International Civil Aviation Organization
Latin American Civil Aviation Commission
ICAO/LACAC NAM/CAR/SAM Aviation Security and
Facilitation Regional Group (AVSEC/FAL/RG)

Sixth Meeting of the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group

AVSEC/FAL/RG/6

Final Report

ICAO NACC Regional Office, Mexico City, Mexico, 8 to 10 June 2016

List of Contents

Contents	**Page**

Contents | Page

HISTORICAL

ii.1   Place and Date of the Meeting

The Sixth Meeting of the ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/6) was held at the premises of the ICAO NACC Regional Office in Mexico City, Mexico, from 8 to 10 June 2016.

ii.2   Opening Ceremony

Mr. Julio Siu, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO), and Mr. Marco Ospina, Secretary of Latin American Civil Aviation Commission (LACAC), welcomed the participants providing opening remarks. Mr. Siu officially opened the meeting.

ii.3   Officers of the Meeting

The AVSEC/FAL/RG/6 Meeting was held with the participation of the Chairperson and Vice-Chairperson, Mr. Eduardo Cerda of Chile and Ms. Althea Bartley from Jamaica, respectively. Mr. Marco Ospina, Secretary of the LACAC, Mr. Ricardo G. Delgado, ICAO Regional Officer for Aviation Security and Facilitation for the NAM/CAR Regions, Mr. Pablo Lampariello, ICAO Regional Officer for Aviation Security and Facilitation for the SAM Region acted as Co-Secretaries for the Meeting. They were assisted by Mr. Fernando Cardoso Coelho, NAM/CAR/SAM Assistance Coordination Officer, Implementation Support and Development Security Section from ICAO Headquarters.

ii.4   Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and report of the meeting were available to participants in both languages.

ii.5   Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 16:00 hours daily with adequate breaks. Ad hoc Groups were created during the Meeting to do further work on projects according to specific items of the Agenda.

ii.6 **Agenda**

Agenda Item 1 **Meeting Agenda and Schedule**

Agenda Item 2 **Previous Meeting Conclusions**

Agenda Item 3 **Global and Regional Developments**

3.1 ICAO Global Activities related to Aviation Security and Facilitation
3.1.1 Annex 17, AVSEC Panel, AVSEC Manual
3.1.2 Annex 9 and ICAO Facilitation Programme Updates
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 *Passenger and carry-on baggage screening procedures – List of prohibited articles* Programme – Coordinator State: Chile
4.2 Report on *Aviation Security Management Systems* Programme - Coordinator State: Colombia
4.3 Report on *Coordination between States to standardize their aviation security systems audit procedures* Programme – Coordinator State: Brazil
4.4 Security of air traffic services – Coordinator State: Chile
4.5 Civil aviation cybersecurity – Coordinator State: Jamaica

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

5.1 Report on *Machine Readable Travel Documents (MRTDs)* Programme – Coordinator State: Bolivia
5.2 Report on *Best Facilitation practices* Programme– Coordinator State: Chile
5.3 Report on Facilitation training material Programme – Coordinator: ASTC/CIIASA Mexico
5.4 List of restricted articles by authorities other than aviation security – Coordinator State: Cuba

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

6.1   Report of the Second Meeting of the Strategic Plan Working Group (2/SPWG)
6.2   Procedures for the implementation of One Stop Security System (OSS) – Coordinator State: Panama
            6.2.1   Exemption of security inspection procedures for passenger in transfer of transit to domestic flights in Brazil

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

7.1   Implementation Support and Development Section – Security (ISD-SEC) Update
7.2   Facilitation (FAL) Activities Update

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

Agenda Item 9   **Other Business**

9.1   Setting a Security Agenda: States' Responsibilities and a Foundation of Security Culture
9.2   Initiative for the development of a security programme model for airport operators
9.3   National Civil Aviation Security Training Programme – NCASTP (Brazilian Civil Aviation Regulation Nº 110 and Supplementary Directive Nº 110)
9.4   Air Cargo Security
9.5   API PNR
9.6   API Transmission Protocols
9.7   Experiencia con la regulación de calidad de servicio en aeropuertos internacionales en Brasil (available only in Spanish)
9.8   Next Meeting venue and Dates

ii.7   **Attendance**

The Meeting was attended by 19 States/Territories from the NAM/CAR/SAM Regions and five International Organizations, totalling 49 delegates as indicated in the list of participants.

ii.8 **List of Conclusions**

Number	Title	Page
6/1	*State replies to the request for comments on Amendment 15 to ICAO Annex 17*	3-1
6/2	*CLAC Issues*	3-4
6/3	*Passenger and carry-on baggage screening procedures – List of prohibited articles*	4-1
6/4	*Programme for the Aviation Security Management*	4-2
6/5	*Civil aviation cybersecurity Programme*	4-3
6/6	*AVSEC/FAL/RG Activities Programme and the Regional Group Strategic Plan*	6-2
6/7	*Procedures for the implementation of One Stop Security System (OSS) programme*	6-3
6/8	*ICAO Traveller Identification Programme (TRIP) Strategy*	7-3
6/9	*ICAO Global Aviation Security Plan (GASeP)*	9-2

ii.9 **List of Working and Information Papers and Presentations**

Refer to the Meeting web page:
http://www.icao.int/NACC/Pages/meetings-2016-avsecfalrg.aspx

		WORKING PAPERS		
Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Meeting Agenda and Schedule	11/05/16	Secretariat
WP/02	2	Previous Meeting Conclusions	09/05/16	Secretariat
WP/03	3.1.1			
WP/04	3.1.2	Cancelled		
WP/05	3.1.3			
WP/06	3.2	LACAC Contribution	04/06/16	LACAC
WP/07	4.1	Report on Passenger and carry-on baggage screening procedures – List of prohibited articles Programme – Coordinator State: Chile	08/06/16	Chile
WP/08	4.2	Report on Aviation Security Management Systems programme - Coordinator State Colombia	03/06/16	Colombia

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/09	4.3	Cancelled		
WP/10	4.4	Security of air traffic services – Coordinator State: Chile	08/06/16	Chile
WP/11	4.5	Civil aviation cybersecurity – Coordinator State: Jamaica	20/05/16	Jamaica
WP/12	5.1	Report on Machine Readable Travel Documents (MRTDs) Programme – Coordinator State: Bolivia	31/05/16	Bolivia
WP/13	5.2	Report on Best Facilitation practices Programme– Coordinator State: Chile	08/06/16	Chile
WP/14	5.3	Report on Facilitation training material Programme – Coordinator: ASTC/CIIASA Mexico	07/06/16	Mexico
WP/15	5.4	List of restricted articles by authorities other than aviation security – Coordinator State: Cuba	11/05/16	Cuba
WP/16	6.1	Report of the Second Meeting of the Strategic Plan Working Group (2/SPWG)	07/06/16	Argentina
WP/17	6.2	Procedures for the implementation of One Stop Security System (OSS) – Coordinator State: Panama	01/06/16	Panama
WP/18	7.1	Implementation Support and Development Section – Security (ISD-SEC) Update	01/06/16	Secretariat
WP/19	9.1	Setting a Security Agenda: States' Responsibilities and a Foundation of Security Culture	30/05/16	United States
WP/20	9.2	Initiative for the development of a security programme model for airport operators	02/06/16	Brazil
WP/21	9.3	Programa Nacional de instrucción en seguridad de la aviación civil – PNISAC (Reglamento Brasileño de Aviación Civil No 110 e Instrucción Suplementaria No 110)	02/06/16	Brazil
WP/22	6.2.1	Exemption of security inspection procedures for passenger in transfer of transit to domestic flights in Brazil	30/05/16	Brazil
WP/23	9.4	Air Cargo Security	03/06/16	United States
WP/24	9.7	Experiencia con la regulación de calidad de servicio en aeropuertos internacionales en Brasil	08/06/16	Brazil
WP/25	9.8	Next Meeting venue and Dates		Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01		Cancelled		
IP/02	1	List of WPs and IPs	10/06/16	Secretariat
IP/03	8	Terms of Reference and Work Programme	08/06/16	Secretariat
IP/04	3.1.1	ICAO Global Activities related to Aviation Security and Facilitation	26/05/16	Secretariat
IP/05	3.1.2	Annex 9, FAL Panel, Facilitation Manual	27/05/16	Secretariat
IP/06	3.1.3	Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA)	27/05/16	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	7.2	Facilitation (FAL) Activities Update	Secretariat
2	9.5	API PNR	IATA
3	9.6	API Transmission Protocols	Rockwell Collins ARINC

LIST OF PARTICIPANTS

ANTIGUA AND BARBUDA

Peter Abraham
Cosmore Barnes

ARGENTINA

Ricardo German Lutz

BELIZE

Gilberto Orlando Torres

BOLIVIA

Alejandra Cortez Portugal
Shirley Mackay

BRAZIL

Diana Helena Ferreira
Deise Menezes Nascimento

CHILE

Eduardo Cerda Gomez

COSTA RICA

Rodolfo Vásquez Rojas

CUBA

Dayrelis Paz Díaz
Armando Darío Garbalosa Cruz

DOMINICAN REPUBLIC

Aracenis Castillo de la Cruz
Dionisio De la Rosa Hernández
Alex Santana Rivas

GUATEMALA

Edgar Alex Laguardia Pérez
Leonel Guerra Carrillo

HAITI

Bouchard Theramene
Geralda Pascale Prophete

HONDURAS

Carlos Gustavo Soto Montes
Diana Saraí Zuniga Medina
Ángel Augusto Martínez Bautista

JAMAICA

Althea Bartley

MEXICO

Miguel Ángel Ocampo Cornejo
Abraham Ramírez Chávez
Aarón Salvador Villar Bernal (ASTC/CIASA)

NICARAGUA

Oscar Olivas Narvaez
Francisco Jarquin López

PANAMA

Emilio Pesántez
Aristides Aldeano Vasquez
Servio O. Jaén Soriano
David Ramos Cruz

TRINIDAD AND TOBAGO

Anthony Michael Frederick
Felix Gonzalez

UNITED KINGDOM

Mike Fazackerley

UNITED STATES

Anna Maria Colom
Philip Springer
Roberto Valencia

ECCAA

Donald McPhail
Myrvin Davis

IATA

Alejandro Restrepo Marino

ICAO

Fernando Cardoso Coelho
Pablo Lampariello
Ricardo G. Delgado

LACAC

Marco Ospina Y.
Luis Núñez Carrion

ROCKWELL COLLINS - ARINC

Manny Gongora
Luis Manuel Martínez
Paulina Franco

CONTACT INFORMATION

Name / Position	Administration / Organization	Telephone / E-mail
Antigua and Barbuda/Antigua y Barbuda		
Peter Abraham Oversight Officer	Ministry of Civil Aviation	Tel. +1 268 464-7372 E-mail peter.abraham@ab.gov.ag
Cosmore Barnes Deputy Oversight Officer	Ministry of Civil Aviation	Tel. +1 268 764 5002 E-mail cosmore.barnes@ab.gov.ag
Argentina		
Ricardo German Lutz Inspector Nacional de Seguridad de la Aviación	Policia de Seguridad Aeroportuaria	Tel. 5411 51930200 int 96814 E-mail rlutz@psa.gob.ar
Belize/Belice		
Gilberto Orlando Torres Deputy Director of Civil Aviation	Belize Department of Civil Aviation	Tel. +501 225 2014 E-mail gilberto.torres@civilaviation.gov .bz
Bolivia		
Alejandra Cortez Portugal Jefa de Unidad FAL	Dirección General de Aeronáutica Civil - DGAC	Tel. 591 72 07 47 00 E-mail acortez@dgac.gob.bo
Shirley Mackay Jefa de Unidad AVSEC	DGAC	Tel. 591 720 46783 E-mail smackay@dgac.gob.bo
Brazil/Brasil		
Diana Helena Ferreira Experta en Regulación de Aviación Civil	Agencia Nacional de Aviación Civil	Tel. 5561 3314 4456 E-mail diana.ferreira@anac.gov.br
Deise Menezes Nascimento Experta en Regulación de Aviación Civil	Agencia Nacional de Aviación Civil	Tel. 5561 3314 4420 E-mail deise.nascimento@anac.gov.br
Chile		
Eduardo Cerda Gomez Encargado de Seguridad de Aviación (AVSEC)	Dirección General de Aeronáutica Civil - DGAC	Tel. 5624392355 E-mail ecerda@dgac.gob.cl
Costa Rica		
Rodolfo Vásquez Rojas Encargado de Unidad AVSEC	Dirección General de Aviación Civil - DGAC	Tel. 506 24418008 E-mail rvasquez@dgac.gob.cl

Name / Position	Administration / Organization	Telephone / E-mail
Cuba		
Dayrelis Paz Díaz Especialista Aeronáutico en Transporte Aéreo	Instituto de Aeronáutica Civil de Cuba - IACC	Tel. 537 838 1170 E-mail dayrelis.paz@iacc.avianet.cu
Armando Darío Garbalosa Cruz Jefe del Departamento de Seguridad de la Aviación	Instituto de Aeronáutica Civil de Cuba	Tel. 537 8381133 E-mail armando.garbalosa@iacc.avianet.cu
Dominican Republic/República Dominicana		
Aracenis Castillo de la Cruz Director General	Cuerpo Especializado de Seguridad Aeroportuaria y Seguridad de la Aviación Civil - CESAC	Tel. 809 796 2594 E-mail aracenicast8@hotmail.com
Dionisio De la Rosa Hernández Supervisor General	CESAC	Tel. 829 770 7437 E-mail dirohe7@hotmail.com
Alex Santana Rivas Encargado de la División de Facilitación	Junta de Aviación Civil	Tel. 809 689 4167/829 961 2047 E-mail asantana@jac.gob.do
Guatemala		
Edgar Alex Laguardia Pérez Gerencia Nacional de Seguridad Aeroportuaria	Dirección General de Aeronática Civil - DGAC	Tel. 502 3045 7848 E-mail Elalex47@gmail.com
Leonel Guerra Carrillo Subgerente de Operaciones Aeroportuarias	DGAC	Tel. 502 5052 2835 E-mail leo.guerracarrillo@gmail.com
Haiti		
Bouchard Theramene AVSEC Director	Office National De L'aviation Civile	Tel. +509 3701 0608/3425 0505 E-mail btheramene@hotmail.com
Geralda Pascale Prophete Head of Planning and Facilitation Unit	OFNAC	Tel. 509 3711 8574 E-mail paspro24@hotmail.com
Honduras		
Carlos Gustavo Soto Montes Jefe de la División	DSA	Tel. 504 2233 2046 E-mail dsa@dnii.gob.hn
Diana Saraí Zuniga Medina Supervisora AVSEC (ATO TNT)	DSA	Tel. 504 9638 5528 E-mail Dianazuniga20@hotmail.com
Ángel Augusto Martínez Bautista Subjefe del Departamento de Facilitación	AHAC	Tel. 50499755 9782 E-mail abautista@ahac.hn; abmartinez_2004@yahoo.com

Name / Position	Administration / Organization	Telephone / E-mail	
Jamaica			
Althea Bartley Manager, Aviation Security and Facilitation	Jamaica Civil Aviation Authority	Tel. E-mail	876 960 3948 althea.bartley@jcaa.gov.jm
Mexico			
Miguel Ángel Ocampo Cornejo Director de Seguridad de la Aviación Civil	Dirección General de Aeronáutica Civil	Tel. E-mail	52 5557239300 Ext. 18002 miguel.ocampo@sct.gob.mx
Abraham Ramírez Chávez Inspector Verificador Aeronáutico	Dirección General de Aeronáutica Civil	Tel. E-mail	52 55 57239300 Ext. 18042 brajam_esime@hotmail.com; aramicha@sct.gob.mx
Aarón Salvador Villar Bernal Coordinador Técnico del Centro ASTC/ México	ASCT / CIIASA	Tel. E-mail	+ 5255 5068 1970 ext 2528 avillarb@asa.gob.mx
Nicaragua			
Oscar Olivas Narvaez Gerente de Seguridad Aeroportuario	Empresa Administradora de Aeropuertos Internacionales - EAAI	Tel. E-mail	505 2233 1624; 505 89 20 oolivas@eaai.com.ni
Francisco Jarquin López Departamento Especializado Seguridad Aeroportuaria	Ejército de Nicaragua	Tel. E-mail	505 2233 1624; 505 8465 fjarquin@eaai.com.ni
Panama			
Emilio Pesántez Director de Seguridad de la Aviación Civil	AAC	Tel. E-mail	507 501 9531 epasantez@aeronautica.gob.pa
David Ramos Cruz Jefe de Facilitación	AAC	Tel. E-mail	507 501 9000 Ext. 9288 dramos@aeronautica.gob.pa
Servio O. Jaén Soriano Jefe de Departamento OSS	AAC	Tel. E-mail	00507 501 9536 servioj@aeronautica.gob.pa
Aristides Aldeano Vasquez Jefe de Control de Calidad	Aeropuerto Internacional de Tocumen, S. A.	Tel. E-mail o	507 238 2927 aaldeano@tocumenpanama.aer
Trinidad and Tobago/Trinidad y Tabago			
Anthony Michael Frederick Manager Aviation Security and Facilitation	Trinidad and Tobago Civil Aviation Authority	Tel. E-mail	1 868 668 8222 afrederick@caa.gov.tt
Felix Gonzalez Senior Aviation Security Inspector	Trinidad and Tobago Civil Aviation Authority	Tel. E-mail	868 668 8222 Ext. 2116 fgonzalez@caa.gov.tt

Name / Position	Administration / Organization	Telephone / E-mail	
United Kingdom			
Mike Fazackerley Aviation Security Regulator	ASSI	Tel.	+441 293 897 024
		E-mail	mike.fazackerley@airsafety.aero
United States/Estados Unidos			
Anna Maria Colom TSA Representative	Transportation Security Administration - TSA	Tel.	+571 227 3834 ext 3834
		E-mail	annamaria.colom@tsa.dhs.gov
Philip Springer TSA Attaché to Mexico	Transportation Security Administration	Tel.	+571 227 5709
		E-mail	Philip.Springer@tsa.dhs.gov
Roberto Valencia Regional Analyst - Western Hemisphere, Office of Global Strategies	TSA	Tel.	571 227 3536
		E-mail	Roberto.valencia@tsa.dhs.gov
ECCAA			
Donald McPhail Director General	Eastern Caribbean Civil Aviation Authority (ECCAA)	Tel.	+1 268 462 0000
		E-mail	dmcphail@eccaa.aero; contact@eccaa.aero
Myrvin Davis Eastern Caribbean Civil Aviation Autority	ECCAA	Tel.	268 462 0000
		E-mail	mdavis@eccaa.aero; contact@eccaa.aero
IATA			
Alejandro Restrepo Marino Manager, Security and Facilitation, Americas	IATA	Tel.	+1 305 713 0106
		E-mail	restrepoa@iata.org
ICAO/OACI			
Ricardo G. Delgado Regional Officer Aviation Security	ICAO / OACI	Tel.	+ 52 55 5250 3211 x.118
		E-mail	rdelgado@mexico.icao.int
Fernando Cardoso Coelho Assistance Coordination Officer	ICAO	Tel.	514 954 8219 Ext. 6029
		E-mail	fcoelho@icao.int
Pablo Lampariello ASRO Lima	ICAO SAM	Tel.	+ 511 611 8686
		E-mail	plampariello@lima.icao.int
LACAC/CLAC			
Marco Ospina Y. Secretario	CLAC	Tel.	51 1 422 6905
		E-mail	clacsec@lima.icao.int; mospina@icao.int
Luis Núñez Carrion Asistente Operativo	CLAC	Tel.	511 4226905
		E-mail	lmnunez@icao.int

Name / Position	Administration / Organization	Telephone / E-mail
Rockwell Collins - ARINC		
Manny Gongora Director, Aviation Services, Latin America and Caribbean	Rockwell Collins ARINC	Tel.　1 786 266 1703 E-mail　mgongora@arinc.com
Luis Manuel Martínez Senior Manager eBorders	Rockwell Collins ARINC	Tel.　+52 1 554578 6841 E-mail
Paulina Franco Project Manager	Rockwell Collins ARINC	Tel.　+1 443 889 86 8628 E-mail　pfranco@arinc.com

Agenda Item 1   Meeting Agenda and Schedule

1.1   The Secretariat presented WP/01 and Mr. Eduardo Cerda, Chairperson of the Regional Group, invited the participants of the Meeting to approve the draft agenda and schedule of the Sixth Meeting of the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG/6). The participants of the Meeting approved the agenda as presented in the historical section of this report and the schedule as presented in Appendix B to WP/01.

Agenda Item 2   **Previous Meeting Conclusions**

2.1   AVSEC/FAL/RG/5 Meeting

2.1.1   The Secretariat presented WP/02 and provided information regarding the progress and status of the conclusions adopted in the AVSEC/FAL/RG/5 Meeting, held at the ICAO SAM Regional Office, Lima, Peru, 3 to 5 June 2015. As per a decision agreed by the Regional Group, the conclusions were approved by the representatives of the member States of the AVSEC/FAL/RG at the end of that meeting.

2.1.2   With respect to Conclusion 5/1 - *Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA)*, the Meetings was informed that to date, twelve of the ICAO Member States from the NAM/CAR Regions, as well as only six States from the SAM Region have signed the two originals of the Memorandum of Understanding (MoU), and have submitted it to the USAP-CMA Audit Section at ICAO Headquarters.

2.1.3   Regarding Conclusion 5/2 - *Aviation Security Management Systems programme*, it was informed that States interested in implementing Security Management Systems (SeMS), that established short and medium-term objectives, might share and report to the joint Secretary of the group their pilot progress implementation during the next meeting of the group.

2.1.4   In respect to Conclusion 5/3 - *Coordination between States to standardize their aviation security systems audit procedures programme*, project coordinated by Brazil, information was shared on the status to standardize the aviation security system audit procedures programme by the end of January 2016, and an approach on the issue for the next meeting of the group

2.1.5   Regarding Conclusion 5/4 - *Questionnaire on Facilitation and use of Machine Readable Travel Documents (MRTDs), and the implementation of Annex 9 – Facilitation and MRTDs Standards*, it was informed that the Meeting had decided to extend once again the deadline to deliver to the Secretariat the questionnaire on these matters. Although some States issue MRTDs, they have not answered the questionnaire required by the AVSEC/FAL/RG, or answered ICAO on the compliance with Standard 3.11.1 that establishes that States shall ensure that expiration of passports that are not machine readable falls before 24 November 2015. It was informed that during the Twenty-sixth Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/26) Meeting in Jamaica, Antigua and Barbuda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago had been requested to take prompt action and to reply to State Letter EMX1044.

2.1.6   As a result of Conclusion 5/5 - *Best Facilitation Practices Database*, and its project, that gathers information on the data bases of its participant States and that is led by Chile, it was informed that Chile will report to the next meeting of the group its results. ICAO also requested the States through State Letter EC 6/8 – 16/04 dated 27 January 2016, to return the ICAO TRIP Strategy Implementation and Assistance Questionnaire. The NACC Office sent a reminder through State Letter NACC59368, dated 3 February 2016. Not all States have replied to this questionnaire.

2.1.7   On Conclusion 5/6 - *Facilitation training material*, it was informed that the ICAO Aviation Security Training Centre (ASTC), Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares "Ing. Roberto Kobeh González" (CIIASA), in Mexico City, Mexico, is working on the development of the Facilitation Training Material Programme, and the Instructor's Guide and the Reference Material for Participants that will be submitted during the next meeting of the AVSEC/FAL/RG.

2.1.8   Regarding Conclusion 5/7 - *AVSEC/FAL/RG Programme of activities and the Strategic Plan of the Regional Group*, it was informed that the Ad hoc Working Group on the Strategic Plan will assess and determine the development of each ICAO AVSEC/FAL/RG Working Group in accordance with the established goals, and will submit to the ICAO Secretariat results of different projects for consideration of a Global Planning on aviation security. This Working Group met from 6 to 7 June 2016 in Mexico City, Mexico, prior to the AVSEC/FAL/RG/6.

2.1.9   Regarding Conclusion 5/8 - *Response by States to ICAO State Letters*, it was reminded that the previous Meeting had agreed that representatives of AVSEC and FAL elevate this conclusion to their respective authorities to reply in a timely manner all ICAO Stale Letters related with aviation security and facilitation issues, in a permanent way. Unfortunately, there is still lack of effective reply by the States to ICAO requests.

2.1.10   The Secretariat urged aviation security (AVSEC) and facilitation (FAL) authorities of the Regional Group member States to support their AVSEC and FAL units or representatives for their active participation in the AVSEC/FAL/RG activities. Moreover, it urged the Meeting to adopt more suitable measures within their administrations to reply to the requests, surveys and requirements of the Regional Group in a timely manner.

Agenda Item 3   **Global and Regional Developments**

3.1   ICAO Global Activities related to Aviation Security and Facilitation

3.1.1   Annex 17, AVSEC Panel, AVSEC Manual

3.1.1.1   The Secretariat presented IP/04, providing information on relevant issues that where mentioned to the Twenty-seventh meeting of the Aviation Security Panel (AVSEC/27) and the 208th Session of the Council, emphasizing key issues, namely: Amendement 15 to Annex 17, the Global Aviation Security Plan (GASeP), and key political priorities that will be presented in the 39th Session of the Assembly.

3.1.1.2   The Meeting was informed that, if adopted by the Council, the proposal for Amendment 15 to Annex 17 is expected to be applicable in July 2017. In this regard, the Secretariat urged States to reply in a timely manner the Secretary General consultations on State Letter Ref.: AS 8/2.1-16/58, dated 8 June 2016. All the AVSEV/FAL/RG member States were algo urged to take measures and update their regulations with the new ICAO AVSEC provisions that would be adopted.

3.1.1.3   On the other hand, the Secretariat urged the Regional Group member States to reply appropriately and in a timely manner the following ICAO State Letters:

- Ref. AS 8/2.1-16/58, dated 8 June 2016, on the Amendment 15 to Annex 17 of the Chicago Convention; and

- Ref. EC 6/8 - 16/48, dated 3 June 2016, on the nomination of experts to the Technical Advisory Group on the ICAO Traveller Identification Programme (TAG/TRIP), to broaden the participation of the Region in this important Technical Group.

Conclusion 6/1   State replies to the request for comments on Amendment 15 to ICAO Annex 17

That Civil Aviation Authorities of AVSEC/FAL/RG member States adop the required measures to reply in a timely manner ICAO State Letters Ref.: AS 8/2.1-16/58, dated 8 June 2016, on Amendment 15 to Annex 17 – *Security*, Ref. EC 6/8 - 16/48, dated 3 June 2016, on the nomination of experts to the Technical Advisory Group on the ICAO Traveller Identification Programme (TAG/TRIP).

3.1.2 Annex 9, FAL Panel, Facilitation Manual

3.1.2.1   The Secretariat presented IP/05, emphasizing relevant issues that were mentioned in the Ninth Meeting of the Facilitation Panel (FALP/9) held in Montreal, Canada, from 4 to 7 April 2016. Among them, a new standard compelling each Contracting State to establish an Advance Passenger Information (API) system, enhanced Passenger Name Record (PNR)-related provisions, new Recommended Practices on Electronic Travel Systems (ETS), the inclusion of the nationality of passengers in Appendix 2, new Standards and Recommended Practices on the transport of minors and to establish augmented provisions on Automated Border Control (ABC) systems.

3.1.2.2   The FAL Panel meeting also agreed that a Working Group should be established to examine, during the inter-session, the concepts and principles concerning a Global Aviation Facilitation Plan (GAFP), with a report on its deliberations to be presented to the next meeting of the Panel.

3.1.2.3   IP/05 also dealt with issues such as the implementation of the ICAO Traveller Identification Programme (TRIP) Strategy, its priority and expected outcomes for the 2017-2019 triennium and the assistance activities. It also mentioned an ICAO website where States can find up-to-date specifications on the issuance of modern and secure travel and identification documents; the ICAO Public Key Directory (PKD); and the Twelfth Symposium and Exhibition on the ICAO TRIP will be held in Montréal from 15 to 17 November 2016, to which the Secretariat urged States to participate in the event and to have authorities disseminating the invitation to all parties involved in the issuance and control of travel documents.

3.1.2.4   The Secretariat explained States the importance of joining the PKD and the benefits that this implies, and urged States who have implemented e-passports and those that are in the process of joining the PKD, to request technical assistance from ICAO for its implementation.

3.1.2.5   The Meeting was informed about the State Letter issued by the ICAO Secretary General, Ref. EC 6/8 - 16/48, dated 3 June 2016, on the nomination of experts to the Technical Advisory Group on the Traveller Identification Programme (TAG/TRIP). The Meeting was requested to have member States Civil Aviation Authorities of the Regional Group, to adopt the necessary measures to reply on time in order to increase the participation of the Regions in this important group.

3.1.3 Universal Security Audit Programme and Continuous Monitoring Approach (USAP-CMA)

3.1.3.1   The Secretariat presented IP/06, on the progress of the implementation of the Continuous Monitoring Approach of the Universal Security Audit Programme (USAP-CMA). Since the launching of the USAP-CMA, 34 USAP-CMA activities have been conducted as of 11 March 2016 in 33 States, and a chart that showed a global Effective Implementation (EI) average of 79% of the eight Critical Elements (CEs) of an aviation security oversight system, as identified in Doc 10047 — *Aviation Security Oversight Manual — The Establishment and Management of a State's Aviation Security Oversight System,* related with the global aggregated results for the second cycle USAP audits whose global percentage was 69.30% of EI was presented.

3.1.3.2   The Meeting was informed that as of 11 March 2016, 91 of the 191 ICAO Member States had signed the Memorandum of Understanding (MoU) regarding the USAP-CMA. However, 9 (nine) States in the ICAO NAM/CAR region and 6 (six) States in the ICAO SAM region have not yet signed the USAP-CMA MoU. The Secretariat re-emphasized that it is important for all States to sign the MoU at the earliest opportunity.

3.1.3.3   The Secretariat also urged States to use the audit protocols to prepare for the USAP-CMA audits, and to respect proposed dates for audits, due to the influence in the USAP-CMA global plan and to timely present their corrective action plans after the respective audits.

3.2   LACAC Contribution

3.2.1   LACAC Secretariat presented in WP/06 a summary of the activities carried out related with the LACAC Strategic Plan for the period 2015-2016. The plan contains six (6) Macro-tasks, namely: Transport and air policy, Airport management, Training, Environment, Safety, and Security and Facilitation.

3.2.2   LACAC Secretariat also informed that five (5) Decisions were previously approved and enacted, which can be consulted at http://bit.ly/1UCUlvu, and the implementation of Conclusion AVSEC/FAL/RG 5/5 concerning a Best facilitation practices database. In this regard, the LACAC Secretariat created the corresponding space in its website on 1 January 2015 for the publication of best practices received from States under the different macro-tasks. Regarding Facilitation and Security, there are seven (7) registries, which may be consulted in the following link: http://bit.ly/1TWIag3.

3.2.3   It was also informed that in the LXXXVII Meeting of the Executive Committee (Mendoza, Argentina, March 2016) LACLAC Secretary was instructed to present to the next Assembly to be held in Medellin, Colombia, in November 2016, the Draft Decision (Resolutions or Recommendations) related to the discussed and agreed issues by the Regional Group in the AVSEC/FAL/RG/6 Meeting.

3.2.4   LACAC Secretariat requested the Civil Aviation Authorities of the Regional Group Member States to send working papers and/or information papers, as well as positions or actions to submit to the ICAO 39th Session of the Assembly, to receive the support of other States, suggesting the presentation of a regional position. The established deadline is 4 July 2016.

3.2.5   Civil Aviation Authorities of the Regional Group Member States were urged to send the Secretariat the "Best practices" on regulation methods, procedures and aviation security and facilitation management to be published in the available LACAC Internet platform on that matter.

3.2.6   It was informed that the new LACAC Strategic Plan was favourably accepted during the LACAC Executive Committee and that it would be disseminated during the XXII LACAC Assembly (Medellin, Colombia, November 2016). This document was presented as an Appendix of the working paper. In accordance with the resolutions made by the LACAC Executive Committee and after the considerations of the new document, the Meeting was invited to consider that the President of the Regional Group participate in the meetings of the Executive Committee, in order to share the important work carried out by the Group, and clarify doubts, if necessary, and to include the Working Group Coordinator that leads the AVSEC/FAL strategic plan to the extent possible.

3.2.7   It was stated that the AVSEC/FAL/RG Strategic Plan Working Group consider the necessary measures to align its Strategic Plan with the ICAO and the LACAC Strategic Plan, which will be enacted during its XXII Assembly.

3.2.8   Finally, Member States of the Regional Group were urged to use the "Horizontal Cooperation" policy in accordance with LACAC Resolution A19-09.

Conclusion 6/2   CLAC Issues

          That:

    a)   the Projects agreed by the Regional Group be raised to be promulgated as resolutions or Recommendations in the XXII LACAC Ordinary Assembly;

    b)   the States of the AVSEC/FAL/RG send to the LACAC Secretariat the working papers and/or information papers, as well as positions and actions that wish to submit to the ICAO 39th Session of the Assembly, to receive the support of other States, suggesting the presentation of a regional position. The established deadline is 4 July 2016;

    c)   henceforth, the AVSEC/FAL/RG Chairperson and the Secretariat participate at the meetings of the LACAC Executive Committee to address queries on the work done by the Regional Group ICAO/LACAC NAM/CAR/SAM, if necessary; and

d)   the Strategic Plan Working Group adopt the necessary means and synergy to align the AVSEC/FAL/RG Strategic Plan with the ICAO Strategic Plan and the LACAC Strategic Plan.

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

      4.1   **Report on *Passenger and carry-on baggage screening procedures – List of prohibited articles* Programme**

4.1.1   Chile presented WP/07 and explained that during 2015 the List of Prohibited Articles was updated, with the contribution of some States of the Region, and that a table of restriction of dangerous goods was also developed, as proposed in the previous meeting of the Regional Group. This last task was possible thanks to the contribution of an expert in dangerous goods of a State of the Region.

4.1.2   The Meeting agreed that the task had been completed and that the AVSEC/FAL/RG States should provide their inputs to LACAC for updating the lists that were presented, and upload them to ICAO and LACAC web pages for their distribution and to allow the information to be available to all the Member States of the AVSEC/FAL/RG.

4.1.3   States were urged to amend on these lists if applicable and to communicate this information to the joint Secretariat, in order to publish the lists in the LACAC website.

4.1.4   LACAC Secretariat shall update Resolution A21-12 *Passenger and carry-on baggage screening procedures – List of prohibited articles*

Conclusion 6/3   **Passenger and carry-on baggage screening procedures – List of prohibited articles**

       That, in order to start the standardization of the Regional practices, AVSEC/FAL/RG States adopt, as far as possible, adopt the updated lists of prohibited articles to adapt them to their procedures and inform the AVSEC/FAL/RG/7 of any improvements on them.

      4.2   **Report on *Aviation Security Management Systems Programme***

4.2.1   On behalf of Colombia, the Secretariat presented WP/08, on the outcomes of the Working Group of the Security Management System (SeMS). The report of this working group highlighted the importance to understand the need and/or convenience of implementing a SeMS, establish a Contracting State Policy regarding SeMS and a regulatory framework, for the corresponding implementation through a National Programme for the Aviation Security Management.

4.2.2   After discussion, several States supported the position that those States that wish to experience the implementation of a SeMS share their experiences with the Regional Group. Also, States that have already experienced the implementation of a SeMS, may share the outcomes with other States of the Region.

4.2.3   The Meeting encouraged the group to continue working to develop the assigned work, and suggested to exchange information on threats among States.

Conclusion 6/4   Programme for Aviation Security Management

That:

a)   States interested in the implementation of a SeMS, work for it, share their experiences with the Regional Group, and inform the next meeting of the Regional group; and

b)   Colombia continue analysing the programme assisted by Argentina, Brazil, Chile, Cuba, Mexico, Nicaragua and Trinidad and Tobago.

4.3   Report on *Coordination Between States to Standardize Their Aviation Security Systems Audit Procedures* Programme

4.3.1   Brazil did not present the WP of the group on the conduction of a programme among the Coordination States to standardize their aviation security systems audit procedures Programme, and requested to consider it completed due to the lack of a database of the protocols that States use for their audits, but that it is open to continue with the project if the States decide its continuity and to present the results in the next Meeting of the Regional Group.

4.3.2   After a discussion on the matter, the Meeting decided to continue with the Programme.

4.4   Security of Air Traffic Services

4.4.1   Chile presented WP/10 with the report on the Security of air transit services Programme. This working paper showed the experience of Chile, and presented a guide to develop a security programme.

4.4.2   The Meeting was invited to take into consideration the content of working paper presented by Chile. The Secretariat urged to take into account ICAO Doc 9985 — Restricted — *Air Traffic Management Security Manual* when adopting the guide presented by this project.

4.4.3   It was agreed that LACAC Secretariat will prepare the corresponding draft decision to the "Air Traffic Services Security Programme Guide", to be presented to the Executive Committee in its next meeting and to the XXII LACAC Assembly.

4.5 Civil Aviation Cybersecurity

4.5.1   Jamaica presented WP/11 and explained that the Working Group had identified three tasks: the review of existing documentation, consultation with cybersecurity experts within the region and whast has been developed on this issue by other Regional United Nations Agencies, so that, based on these, to identify and use Standardized Training Package (STP) Course Developers. Some tasks were developed and some procedures were adopted using the Trainair Plus Methodology.

4.5.2   It was agreed that States within the Region should adopt actions to maintain and face in a proper an effective way the cyber threats.

4.5.3   After discussion, the Meeting agreed to continue with the next phase of the Project to complete the guidance material on this sensitive issue. United States offered to work with the Coordinator State of this Project, providing experts on this matter.

Conclusion 6/5   *Civil aviation cybersecurity Programme*

> That in order to improve the task to be developed by the Working Group on Civil aviation cybersecurity Programme, States send their contributions on the cybernetic threats that could affect their States.

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

5.1   Report on Machine Readable Travel Documents (MRTDs) Programme

5.1.1   Bolivia presented WP/12, recalling that the AVSEC/FAL/RG/5 Meeting had considered the need to continue with the work initiated by the Dominican Republic and they were tasked to lead the Project with the support of Brazil, Cuba, Nicaragua, Panama and Paraguay and to continue with the results of the "Questionnaire on Facilitation and Machine Readable Travel Documents", distributed to the 34 States that conform the Group, having obtained answers of 51%, which represents 19 States, the result of this task was included in Appendix A to WP/12.

5.1.2   The Meeting was urged to focus on the strategies established by ICAO, suggesting States to visit the website http://www.icao.int/Security/mrtd/Pages/default.aspx, related to the ICAO Travel Identification Programme (TRIP) that contains updated specifications for the issuing of modern and secure passports and identification documents, to which member States can access without cost in order to be up to date and follow-up on the tasks developed by experts.

5.1.3   It was mentioned that within States, for the most part, it has become clear that most of the Immigration Authorities do not know the Doc 9303 and the ICAO provisions regarding MRTD, API and PKD. Therefore, it is necessary that AVSEC/FAL experts in each State work in coordination with immigration authorities and to request assistance from ICAO experts on this issue.

5.1.4   It was suggested to consider the experience of those States that have received technical cooperation assistance, like Colombia and Peru, and to establish horizontal cooperation relations to comply with the goals of the States and the related international standards.

5.1.5   The Meeting considered the importance on creating a database with the names and contacts of the different entities involved in the identity management, issuance of travel documents, civil registry, immigration, customs, health services, among others, in order to conduct an event until end of year that allows introduction of Annex 9 provisions and matters related with ICAO TRIP (exMRTD), regarding the obligations of those authorities with regards to this Annex and with the Chicago Convention.

5.1.6   The Meeting decided to continue with this new phase of the Project for the creation of a database, requesting Bolivia to continue as coordinating State, which was supported by Brazil, Cuba, Honduras, Panama and ECCAA. To this end, the joint Secretariat will send a State Letter to provide this information to the Secretariat 45 days after receiving the letter at the latest. The Secretariat will provide to the Coordinator of this project contact information received from other authorities.

5.2 Report on Best Facilitation Practices Programme

5.2.1   Chile presented NE/13 (in Spanish only) on the best facilitation practices implemented in States and the required actions, which is oriented to the issuance of a database to contribute to the transfer of successful experiences on the subject.

5.2.2   Regarding the expected result of the project on the "*Increase of the amount of best available practices in accordance with States requirements*," the Meeting was informed that 4 (four) best practices were added to the database and that no best practices requirements were requested by States.

5.2.3   The best practices added since the last meeting of the AVSEC/FAL/RG, per State, are:

- Bolivia: 1) FAL Programme Model for the Airport Manager, 2) FAL Programme Model for the for the Air Operator, 3) Air Transport Facilitation Training Programme
- Colombia: Passenger procedure to avoid a double process in the national tax stamp exemption formality (coordination with airlines).

5.2.4   The Appendix to this paper showed the categorization implementation of best practices already published. The Meeting took note of Chile's proposal and decided to task the Group's Joint Secretariat with circulating a State Letter to the members of the Regional Group, requesting their facilitation and security needs to coordinate the inclusion of best practices in the platform available on the LACAC website.

5.2.5   The Meeting also decided that the LACAC Secretariat consider modifying the "Best Practices" registration form, taking into account the Appendix of the paper presented by Chile. The LACAC Secretariat took note and informed that it will assess the "Best Practices" registration format modification to include issues by categories, as required by this project.

5.3 Report on Facilitation Training Material Programme

5.3.1   The Aviation Security Training Centre (ASTC), *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares "Ing. Roberto Kobeh González"* (CIIASA) of Mexico presented WP/14 and made a presentation to show the Meeting the progress of the five (5) modules of the Instructor's Guide, based on the technical factsheet proposal on "Facilitation Training Material." The course length averages 5 days, including 24.5 hours of theory and 4:10 hours of practice approximately comparing and analysing the standardized formats with the current ones.

5.3.2   It was informed that it is expected to complete such material by end of August 2016, and once it is reviewed by ICAO; it will be available for States from ASTC/CIIASA by end of October 2016.

5.3.3   The Meeting took note of the advanced content of the material, highlighted the work presented by CIIASA and accepted the continuation of the project, taking into account the proposed completion deadlines established by ASTC/CIIASA. Bolivia offered to share and send the ASTC/CIIASA training material that has been developed by that State on FAL.

5.4   List of Restricted Articles by Authorities Other than Aviation Security

5.4.1   Cuba, as Coordinator State for this Project, presented WP/15 on the List of restricted articles by authorities other than aviation security. They informed that the Project was considered to have two phases. During the first phase, they prepared the methodology that allowed defining the information fields to be gathered, in order to configure the database objects of restricted by authorities different from those of aviation security, and the mechanism to regularly update this database.

5.4.2   To this effect, it is necessary to carry out three activities, the preparation of the State's consultation through a questionnaire (Appendix to WP/15), the review of the information gathered and the issuance of the database; as well as the resolution project that approves the proposed methodology.

5.4.3   The second phase of the Project is the dispatch of the database to the AVSEC/FAL/RG Secretariat for its publication in the established website. States would be urged to use this database, through the corresponding means, for their benefit and that of the travelling public.

5.4.4   The Meeting decided to task the Secretariat of the Regional Group to circulate the survey contained in WP/15, regarding the general provisions on restrictions on items prohibited by authorities different from those of aviation security, so that States may reply 45 days after receiving the letter.

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

6.1 **Report of the Second Meeting of the Strategic Plan Working Group (2/SPWG)**

6.1.1 Argentina presented WP/16 with the results of the Second Meeting of the Strategic Plan Working Group (2/SPWG), held in Mexico City, Mexico, from 6 to 7 June 2016, on the AVSEC/FAL/RG Strategic Plan, and reminded the Meeting that the goals of the Strategic Plan are divided in the projection, execution and assessment of the tasks that the Regional Groups approves in its annual meetings, corresponding to each of the parties: Coordinator States, States part of the task group and the Secretariat.

6.1.2 In WP/16 the Strategic Plan Working Group (SPWG) explained that the necessity to familiarize the member States with the methodology of the Strategic Plan of the Group was identified. During the meeting a practical exercise was carried out on the developed of four projects with the four coordinator States that attended the meeting, and on the use of the methodology and of the forms of the Strategic Plan, with an evaluation of each presentation, to clarify doubts.

6.1.3 The Meeting considered the importance of holding a meeting prior to each AVSEC/FAL/RG meeting with the coordinator States of the projects and the constituent States, to follow up the development of each project. This meeting should be programmed at least three of four months before the plenary.

6.1.4 The Meeting identified the necessity of having a procedure for the measurement of the results of the projects developed by this groups and the level of implementation of the finalized tasks in the States of the Region, to be able to redirect them.

6.1.5 LACAC Secretariat proposed specific training sessions that could include a Familiarization Workshop before the end of 2016. In this regard, the Secretariat proposed to carry out four one-hour, each on-line sessions on familiarization in November, and committed to assist the Coordinator States to organize them.

6.1.6 Argentina, after several requests from the States, agreed to make a presentation in PowerPoint on familiarization, to share it via of the e-mail with the States of the Region, and to elaborate a glossary with the terms used in the Strategic Plan Working Group.

6.1.7 As per LACAC request, and after several discussions on the issue, pertinent means for the alignment of the ICAO and LACAC Strategic Plans with the Strategic Plan of the Working Group will be considered.

Conclusion 6/6   **AVSEC/FAL/RG Activities Programme and the Regional Group Strategic Plan**

That:

a) ICAO assist the Coordinator State to organize on-line familiarization discussion/sessions with the States of the Region on the Strategic Plan of the Regional Group;

b) a procedure to measure the scope achieved by the completed projects and the implementation degree in the States of the Region be developed;

c) every year a strategic plan working group meeting be held prior to each AVSEC/FAL/RG Meeting with States who coordinate projects, as well as members States, in order to follow up the development of each project. This meeting should be programmed at least three to four months prior to the plenary meeting, approximately by the end of February of each year and, in case that there are no host States to convene the meeting, the ICAO NACC and SAM Regional Offices could be the alternative to hold these events.

6.2   Procedures for the Implementation of One Stop Security System (OSS) – Coordinator State: Panama

6.2.1   Panama presented WP/17, in which it explains that the objective of the establishment of a One Stop Security System (OSS) in the Region is aimed to provide sustainability to the security system of the Region, as well as to increase the airports and airlines operational efficiency; in addition to reducing duplication of security controls and the best use of human and material resources at airports in the Region.

6.2.2   This WP describes the process of equivalence recognition and in its Appendices a model of verification list and a model of Memorandum of Understanding for the bilateral recognition of security measures between States (MoU) were presented. The Meeting recognized that the WP is based on the document "*Recognition of Equivalence of Security Measures*" published by ICAO.

6.2.3   In this regard, the ICAO Secretariat clarified that the verifying process for the validation of equivalence is based on the premise that the involved States at least comply with Annex 17 standards, and requested that if the WP took ICAO established criteria, the sense of paragraph 2.3 of that document should not be changed, and reiterated that Panama erase the phrase "*or that is in process to comply*" of paragraph 3.4.3 of the WP, what was accepted by Panama and this decision was approved by the Meeting.

6.2.4   Jamaica presented IP/05, which shared that after an analysis of that State, the result of its experience underlined the complexity of equivalence validation due to differences in regulations and lack of practice with ICAO standards by other States of the Region, in addition to the budgetary issue that turns this practice very difficult to implement.

6.2.5   After a debate, the Meeting concluded that for the validation to be sustainable a huge number of measures have to be taken into account by the States and that, definitively, it eases passenger traffic and a better use of resources in airports, but does not eliminates flow separation. The Meeting determined that work has to be continued in the project, but considering compliance with ICAO Annex 17 Standards.

Conclusion 6/7   **Procedures for the implementation of One Stop Security System (OSS) Programme**

That:

a)   the advantages of establishing an equivalence recognition system in security inspections within the States of the Region must be considered (OSS), provided that States comply with ICAO Annex 17 Standards to continue working on the OSS project.

b)   the implementation by the States of other Regional Group projects should be analysed, such as standardization of regulations and inspection procedures for passengers and their hand luggage and the list of prohibited items, which will serve to standardize security procedures in the region and facilitate a possible sustainable implementation of the OSS in the long term.

6.2.1   Exemption of security inspection procedures for passenger in transfer or transit to domestic flights in Brazil

6.2.1.1   Brazil presented WP/22, in which it explains domestic flights practices, especially on procedures of passengers and baggage recognition inspection, in order to facilitate passengers transit and their transference baggage.

6.2.1.2   This was noted, and the advantages of establishing an equivalence recognition system of security inspections (One Stop Security System, OSS) were considered, but the difference between national and international implementation was also clarified, so it was concluded that it requires the effort of all the members of the regional group to balance the standard compliance to standardize the processes in the region in the future.

6.2.1.3   The Meeting determined to include as good practice in LACAC website the experience of Brazil on exemption of security inspection procedures for passenger in transfer or transit to domestic flights for the benefit of the AVSEC/FAL/RG State members.

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

7.1   Implementation Support and Development Section – Security (ISD-SEC) Update

7.1.1   The Secretariat presented WP/18, emphasising on the 2015 report of the ICAO Implementation support and development – Security (ISD-SEC) Programme, highlighting actions taken to support States in implementing Annex 17 – *Security*. It also provided an update on actions taken to further develop performance indicators for measuring the effectiveness of ICAO's assistance and capacity-building development activities.

7.1.2   The Meeting was reminded that in accordance with the aviation security assistance performance indicators endorsed by the Council in 2014 and with the introduction of the Universal Security Audit Programme — Continuous Monitoring Approach (USAP-CMA), it can be concluded that the capacity building activities in the involved States had an impact. The overall improvement in Effective Implementation (EI) of the Critical Elements (CEs) of an effective aviation security oversight system averaged 26 per cent for States that were audited after receiving assistance. It was found that States that had been audited after receiving assistance had a performance close to or above their regional EI average, which indicates that assistance is contributing to strengthening the required national aviation security oversight systems.

7.1.3   WP/18 concluded that ICAO continues its work on the development and implementation of aviation security assistance and capacity-building activities, in partnership with States, international and regional organizations, and industry. The Secretariat is working diligently to improve the coordination of assistance and the resources available in order to provide the greatest benefit to its Member States under the ICAO's *No Country Left Behind initiative*.

7.1.4   In addition, ICAO continues its role as a global coordinator of aviation security assistance and capacity-building activities, as well as a vehicle through which providers can develop partnerships and deliver assistance. Member States, international and regional organizations and industry who provide aviation security assistance are encouraged to proactively engage with ICAO while planning assistance initiatives.

7.1.5   The Meeting was invited to note the coordination and delivery of aviation security technical assistance by ICAO; participants were requested to recommend to their States and organizations that are providing aviation security assistance to involve ICAO in their activities; and encourage their States to make voluntary contributions to promote and support further ICAO's aviation security technical assistance activities.

7.2 Update Facilitation (FAL) Activities

7.2.1   The Secretariat provided presentation P/01 on the ICAO Traveller Identification Programme (TRIP) Strategy that was endorsed at the 38th Session of the ICAO Assembly (2013). The strategy emphasizes a holistic approach to traveller identification management in order to maximize security and facilitation benefits.

7.2.2   The ICAO TRIP strategy includes five (5) elements: Evidence of Identity, machine readable travel documents (MRTDs), Document Issuance and Control, Inspection System and Tools, and Interoperable Applications. The ICAO TRIP contributes to increasing the capacity of States to uniquely identify individuals by providing authorities with tools and guidance on how to establish and verify the identity of travellers.

7.2.3   The implementation of the ICAO TRIP strategy allows to strengthen three main areas: 1) identification management, 2) security of passport issuance and handling, and 3) air transport border controls.

7.2.4   The link between national, regional and border security has forced governments to manage international organized crime and terrorism threats within their strategies to strengthen identification management programmes and to develop comprehensive border controls. Border controls, travel document security and identification management are fundamental to combating terrorism and trans-border crime. The use of false identities and fraudulent travel documents remains an important modus operandi exploited by trans-border criminal networks and terrorists, and global efforts are important to ensure security, stability, good governance and the rule of law.

7.2.5   Canada, through the Counter-Terrorism Capacity Building programme (CTCB), was the first State to actively support the assistance component of the ICAO TRIP Strategy by funding three technical assistance projects. Of those, two projects were completed:

- "OAS/CICTE - ICAO Capacity-building in Travel Documents Security and Identity Management in Latin America and the Caribbean", through the Inter-American Committee against Terrorism (CICTE)
- "Strengthening Travel Document Security and Identification Management in the Sahel Region"
- The third project "Strengthening border controls in the Caribbean Region" is in a planning phase.

7.2.6   The third project will include Caribbean States participants. It will focus in airport border controls, and by extension, identification management and travel document security. The main interlocutors to be considered will be border police, immigration agency and other border control agencies, and travel documents and I.D. issuing authorities, civil registry and civil aviation authorities, among others.

7.2.7   The activities of the Project will include: development of a Risk-based Model of Border Controls; four technical assessment missions in countries to be determined; and a «Border management within the airport environment workshop», planned in December 2016.

Conclusion 6/8   ICAO Traveller Identification Programme (TRIP) Strategy

That NAM/CAR/SAM States support the ICAO Traveller Identification Programme (TRIP) Strategy, offering host States for the Border management within the airport environment workshop, planned for end of November or early December 2016, to improve the knowledge on this sensitive matter.

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

8.1   The Meeting decided that the formula to establish the compliance degree of a management goal or outcome (integrated by several activities) could be simplified (Attachment 5 to the **Appendix** of this part of the report), and instructed the Strategic Plan Working Group to proceed and facilitate its comprehension and future use.

8.2   Based on the discussions and agreements reached by the Meeting, the Appendix to this part of the report contains the updated Terms of Reference, as well as the Strategic Plan, the Work Programme and the Projects approved by the AVSEC/FAL/RG/6.

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

1.   Establishment

1.1   Addressing the following meetings and agreements:

- 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)
- Fifth Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG/5) (Lima, Peru, 3 to 5 June 2015)

in accordance with ICAO Strategic Objective, Security and Facilitation, which reflects the need for ICAO's leadership in aviation security, facilitation and related border security matters adopted during the 38th 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 (included in Attachemt 6 to this Appendix for ease of reference), whose objectives foster the improvement of consultation and cooperation, as well as to avoid duplication of efforts, promote and assist training activities and strengthen 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 in 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 and SAM Regions. ICAO and LACAC will process the reports using their respective mechanisms, as appropriate, taking into consideration 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 and SAM Regions:

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

International Organizations:

ACI	IATA
ACSA COCESNA	IDB
ALTA	IFALPA
CANSO	IFATCA
CASSOS	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 and 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 NAM/CAR and SAM Regional Officers for Aviation Security and supported by the ICAO Headquarters Aviation Security Branch. Within LACAC, the Secretariat will be leaded by the Secretary and his Operations Assistant.

4   ICAO/LACAC AVSEC/FAL/RG Regional Group Mission

Be the regional forum to promote compliance with Standards and Recommended Practices of Annexes 9 – *Facilitation* and 17 – *Security* to the Chicago Convention.

5.   ICAO/LACAC AVSEC/FAL/RG Regional Group Vision

Identify regional particularities and difficulties and propose guidelines and common procedures to assist and cooperate with States in compliance with the ICAO and LACAC objectives on AVSEC/FAL issues.

6.   Strategy

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

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

6.3   Promote information sharing amongst States to raise awareness related to threats and aviation security trends.

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

7.   Objectives

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

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

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

7.4   Establish a regional mechanism that allows "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 Airport Security Committees.

7.5   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.

7.6   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.

7.7   Develop a cooperation policy aimed at compliance of Standards contained in Annex 9 – *Facilitation* and regarding implementation of Machine Readable Travel Documents (MRTDs).

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

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

7.10   Enhance AVSEC/FAL professional(s) awareness.

8.   Activities

8.1   Provide i) a forum for discussion, coordination and cooperation of AVSEC and FAL issues amongst States, partners and stakeholders; ii) exchange relevant information; and iii) threat and risk assessment.

8.2   Review analyses of regional AVSEC and FAL deficiency trends and develop harmonized regional action plans for resolution.

8.3   Promote and provide a mechanism for regional coordination and cooperation amongst State AVSEC and FAL authorities, international organizations, regional oversight bodies and industry.

8.4   Share 'best practices' amongst States and utilize the capacity available in some States' Administrations to assist others.

8.5   Identify available options for providing assistance to and cooperation between and among States through the following:

- Direct bilateral and multilateral agreements among 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

9.   Documentation

9.1   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, in addition 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.

10.   Organization

```
┌─────────────────────────────────────────────────┐
│              AVSEC/FAL/RG Organization            │
└─────────────────────────────────────────────────┘
```

Chairperson
Eduardo Cerda
Chile
Vice-Chairperson
Althea Bartley
Jamaica

Secretariat
ICAO & LACAC

Membership
NAMCAR/SAM States and Territories, ACI, ALTA, CANSO,
CASSOS, COCESNA (ACSA), ECCAA, IATA, IDB, IFALPA,
IFATCA, OAS-CICTE
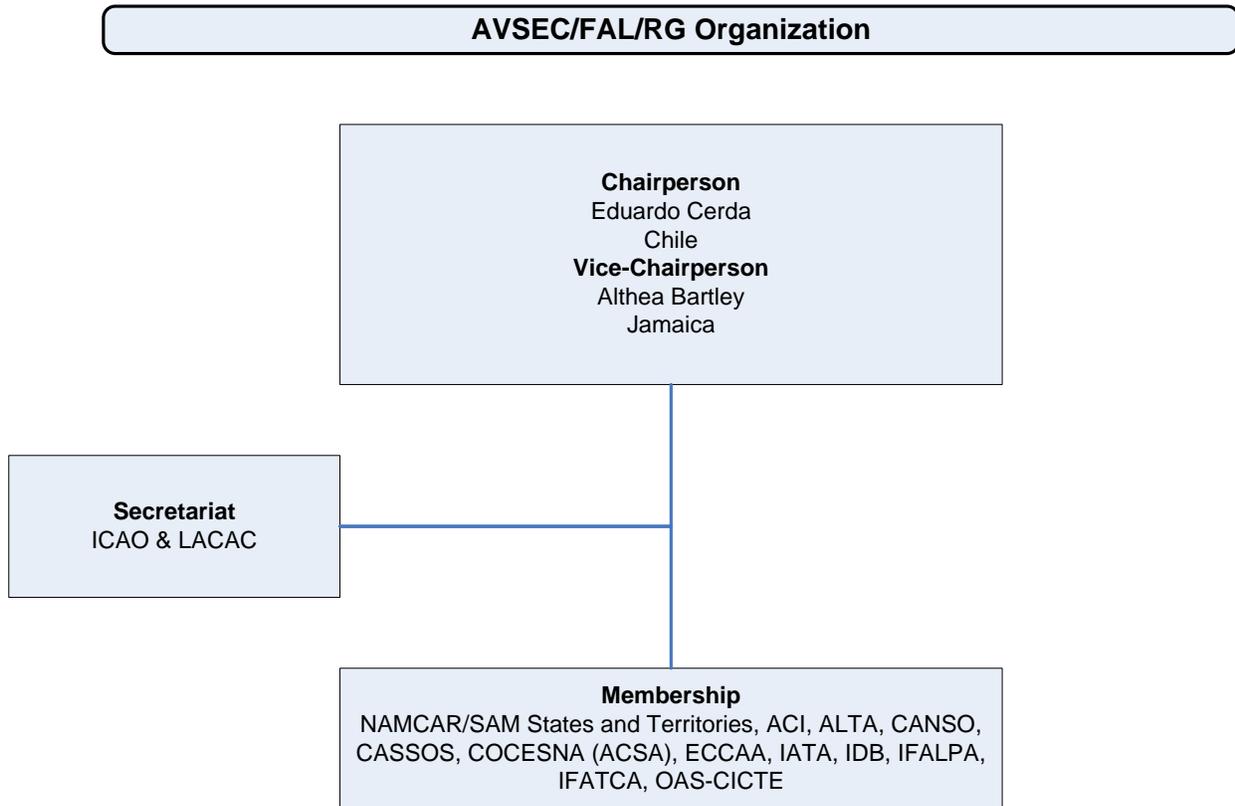
11   **Work Programmes, Strategic Plan and Projects**

11.1   The Work Programmes and Projects of the AVSEC/FAL/RG are presented in the Table at **Attachment 1**.

11.2   All work programmes and projects must be completed and delivered to the ICAO/LACAC Secretariat no later than 31 January of the following year of 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 15 March.

11.3   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.

11.4   The methodology of the Strategic Plan, developed by the AVSEC/FAL/RG, can be found at **Attachment 2** and contains:

- Internal Work Procedures for the ICAO/LACAC AVSEC/FAL Regional Group and Task Forces (**Attachment 3**)
- Coordinator State Communication Model all Task Force members (**Attachment 4**)
- Method to determine an ICAO/LACAC AVSEC/FAL/RG Task Force's progress to meet its goals (**Attachment 5**)

— — — — — — — — — —

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalización
AVSEC							
Aviation Security Management Systems

Sistemas de Gestión de la seguridad de la aviación | Continuation of the Security Management System (SeMS) implementation

Continuación de la implementación de un Sistema de Gestión de la Seguridad (SeMS). | Encourage States to introduce an Aviation Security Management System (SeMS) within the framework of their own State's National Civil Aviation Security Programme (NCASP)

Alentar a los Estados a introducir un Sistema de Gestión de la Seguridad de la Aviación (SeMS) en el marco de sus respectivos Programas Nacionales de Seguridad de la Aviación Civil (PNSAC) | a) Consult different States that have experience with SeMS implementation within their aviation security systems
b) Present State SeMS implementation experience results at the next AVSEC/FAL/RG meeting.

a) Consultas a los diferentes Estados que hayan tenido experiencia en la aplicación de un SeMS en sus sistemas de seguridad de la aviación
b) Presentar los resultados de las experiencias de los Estados durante la implementación SeMS a la próxima reunión del AVSEC/FAL/RG | Introduction to future measures and recommendations on SeMS implementation.

Introducción a las futuras medidas y recomendaciones en la implementación de un SeMS. | Colombia | Argentina Brazil /Brasil Chile Cuba Mexico/México Nicaragua Trinidad and Tobago/Trinidad y Tabago | Report by January 2017

Informe para enero de 2017 |
| Coordination between States to standardize their aviation security systems audit procedures

Coordinación entre los Estados para estandarizar los procedimientos de auditorías de sus sistemas de seguridad de la aviación | Develop common quality control protocols as tools for States to audit their own national aviation security systems.

Desarrollar protocolos de control de calidad homogéneos que sirvan como herramientas para auditar los propios sistemas nacionales de seguridad de la aviación de sus Estados | Standardization of audit results of AVSEC/FAL/RG member States, similar to USAP audit results, developing audit protocol models and guidelines to be used by those States.

Estandarización en los resultados de las auditorías de los Estados miembros del AVSEC/FAL/RG similares a los resultados de las auditorías de la USAP, desarrollando modelos de protocolos de auditoría y directrices para ser usadas en esos Estados. | Prepare a Gantt chart including the following information:

a) Assessment of the audit protocols used by member States
b) State model audit protocols for the States Required training activities
c) Practical implementation exercises, and
d) Future activities

Preparar un diagrama de Gantt considerando como mínimo la siguiente información:

a) Relevamiento de los protocolos de auditoría utilizados por los Estados miembros
b) Modelo de Protocolos de auditoría para los Estados
c) Actividades de instrucción requeridas
d) Ejercicios prácticos de implementación, y
e) Actividades futuras | a) Comparable results to USAP audit findings
b) Better identification and correction of deficiencies
c) Indicators that can be compared with the USAP, and
d) More efficient corrective action plans

a) Resultados comparables con las constataciones de las auditorías de la USAP
b) Mejor identificación y corrección de las deficiencias
c) Indicadores comparables con la USAP, y
d) Planes de acción correctivos más eficientes | Brazil/Brasil | Argentina Cuba Jamaica Nicaragua Panama/Panamá Trinidad and Tobago/Trinidad y Tabago | Report by January 2017

Informe para enero de 2017 |

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalización
Civil Aviation Cybersecurity Ciberseguridad de la aviación civil	2nd phase.- Development of a Cybersecurity Awareness Course for States to deliver within the Civil Aviation Industry / 2da. Fase.- Desarrollo de un Curso para la consciencia sobre la ciberseguridad para que los Estados puedan implementar en la industria de la aviación civil	To increase the awareness within the aviation industry as regards Cyber Security and provide States with a framework on how to manage cyber risks to aviation industry Incrementar la consciencia dentro de la industria de la aviación con respecto a la ciberseguridad y proporcionar a los Estados un marco sobre cómo administrar los riesgos cibernéticos a la industria de la aviación	a) Review existing documentation developed by CANSO, AIAA, European Union ,OAS and other agencies; b) Consult with Cybersecurity experts within the Region and within other Regional UN Agencies; and c) Identify and use STP Course Developers. a) Revisar la documentación existente desarrollada por CANSO, AIAA, Unión Europea, OAS y otras agencias; b) Consultar con expertos en ciberseguridad dentro de la Región y dentro de otras Agencias de Naciones Unidas; e c) Identificar y utilizar Diseñadores de Cursos CMDN .	a) Conduct training needs assessment b) Define the course objectives c) Develop bilingual training package (English/Spanish) a) Realizar una evaluación de las necesidades de entrenamiento b) Definir los objetivos del curso c) Desarrollar paquete de entrenamiento bilingüe (Inglés/Español)	Jamaica	Argentina Colombia Jamaica United States/ Estados Unidos	Report by January 2017 Informe para enero de 20176

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalización
FAL							
Traveller Identification Programme (TRIP) Programa de Identificación de viajeros (TRIP)	Development of a data base of appropriate authorities of the NAM/CAR/SAM Regions related with the implementation of Annex 9 Machine Readable Travel Document (MRTD) Standards and Recommended Practices Desarrollo de una base de datos de autoridades competentes de las Regiones NAM/CAR/SAM relacionados con la implementación de las Normas y Métodos Recomendados del Anexo 9 en lo relacionado a los Documentos de viaje de lectura mecánica (DVLM)	Standardise security and machine readable measures for States compliance with of Annex 9 *Facilitation* Standards and Doc 9303 on MRTD Estandarización de medidas de seguridad y lectura mecánica para el cumplimiento por parte de los Estados de las Normas del Anexo 9 *Facilitación* y del Doc 9303 sobre DVLM	To exchange information on: a) Data base of official contacts of appropriate authorities that issue passports, travel identification, civil registry, among others b) Development of activities to disseminate the ICAO Seventh Edition 2015 of Doc 9303 within the States (Seminars/workshops) c) Information exchange with the ICAO TAG/TRIP experts d) Through the Secretariat, obtain information of which States get benefit of the technical assistance on MRTDV and eMRTD e) Through the Secretariat, obtain information of which States are available to cooperate with others that requires it so El intercambio de información respecto de: a) Base de datos de contactos oficiales de las autoridades competentes de la expedición de pasaportes, identificaciones de viaje y registro civil, entre otros b) Desarrollo de actividades referidas a la difusión de la Séptima Edición 2015 del Doc 9303 de la OACI al interior de los Estados (talleres, seminarios) c) Intercambio de información con los expertos TAG/TRIP de la OACI. d) Obtener información a través de la Secretaría sobre los Estados que se beneficiaron de asistencia técnica para implementar DVLM o eDVLM e) Verificar, a través de la Secretaría, a los Estados que están disponibles para colaborar con aquellos Estados que así lo requieran.	Assist States in the implementation of ICAO SARPs Ayudar a los Estados en la implementación de las SARPs de la OACI	Bolivia	Brazil / Brasil Cuba Honduras Panama / Panamá ECCAA	a) States provide information by 31 August 2016 b) Preparation of data base by 31 October 2016 c) Report by January 2017 a) Que los estados provean información hasta el 31 de agosto de 2016 b) Preparación de la base de datos hasta el 31 de octubre de 2016 c) Informe para enero de 2017

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalización
Facilitation training material Material de capacitación en facilitación	Second phase of the development of Facilitation training material Segunda fase del desarrollo de material de capacitación en materia de Facilitación	Standardized Facilitation training material to support NAM/CAR and SAM States compliance with ICAO Annex 9 Standards and Recommended Practices and ICAO published Facilitation support documents Material didáctico normalizado sobre Facilitación para apoyar a los Estados NAM/CAR y SAM a cumplir con las Normas y Métodos Recomendados del Anexo 9 de la OACI y documentación de apoyo publicada por la OACI	Produce the following standardized training material: a) Annex 9 General Awareness and Identification of Individual and Joint Facilitation Responsibilities Workshop – 5 days b) National Air Transport Facilitation Programme Workshop – 5 days c) Facilitation implementation and oversight activities (Communication, Coordination and Cooperation) Workshop – 3 days Desarrollo del siguiente material didáctico normalizado: a) Taller sobre Anexo 9 - concienciación general e identificación de responsabilidades individuales y de conjunto sobre la Facilitación – 5 días b) Taller sobre el Programa Nacional de Facilitación del Transporte Aéreo – 5 días c) Taller sobre la implementación y supervisión de actividades de Facilitación (Comunicación, Coordinación y Cooperación) - 3 días	. Complete and make available training material to AVSEC/FAL/RG Member States to teach and enhance knowledge on ICAO Annex 9 – *Facilitation* Standards and Recommended Practices. Completar y poner el material de instrucción a disposición de los Estados miembros del AVSEC/FAL/RG con el objetivo de enseñar y mejorar el conocimiento de las Normas y Métodos Recomendados del Anexo 9 – *Facilitación* de la OACI.	ASTC/ CIIASA Mexico/ México	Bolivia Brazil / Brasil Cuba	a) Complete the training material by 31 August 2016 b) Share comments y deliver material by 31 October c) Report by January 2017 a) Completar el material de instrucción para el 31 de agosto de 2016 b) Compartir comentarios y entregar el material hasta el 31 de octubre de 2016 c) Informe para enero de 2017

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalización
List of restricted articles by other authorities other than aviation security Lista de objetos restringidos por otras autoridades que no sean de seguridad de la aviación	Second phase of Database project with information on items restricted by facilitation-related authorities Segunda fase de la Base de datos con información de objetos restringidos por autoridades relacionadas con Facilitación	Through developed survey collect information from States and share it through the designated web page A través del cuestionario ya desarrollado, colectar información de los Estados y compartir la información a través de la página web establecida	a) Organize the survey`s State information b) Develop a methodology and send the information to the Secretariat in order to coordinate database publication on the LACAC web page, c) Publish and maintain the database a) Organizar la información de los cuestionarios enviada por los Estados b) Desarrollar una metodología y enviar la información a la Secretaría para coordinar la publicación en la página web de la CLAC, c) Publicar y mantener la base de datos	Introduce ways for sharing data and best practices concerning objects restricted by authorities other than aviation security Introducir entre los Estados formas de compartir la información y mejores prácticas respecto a objetos restringidos por autoridades que no sean de seguridad de la aviación	Cuba	Bolivia Chile Colombia	a) States provide information by 31 August 2016 b) Preparation of data base by 31 October 2016 c) Report by January 2017 a) Que los estados provean información hasta el 31 de agosto de 2016 b) Preparación de la base de datos hasta el 31 de octubre de 2016 c) Informe para enero de 2017
AVSEC/FAL							
NIL/Ninguno							

— — — — — — — — — — —

ATTACHMENT 2 TO THE APPENDIX

ICAO/LACAC AVIATION SECURITY AND FACILITATION REGIONAL GROUP (AVSEC/FAL/RG)
STRATEGIC PLAN

The strategic planning model that will be used by the AVSEC/FAL/RG will be based on analysis tables from the **Hoshin Kanri** methodology.

Hoshin is a systematic, step by step process to determine priorities, develop plans to ensure that each priority is properly addressed, review the planning process and make adjustments as necessary. Through this model, effort duplicity is assumed to be eliminated and unify Task Force strategic planning.

The following techniques may be used to obtain the required information to complete the templates posed by this method:

- Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis
- Weaknesses and Threats (WT) analysis
- Force field analysis
- Pareto principle
- Creative brainstorming
- Multi-voting
- Negative voting

Benefits in using approved methodology:

- Planning process enhancement based on priorities
- Responsibilities are clarified
- Helps to build consensus regarding problems and priorities
- The way in which documentation and review is accomplished allows for better decision-making and correction of major problems
- Enhances communication
- Facilitates teamwork

The approved process

The approved process is the application of a cycle known as Planning, Doing, Controlling, and Acting (PDCA), which is used to measure progress of previously established objectives.

The process starts with an internal and external assessment that considers several aspects in a similar way to a SWOT analysis; as a result, it identifies key or major elements.

Objectives and strategies are drafted to achieve compliance in such a way that each objective is linked to one or more strategies; implementation plans are developed at the end of the process.

Then the implementation process is managed and non-scheduled revisions are done periodically (key of the process) since both elements allow early detection of deviations that could lead to a lack of objective fulfillment.

If results were not as expected, it is time to develop a deviation analysis and start corrective measures that must be implemented immediately.

Approved method flowchart
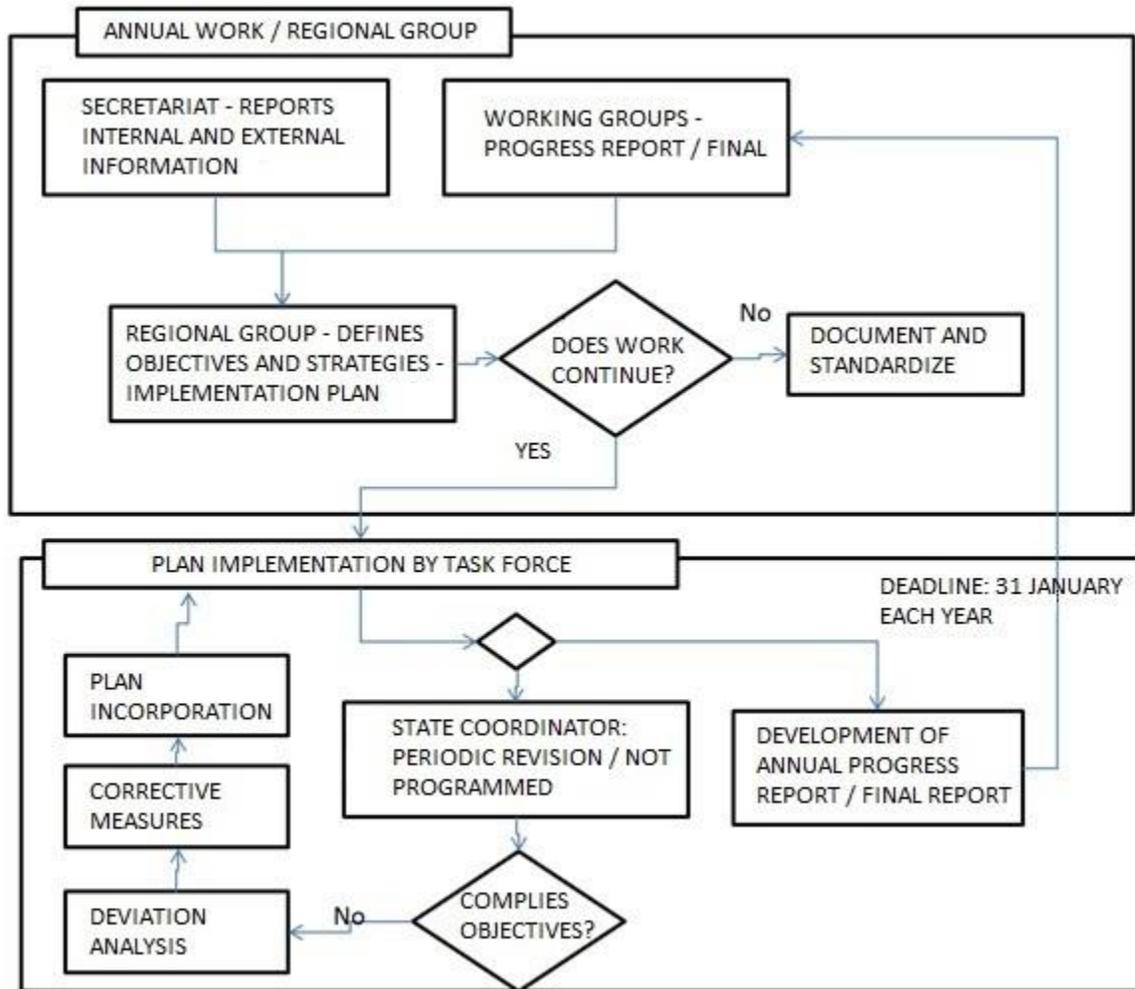
1. The annual plan

The annual plan is part of the PDCA cycle. Each objective and strategies to be used are included for achievement. Next, a results measurement form is applied (in accordance with the established indicators for that specific planning measurement), the assigned responsible Task Force and a defined date are established for programme revisions.

PLANNING BOX					
Period:			Page ... from ...		
Prepared by:			Date:		
Revised by:			Date:		
Objective	Strategy	Results measurement	Responsible	Date of revision	

Results measurement should answer the question: How can we know if a strategy has been successfully implemented?

2. Revision box

The annual revision box applies the PDCA cycle to measure progress with fulfilment of the objectives that were established.

REVISION BOX			
Period:		Page ... from ...	
Prepared by:		Date:	
Revised by:		Date:	
Objective	Results	Deviation analysis summary	Consequences for the next period

3. Implementation plan

The implementation plan is a detailed tactical plan that produces a list of responsibilities for each group member for implementation of each particular strategy.

A calendar is included as part of the form, similar to the one used in the bar charts for the activity control. In this way, each implementation item of a determined strategy will graphically show the programmed beginnings and endings.

As developed, verifications can be carried out to determine if the estimated progress has been achieved and, if not, analyse the causes and take corrective decisions.

IMPLEMENTATION PLAN																
Period:			Page ... from ...													
Prepared by:			Date:													
Revised by:			Date:													
Strategy	Implementation item	Responsible	J	F	M	A	M	J	J	A	S	O	N	D

4. Deviation report

The deviation report is a formal procedure to register analysis of the deviations and is a crucial part of the implementation process. When results do not match the programmed outcome, analysis is required to determine deviation causes.

This form should be completed as soon as a deviation is presented and should be processed in a timely manner.

This report describes deviations and produces a detailed analysis of the causes. Furthermore, it registers the actions undertaken in relation to deviations.

Actions may be divided into three phases:

- The first is the generation of emergency countermeasures to reduce the problem as soon as detected.

- The second is a short-term period measurement to prevent recurrence of the problem.

- The third is the determination of problem causes and eradication.

DEVIATION REPORT	
Period:	Page ... from ...
Prepared by:	Date:
Revised by:	Date:
1. Problem description 2. Circumstances in which the problem was presented 3. Problem causes 4. Corrective measures taken 5. Results of the corrective measures 6. Measures to avoid recurrence 7. Plan to eliminate causes 8. New or residuary problems	

5. Consistency of approach and ICAO/LACAC definitions

Although both organizations seek the same results, over time they have been applying individual methods, definitions and approaches. In order to avoid future effort duplicity, basic information is provided to allow Task Forces to continue work based on previous agreements. It would be ideal to have a common methodology and vocabulary in the mid-term.

For this purpose, the proposed process is considered compatible with the achievements to date by ICAO and LACAC; therefore, the different Task Forces could apply and adapt it according to their own experience and needs.

LACAC	ICAO	INTERPRETATION
Macro task	Programme	ICAO and LACAC generic programmes
Tasks – (Ad Hoc groups)	Task force	Based on a programme with assigned objectives
Stages or activities	Activities	Activities

LACAC	ICAO	INTERPRETATION
Lecturer	Coordinator State or Organization	Member State responsible for one macro task, Project Coordinator State
Group member	Group member (Contributor State)	Contributor State or organization part of a task force
Vision	Vision	Vision concept
Present LACAC as an essential organization for the support of member States, and constitute it as a platform to promote the development and international civil aviation security in the Latin American Region.	Achieve safe, secure and sustainable development of civil aviation.	Both organizations vision.
Purpose	Mission	Concept of mission
Establish Macro tasks, Focal Points, and accomplishment calendar and measurement mechanisms to support Authorities in the development of civil aviation industry, accomplishing planned objectives.	To become the global forum for States and international organizations on international civil aviation.	Both organizations mission.
Objective	Objective	Concept of objective
Executive Committee		LACAC Executive Committee (responsible for the follow up of the accomplishment of the macro tasks)
Administration goal	Results	Partial results of a programme or macro task
Performance indicator		Accomplishment of the stages achievement within established periods
Group of experts	Task force	A group integrated by State representatives focused on a determined issue

LACAC	ICAO	INTERPRETATION
Formula for performance indicator calculation $$PI = \sum_{i=1}^{4} Ai * Pi$$ Where: Ai = 1 if a stage is accomplished and 0 if not Pi = weighing of the accomplished part		Formula to establish the accomplishment level of a management goal or an outcome (integrated by several activities). The result is equal to 1 if it is totally accomplished and less than 1 if it is partially accomplished.

— — — — — — — — — — —

ATTACHMENT 3 TO THE APPENDIX

ICAO/LACAC AVIATION SECURITY AND FACILITATION REGIONAL GROUP
(AVSEC/FAL/RG) INTERNAL WORK PROCEDURES

These procedures are intended to provide guidelines that will ensure tasks and goals indicated by the AVSEC/FAL/RG are conducted based on the understanding and collaboration of States who are Task Force members.

By creating a Task Force, the AVSEC/FAL/RG shall clearly establish:

    a)   Goals, implementation strategies and relevant strategic activities
    b)   Topic assignment
    c)   Management goals
    d)   Deadlines to comply with each management task

For task development, Task Forces will use the management model drawn-up in these procedures and will report to the Secretariat, who in turn will report progress and conclusions achieved to States.

Notwithstanding, it should always be kept in mind that people who represent the different States who form the Task Force have other duties and responsibilities linked to their work positions. This could result with their regular duties and routine work taking priority over Task Force tasks.

1. RESPONSIBILITIES OF THE COORDINATING STATE

Each Task Force, formed by representatives of several States, will have a State who will coordinate the Task Force and be responsible for compliance with the assigned goals.

The Task Force coordinating State will have to:

- Comply with the goals that have been assigned to the Task Force/Project in time and form
- Maintain communication with the ICAO and LACAC regional officers (Secretariat) and all States who are Task Force members
- Foresee any delay with goal compliance and immediately inform the ICAO and LACAC regional officers (Secretariat) and propose corrective actions that could remedy any foreseen delays
- Follow-up on the progress of assigned activities in order to detect any deviation related to goal accomplishment and possible compliance delays
- Propose new deadlines in case of unavoidable delays, immediately informing the ICAO and LACAC regional officers (Secretariat)
- Provide the Secretariat with management indicators showing the progress of proposed objectives

- Communicate to each Task Force member:
  a) Draft progress reports for information and change proposals before sending them to the Secretariat
  b) Progress reports
  c) Objective compliance indicators
  d) Decisions adopted during work meetings
  e) Foreseen or real delays with each strategic activity, if applicable
  f) Any type of information that contributes to consistent knowledge for Task Force members and compliance with strategic tasks that have been assigned to each member
- Convene face-to-face and/or virtual meetings with Task Force members, possibly through the Secretariat, using available resources
- Present progress and final reports to the Secretariat
- Reassign tasks from one State to another
- Decide on incorporation of a State as advisor for a specific theme/topic as deemed necessary and appropriate
- Inform the Secretariat about reassignment of tasks within the Task Force
- Forward the final report referred to in the assigned mandate, together with any additional information deemed appropriate

2. THEME/TOPIC ADVISORS

Each Task Force member State shall:

- Be aware of goals, implementation strategy and strategic activities to be accomplished for the development of activities assigned by the coordinating State
- Be aware of the activity under his/her responsibility, including associated deadlines
- Be aware of the management goals under its responsibility
- Intervene in the development of draft and final reports
- Intervene in the objective(s) fulfilment indicators
- Participate in face-to-face and/or virtual meetings convened by the coordinating State
- Request information from the coordinating State in order to comply with his/her mandate
- Communicate any foreseen delays to the coordinating State as soon as indicated that they might occur
- Propose actions aimed at recovering lost time and keep up with the deadlines established by the Task Force
- Request to be incorporated as a theme/topic advisor whenever appropriate
- Keep the coordinating State informed at least every two months by indicating:

a)   Activities carried out
b)   Accomplishments during the period
c)   Inconveniences encountered
d)   Foreseen delays
e)   Other relevant matters

3. STATE REASSIGNMENT WITHIN THE TASK FORCE

When a State considers that due to a situation beyond its control it can no longer comply with the assigned mandate, it can request to be relieved of its responsibility.

Whenever a State considers that it is in the position to make a significant contribution, it can request its incorporation as a member of a Task Force.

4. PROGRESS REPORTS

The coordinating State will be responsible for drafting and distributing monthly progress reports that refer to its assigned objectives.

Each progress report shall be addressed to the corresponding ICAO/LACAC Regional Office and copied to all State members that are part of the Task Force.

Progress reports should be sent within the first five working days of each month, and they should include all activities carried out during the previous month and the progress made in comparison to previous progress status foreseen in the Task Force strategic planning.

The attached model should be considered in the preparation of progress reports; this will allow for consistency of progress reports communications.

5. FINAL REPORT

Task Forces will use the following management model to report to the Secretariat and States on progress and obtained conclusions:

- It should be addressed to the Secretariat and copied to all Task Force member State representatives

- It should be sent within the terms established in its strategic planning

- To draft the final report, the model previously sent by the Secretariat will be used

— — — — — — — — — — —

ATTACHMENT 4 TO THE APPENDIX
COM L-1: COORDINATOR'S COMMUNICATION TEMPLATE FOR TASK FORCE MEMBERS

From: (Task Force Coordinator State)
To: (Task Force States List)
cc: Secretariat
Date: ………………………..

The present message aims to inform about topics marked with an **(X)**

… A) Objectives, implementation strategies and activities

Objectives	Implementation strategies	Strategic activities	Follow-up observations and adjustments
Objective 1	Strategy 1.1	Activity 1.1.1	
		Activity 1.1.2	
		Activity 1.1.3	
Objective 2	Strategy 2	Activity 2.2.1	
		Activity 2.2.2	
		Activity 2.2.3	
Objective 3	Strategy 3	Activity 3.3.1	
		Activity 3.3.2	
		Activity 3.3.3	

… B) Topic responsibility

Management goals		Compliance deadline	Responsible State	Observations
Management goal 1		Original deadline:		
		Extension:		
Management goal 2		Original deadline:		
		Extension:		
Management goal 3		Original deadline:		
		Extension:		

… C) Anticipated delays in activities
A delay of … day(s) is anticipated in compliance with strategic activity N° … due to
....

....

… D) Draft Progress Report N° …

Draft Progress Report N° … is attached to keep Task Force member States informed and request their views. If no response proposing amendments to this draft is received within 10 calendar days counting from the next day of the draft report date it will be considered that the State(s) approve the draft and agree that it represents the actual progress report.

… E) Draft Final Report

A draft final report is attached to keep the Task Force Member States informed and request their views. If no response proposing amendments to this draft is received within 20 calendar days counting from the next day of the draft report date it will be considered that the State(s) approve the draft and agree that it represents the actual final report.

… F) Decisions taken during the Task Force meeting held on day…………………

This serves as notice that during the Task Force meeting held on day……………………, the following State representatives: (……………………) have decided:

Decision 1:…………………………………………………………………………….
………
………………………
Decision 2:…………………………………………………………………………….
………
………………………
Decision 3:…………………………………………………………………………….
………
………………………

… G) Additional information

The following information is provided so that Task Force member States take it into account during their discussions and decision-making:

Information 1:…………………………………………………………………………….
………
………………………
Information 2:……………………………………………………………………………
………
………………………
Information 3:……………………………………………………………………………
………
………………………

Task Force Coordinator

COM RT-1: COMMUNICATION TEMPLATE FROM THE TOPIC RESPONSIBLE PARTY
TO THE TASK FORCE COORDINATOR

From: (State responsible for the topic)
To: (Task Force Coordinator State)
cc: Secretariat
Date: ………………………..

Message RT Nº…………

This message aims to inform about ACTIVITY: (……………………………………………………………………….) progress
corresponding to (month): (……………………………………………………………………………….)
and management goals at the end of the message.

A) PERFORMED ACTIVITIES

………

………

………

………

B) TERM ACHIEVEMENTS

………

………

………

………

C) ENCOUNTERED DRAWBACKS

………

………

………

………

D) ANTICIPATED DELAYS IN STRATEGIC ACTIVITIES

A delay of … days is anticipated with strategic activity N° … compliance due to

....

....

E) OTHER MAIN TOPICS

....

....

....

F) PROPOSED WORK TO RECOVER LOST TIME

....

....

....

G) REQUEST OF TASK FORCE STATES REASSIGNMENT

....

....

H) MANAGEMENT GOALS

Management goal	Deadline	Monitoring and adjustment	Observations
Management goal 1	Original deadline:		
	Extension:		
Management goal 2	Original deadline:		
	Extension:		
Management goal 3	Original deadline:		
	Extension:		

_____
Responsible for the topic Signature

Annex

Task Force progress report template

Progress report N°

From: (Task Force Coordinator State)

To: (Secretariat)

cc: (Task Force States List)

Date:

Reference: Progress report for the two month period: …………………..

Referenced progress to each established objective for this Task Force is described. In the Observations column, a status summary of each activity is included and additional information is provided after the Table.

Objectives	Implementation strategies	Activities	Observations
Objective 1	Strategy 1.1	Activity 1.1.1	
		Activity 1.1.2	
		Activity 1.1.3	
Objective 2	Strategy 2	Activity 2.2.1	
		Activity 2.2.2	
		Activity 2.2.3	
Objective 3	Strategy 3	Activity 3.3.1	
		Activity 3.3.2	
		Activity 3.3.3	

Additional information:…………………………………

Anticipated delays in activities: ……………

Proposal to meet the original deadline(s): ……………

Additional information: ………….

Signature: (Task Force Coordinator State)

— — — — — — — — — —

ATTACHMENT 5 TO THE APPENDIX

<u>METHOD TO DETERMINE THE AVSEC/FAL/RG ICAO/LACAC TASK FORCE GOALS PROGRESS</u>

The use of the combined following techniques is proposed to perform indicator(s) measurement:

1. Calculation formula (LACAC, Res. A20-11): It will be modified so the binary value is surpassed (0-1 / NO-YES) and the current process status may be measured.

Formula modification:

Original formula	Modified formula
$$ID = \sum_{i=1}^{4n} Ai * Pi$$	$$ID = \sum_{i=1}^{4n} Afi * Pi$$
Where: Ai = 1 if i-th stage is completed; 0 otherwise Pi : i-th stage weight	Where: Afi : achievement index (bar chart result) Where f=progress Pi : i-th stage weight

2.-Bar chart: allows observation of chronological progress of the different foreseen activities in each strategic objective.

3. Implementation Plan: allows observation of implementation status.

By merging 1+2+3 it is possible to achieve a new technique (technique N° 4) corresponding to a **deviation report** development, which will allow:
- Describe the Problem(s)
- Identification of circumstances where such problems are presented
- Identification of problem causes
- Identification of corrective measures undertaken to address the problem
- Formulation and proposal of corrective measures to prevent recurrence of the problem(s)
- Assessment of corrective measure results
- Development of a specific plan to eliminate causes
- Identification of remaining or new problems

Deviation weighing formula:

Adi = (1 – Afi)
        Where:
        Adi: Analysed activity deviation
        Where d=deviation
        Afi : achievement index (bar chart result)
        Where f=progress

Finally, the total activity deviation will be calculated through the following formula:

$$DEVt = \sum_{i=1}^{n} Adi * Pi$$

Where:
DEVt: Total deviation
Adi: Analysed activity deviation
Where d=deviation
Pi: i-th stage weight

— — — — — — — — — —

MEMORANDUM OF COOPERATION

BETWEEN

THE INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

AND

THE LATIN AMERICAN CIVIL AVIATION COMMISSION (LACAC)

PROVIDING A FRAMEWORK

FOR ENHANCED COOPERATION

The International Civil Aviation Organization, having its Headquarters in Montréal, Canada, hereinafter referred to as "ICAO", represented by the President of the Council and Secretary General; and

The Latin American Civil Aviation Commission, located in Lima, Peru, hereinafter referred to as "LACAC" represented by the President of LACAC and its Secretary General;

Hereinafter referred to as "the Parties":

RECALLING the *Convention on International Civil Aviation* signed at Chicago on 7 December 1944 (hereinafter referred to as the "Chicago Convention") and in particular Article 55 a) and Article 65 thereof;

TAKING INTO CONSIDERATION ICAO Assembly Resolution A27-17 which, *inter alia*, directed the Council to conclude with each regional civil aviation body appropriate working arrangements and which, *inter alia*, ensure a close working relationship, including cooperation and coordination, harmonization of work programmes to avoid unnecessary duplication and attendance at certain of each other's meetings as agreed;

TAKING INTO CONSIDERATION that the Memorandum of Cooperation signed by ICAO and LACAC on 21 December 2005, which lays down rules governing the relations of both Organizations;

CONSIDERING Article 6 of the Constitution of LACAC which provides that LACAC shall maintain close relations with ICAO in order to ensure harmonization and coordination of LACAC's activities with the objectives and plans of ICAO;

CONSIDERING Article 7 of the Constitution of LACAC which provides that LACAC may maintain relations of a consultative nature with other regional civil aviation bodies such as the African Civil Aviation Commission (AFCAC) and the European Civil Aviation Commission (ECAC);

RECALLING cooperation between ICAO and the support rendered by ICAO to LACAC until LACAC became autonomous on 1 January 2007;

RECALLING the ICAO Policy and Framework for Cooperation with Regional Organizations and regional civil aviation bodies;

WHEREAS ICAO and LACAC signed a Memorandum of Understanding in October 1998 to promote the establishment of a regional safety oversight cooperation system;

AND

WHEREAS this Memorandum of Cooperation does not supersede or prejudge existing forms of cooperation between the Parties as long as they remain in force;

AGREE ON THE FOLLOWING

- 2 -

1.   GENERAL PROVISIONS

1.1   The Parties agree to strengthen their relationship and establish closer cooperation in the fields of aviation safety, aviation security, environmental protection and sustainable development of air transport and facilitate, in accordance with established rules of procedure, their participation in activities and attendance at meetings as observer through the signing of this Memorandum of Cooperation (MOC) for the benefit of international civil aviation.

1.2   This cooperation shall be facilitated, *inter alia*, by addressing certain administrative and resource issues, the regular exchange of information and data, and reciprocal access to information and data sources.

1.3   This MOC is without prejudice to the rights or obligations of Member States of LACAC under the Chicago Convention or to the relationship between ICAO and LACAC Member States resulting from Member States' membership of ICAO.

2.   OBJECTIVES

2.1   The objectives of this MOC will be the following:

a) strengthen cooperation between the Parties through stronger working relationships between ICAO and LACAC; and
b) share information and data and develop consensus so that mechanisms for consultation and cooperation be improved.

3.   MEASURES TO ACHIEVE THE OBJECTIVES OF THIS MOC

3.1   The following measures will be adopted in achieving the objectives of this MOC:

a) invite, pursuant to the applicable rules of procedure, ICAO Member States not members of LACAC to participate as observers in meetings of LACAC;
b) exchange statistical information, where necessary;
c) establish improved mechanisms for consultation and cooperation;
d) avoid duplication of work, promote/support training activities, strengthen coordination between LACAC and ICAO Regional Offices and cooperate closely with regard to the joint organization of regional meetings, seminars and workshops;
e) encourage LACAC members to participate in the work of ICAO;
f) ensure that LACAC receives and has electronic access to all ICAO public documentation and State letters whose subject matter is relevant to the scope of this MOC; and
g) ensure that ICAO and LACAC meet periodically including at an annual high-level meeting.

4.   DISPUTE RESOLUTION

4.1   Any difference or dispute concerning the interpretation or application of this MOC shall be resolved amicably by negotiation between the Parties.

4.2   Nothing in this MOC shall be deemed as a waiver of any privilege and immunities of the Parties.

5.   ENTRY INTO FORCE, AMENDMENTS AND TERMINATION

5.1   This MOC will enter into force on the date of the last signature and shall remain in force until terminated.
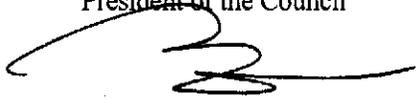
5.2   This MOC may be amended at any time, in writing, by mutual agreement.

5.3   This MOC may be terminated at any time, in writing, by either Party giving the other six months' notice of termination.

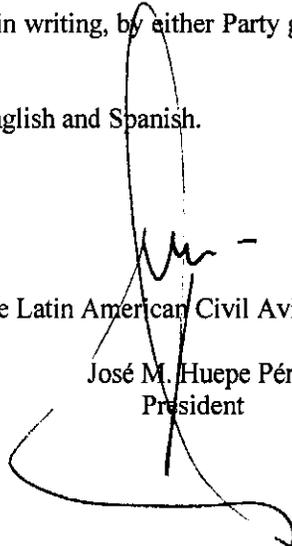Signed at Montréal on 27 September 2010 in duplicate in English and Spanish.

For the International Civil Aviation Organization   For the Latin American Civil Aviation Commission

        Roberto Kobeh González   José M. Huepe Pérez
        President of the Council   President

Agenda Item 9   **Other Business**

Setting a Security Agenda: States' Responsibilities and a Foundation of Security Culture

9.1   United States presented WP/19 stressing that assessment, updating and the continuous strengthening of Annex 17 SARPs and of ICAO Annex 9 safety components are critical actions to raise the overall security baseline. Nonetheless, in order to ensure a secure as possible environment for traveling public and crew, States must maintain in a sustainable and systematic manner their sovereign systems, but interconnected between their operational implementation and ongoing evaluation of effectiveness. It was emphasized that for a strong aviation security system where SARPs are implemented effectively, three components are required: the recognition of responsibility by each State as partner in the international aviation network, creating a solid security culture as the foundation for the aviation system, and risk-based security principles.

9.2   If a system of a State shows imperfections, the State must adopt a holistic approach to implement corrective actions. This requires constant assessment and training of the personnel, modifying certain processes and procedures, improvements in technology and addressing systemic vulnerabilities for deterrence, detection and disabling future threats. An agile security regime with a solid foundation could achieve the following goals systematically: operations advance, innovation implementation, workforce development and investment in innovative capacities without sacrificing security standards.

9.3   United States also made reference to ICAO development on a new Global Aviation Security Plan (GASeP) to reflect ICAO security strategy at the beginning of the new triennium. However, for the GASeP to sustain relevance and reflect an evolutional security environment, regional structures must provide input on goals to assure its success. United States urged the States to assist its development ensuring that these fundamental concepts are clearly detailed and have the necessary resources to ensure its success.

9.4   The evaluation on when Annex 17 SARPs have to be enriched, revised or strengthened is a fundamental element to secure the global aviation network. Nonetheless, SARPs only will be effective with efficient implementation and timely communication. It was suggested that next year GASeP focus on strengthening current frameworks and assuring available tools for the assistance of the 191 contracting States to develop and maintain efficient aviation security culture and systems for the deterrence, detection and disablement of threats to reduce risks that affect civil aviation.

9.5   Considering the abovementioned, the following conclusion was adopted:

Conclusion 6/9   ICAO Global Aviation Security Plan (GASeP)

        That States:

a)   agree that the new ICAO GASeP reflects the three fundamental concepts: the States acknowledgment of responsibilities; a solid security culture as the foundation for an aviation system; risk-based security principles, and that ICAO and its member States use their resources appropriately to assure the success of a strategic approach in aviation security; and

b)   support the GASeP development and to work with the ICAO Secretariat to ensure the framework to coincide with the risks, tendencies and evolutional fundamental issues.

Brazil Aviation Security and Facilitation Good Practices

9.6   Brazil presented WP/20 on its experience with the initiative for the development of a security airport programme (PSA) model that helped to simplify development process, analysis and approval of this programme when it was adopted by airport operators and to convert it an efficient tool that contributes with AVSEC level improvement. The Appendix to this WP presented an abstract of the format that airport operators must fill in as part of the PSA.

9.7   Brazil presented WP/21 sharing its experience on the National Civil Aviation Security Training Programme (NCASTP) (Brazilian Civil Aviation Regulation Num. 110 and Supplementary Directive Num. 110) that shows AVSEC training requirements and the Supplementary Directive Num. 110, with the models on how the training centres (private schools authorized by ANAC) must comply with the requirements of the regulation.

9.8   Brazil presented WP/24 on its experience in their international airport quality service regulation. Brazil informed that in 2011 started the concessions first cycle that was followed by another two cycles in 2012 and 2014, and in 2017 will be the next one. By this actions Brazil will have ten concessioned airports. Currently, six airports are been subject to service quality supervision with the use of Quality Service Indicators (QSI). The WP shared the experiences and results of quality service regulations in Brazil. Appendix A to the WP presented the QSI. Appendix B presented the evaluated aspects and the parameters to determine an increase or tariff bonus related with a C quality factor.

9.9   The Meeting thanked Brazil for the shared information and decided all the experiences be considered as good practices, and raise them to the Regional Group database.

Air cargo security developments

9.10   United States presented WP/23 in which air cargo security developments were examined, including the risk approaches based on data and intelligence, standards and recommended practices of the International Civil Aviation Organization, anticipated cargo information and the mutual recognition of air cargo regimes. It also examined the establishment of parameters and definitions of high risk cargo. It stressed the importance of the six security pillars in the supply chain and the similitudes of the TSA initiative on the National Cargo Security Program (NCSP) and the concepts of the *Aviation Security Manual* (Doc 8973) on this subject.

9.11   The Secretariat reminded that in the AVSEC/FAL/RG/3 Meeting an air cargo and mail security programme model considering the supply chain was presented. On this regard, it was informed that LACAC hold a seminar in Chile on September 2014, and that ICAO has provided five courses in the NAM/CAR Region and four in SAM on air cargo and mail security between 2015 and the beginning of 2016. The Meeting took note of the importance to strengthen the global security position for the supply chain, due to the cargo volume that originates and passes through the Region.

Advance Passenger Information (API) and Passenger Name Record (PNR)

9.12   IATA made P/02, on the United Nations Security Council Resolution 2178/2014 related to the API and PNR provisions to the appropriate air operator authorities. The presentation referred to ICAO Annex 9 Standards and Recommended Practices and emphasized the importance to respect the protocols for the transmission of this information, and offered assistance to the States that are in process to implement this system.

9.13   Rockwell Collins (ARINC) presented P/03, complementing the information that IATA provided and giving detailing the information related with API and PNR transmission protocols that States must consider when establishing this systems for the protection of air transport users information, and commenting that appropriate border control authorities should take advantage of this information as restricted.

9.14   Panama provided P/04, sharing information on the implementation of the e-passport and recognizing the importance of ensuring the protection of the information contained in the chip of these passports, making its decoding difficult to read and preventing the information to be misused. For this purpose, suggested to take into account the criteria stablished in Doc 9303 *Machine Readable Travel Documents.* The Meeting took note and thanked sharing the information.

Venue and Date of the Next Meeting

9.15   The AVSEC/FAL/RG/6 approved the draft report with the necessary adjustments.

9.16   The AVSEC/FAL/RG Chairperson expressed his acknowledgment to the ICAO NACC Regional Office for hosting this Meeting and to LACAC for its support. He also thanked all the representatives of the States and the joint Secretariat for their participation.

9.17   Continuing with the previously agreed rotation, the Seventh Meeting of the AVSEC/FAL/RG will be held at the premises of the ICAO SAM Regional Office in Lima, Peru, tentatively from 5 to 9 June 2017.