <p>Estados miembros de este grupo homologuen o estandaricen sus procedimientos de inspección de pasajeros y su equipaje de mano y su lista de artículos prohibidos.</p>	Chile	<p>Argentina</p> <p>Colombia</p> <p>Cuba</p> <p>Ecuador</p> <p>Paraguay</p> <p>Peru / Perú</p> <p>Venezuela</p> <p>Uruguay</p>	<p>January 2014</p> <p>Enero 2014</p>

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
Standardize regulations and procedures linked to certification and oversight of AVSEC Instructors/ Estandarizar la normativa y procedimientos vinculados a la certificación y vigilancia de instructores AVSEC	Instructors certification Certificación de instructores	Standardize the AVSEC instructor certification and oversight process at a regional level. Llevar a cabo un proceso de certificación y vigilancia de instructores AVSEC estandarizado a nivel regional.	States are able to recognize and/or validate the certification granted by other states on the basis of standard procedures, so as to generate a trusting, safe environment in which the States will exchange knowledge and experiences through their instructors, and also they achieve a specialization without frontiers. Que los Estados se encuentren en capacidad de reconocer y/o convalidar la certificación otorgadas por otros Estados sobre la base de normas y procedimientos estándar, generándose así un clima confiable y de seguridad en el que los Estados a través de sus Instructores intercambien conocimiento, experiencias, así como que se logre la especialización de estos sin fronteras.	That States implement a regionally standardized Instructor certification and oversight process that guarantees that certification is issued to qualified personnel, the implementation of effective quality control of certification and is sustainable. Que los Estados lleven a cabo un proceso de certificación y vigilancia de instructores AVSEC estandarizado a nivel regional, que conlleve a garantizar que la certificación se otorgue a personal calificado, aplicación de efectivos controles de calidad relacionados con la certificación y su sostenimiento.	Peru / Perú	Chile Ecuador Paraguay Venezuela	January 2014 Enero 2014

FAL							
MRTD / DVLM	<p>Implementation of Standards and Recommended Practices contained in Annex 9 regarding Machine Readable Travel Documents (MRTD)</p> <p>Implementación de las normas y prácticas recomendadas del Anexo 9 en lo relacionado a los Documentos de viaje de lectura mecánica (DVLM).</p>	<p>Unify State compliance with Standard 3.10 of Annex 9 and Doc 9303 on MRTD</p> <p>Unificar el cumplimiento por parte de los Estados, de la norma 3.10 del Anexo 9 y del Doc 9303 sobre DVLM.</p>	<p>Communications will be carried out by e-mail in order to exchange ideas on:</p> <p>(1) the need to respond the survey by those States who have not done so.</p> <p>(2) Verify the implementation of the project.</p> <p>(3) Verify through the Secretariat the States that are available to collaborate with those States who require it.</p> <p>Las comunicaciones se efectuarán mediante correo electrónico, a fin de realizar el intercambio de ideas respecto de:</p> <p>(1) la necesidad de respuesta de la encuesta, por parte de aquellos países que no han contestado.</p> <p>(2) Verificar la implementación del proyecto.</p> <p>(3) Verificar a través de la Secretaría los Estados que están disponibles para colaborar con aquellos Estados que así lo requieran.</p>	<p>Standard compliance</p> <p>Cumplimiento de la norma.</p>	<p>Dominican Republic / República Dominicana</p>	<p>Brazil / Brasil Chile Paraguay</p>	<p>January 2014 Enero 2014</p>

Best practices in Facilitation / Mejores prácticas en Facilitación	Establish a Data base Establecer una Base de datos	Collect information from States and promote the best practices Recopilar información de los Estados y promover las mejores prácticas	a) Development of a methodology and creation of the database; b) Publication and maintenance of the database a) Elaboración de metodología y generación de base de datos b) Publicación y mantención de la base de datos	Consult with States to identify their best practices, or those of other States with a developed methodology; review compiled information and creation of the database; and a draft resolution that approves the proposed methodology. Consultar a los Estados para identificar mejores prácticas propias o de otros Estados basados en la metodología desarrollada; Revisar la información recopilada y crear una base de datos; y un proyecto de resolución que apruebe la metodología propuesta.	Chile	Colombia Dominican Republic / República Dominicana Ecuador Peru / Perú ALTA	January 2014 Enero 2014
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AVSEC/FAL							
ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) strategic plan / Plan estratégico del Grupo Regional sobre Seguridad de la Aviación y Facilitación NAM/CAR/SAM OACI/CLAC (AVSEC/FAL/RG)	Strategic Plan Plan estratégico	<p>Development of a strategic plan for the Group, based on the conduct of a SWOT (strengths, weaknesses, opportunities and threats) analysis, agreeing on a mission and vision, the long- and medium term objectives and the strategies for attaining them, as well as on measurement tools that will clearly establish development goals and indicators.</p> <p>Desarrollo de un plan estratégico del grupo basado en un análisis de Fortalezas, Oportunidades, Debilidades y Amenazas (FODA), consensuar sobre la misión y visión, los objetivos de largo y mediano plazo y en las estrategias para lograrlos así como herramientas de medición que apunten a establecer con claridad metas e indicadores de desarrollo.</p>	<p>Assess the tasks completed to date, anticipate the needs, and draft a plan.</p> <p>Evaluar las tareas desarrolladas hasta la fecha, proyectar las necesidades y elaborar una planificación</p>	<p>To optimize joint work and share the resources of member States, based on coordination and mutual support.</p> <p>Optimizar el trabajo conjunto y aprovechamiento común de recursos de los Estados miembros, sobre una base de habilidades de coordinación y apoyo compartido.</p>	Argentina	<p>Chile Jamaica Nicaragua Trinidad & Tobago United States / Estados Unidos Venezuela</p>	<p>January 2014 Enero 2014</p>