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

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

When replying please quote:
Ref.: NT-N1-18 ― **EMX0225**   2 April 2014

To: States, Territories and International Organizations

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

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

Sir/Madam:

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

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

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

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

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The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available at the "*Visiting Our Office?*" section of the ICAO NACC Regional Office website: http://www.icao.int/NACC/Pages/visitors_info.aspx. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All event documentation will be placed in the Meetings Section of the following web page: http://www.icao.int/NACC/Pages/meetings-2014-avsecfalrg4.aspx, and on the LACAC website at http://clacsec.lima.icao.int/. Considering that documentation/presentations will be available in electronic format, no hard copies will be distributed during the event.

Documentation for the meeting that your Administration/Organization may wish to submit and/or present should be forwarded to the AVSEC/FAL Regional Group Secretariat by e-mail as soon as practicable in Microsoft Word and/or PowerPoint format using the templates at **Attachment C**. Working papers for the meeting should be brief, action-oriented and focused on a specific subject, and cannot exceed four-pages, excluding any appendices.

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

If you require additional information on the meeting or seminar, please contact Mr. Ricardo G. Delgado (rdelgado@icao.int), ICAO NACC Regional Officer, Aviation Security; Mr. Gabriel Gutiérrez (ggutierrez@icao.int), Assistant; and Mr. Luis Nuñez (lmnunez@icao.int) of LACAC.

Accept, Sir/Madam, the assurances of our highest consideration.
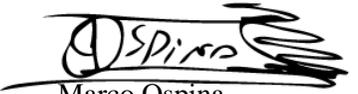
Marco Ospina
Secretary
Latin American Civil
Aviation Commission

Loretta Martin
Regional Director
ICAO North American, Central
American and Caribbean (NACC)
Regional Office

Enclosure:
A – Draft Agenda
B – Registration Form
C – Working and Information Paper Templates

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COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL (CLAC)
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**FOURTH MEETING OF THE AVIATION SECURITY AND FACILITATION REGIONAL GROUP
(AVSEC/FAL/RG/4)**

Mexico City, Mexico, 3 to 5 June 2014

DRAFT AGENDA

Agenda Item 1	**Approval of the Meeting Agenda and Schedule and Election of Chairperson and Vice Chairperson**
Agenda Item 2	**Previous Meeting Conclusions**
	2.1 AVSEC/FAL/RG/3 Meeting
Agenda Item 3	**Global and Regional Developments**

3.1   ICAO 38th Assembly results related to Aviation Security and Facilitation
       3.1.1   Annex 17, AVSEC Panel, AVSEC Manual
       3.1.2   Annex 9, FAL Panel, Facilitation Manual
       3.1.3   Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA)
3.2   LACAC Contribution

Agenda Item 4   **Programmes and Projects - Aviation Security (AVSEC)**

4.1   Report on ICAO/LACAC Regional Workshop on "Detection of Passengers with Suspicious Conduct"
4.2   Report on Passenger and Carry-On Baggage Screening Procedures – List of Prohibited Articles / Project on Screening Criteria
4.3   Standardization of Regulations and Procedures Linked to Certification and Oversight of AVSEC Instructors/ Instructor Certification Project

Agenda Item 5   **Programmes and Projects - Facilitation (FAL)**

5.1   Report on Machine Readable Travel Documents (MRTDs) / Implementation of Annex 9 Standards and Recommended Practices regarding MRTDs Project
5.2   Report on Facilitation Best Practices / Establishment of a Database Project

Agenda Item 6   **Programmes and Projects - Aviation Security (AVSEC) and Facilitation (FAL)**

          6.1   Report on ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) Strategic Plan

Agenda Item 7   **Training, Cooperation, and Assistance**

          7.1   Report on the Regional AVSEC Training Events Database
          7.2   Implementation Support and Development Section – Security (ISD-SEC) Update
          7.3   Organization of American States - Inter-American Committee Against Terrorism Secretariat for Multidimensional Security (OAS-CICTE) Update
                7.3.1 Aviation Security
                7.3.2 Security and Identity Management Travel Documents
          7.4   LACAC Contribution (if applicable)

Agenda Item 8   **Terms of Reference and Work Programme**

          8.1   ICAO/LACAC AVSEC/FAL/RG Strategic Plan

Agenda Item 9   **Other Business**

          9.1   Next Meeting Site and Dates

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