



**INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)  
LATIN AMERICAN CIVIL AVIATION COMMISSION (LACAC)**

**FIRST MEETING OF THE ICAO/LACAC  
NAM/CAR/SAM AVIATION SECURITY AND  
FACILITATION REGIONAL GROUP**

**AVSEC/FAL/RG/1**

**FINAL REPORT**

**ASUNCIÓN, PARAGUAY, 25 TO 27 MAY 2011**

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.



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## **HISTORICAL**

### **ii.1 Place and Date of the Meeting**

The First Meeting of the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group Meeting (AVSEC/FAL/RG/1) was held at the Crowne Plaza Hotel in Asunción, Paraguay, from 25 to 27 May 2011.

### **ii.2 Opening Ceremony**

Mr. Franklin Hoyer, Regional Director of the South American (SAM) Office of the International Civil Aviation Organization (ICAO) provided opening remarks and thanked the Paraguayan National Directorate of Civil Aviation (DINAC) for hosting the meeting. Mr. Marco Ospina, Secretary of the Latin American Civil Aviation Commission (LACAC) provided a summary of the events, which had led to the establishment of the AVSEC/FAL/RG. Colonel Jesús César Ríos Rabello, Flight Standards Deputy Director of DINAC, welcomed the participants to Paraguay and officially opened the meeting.

### **ii.3 Officers of the Meeting**

The Meeting was invited to nominate a Chairperson and Vice-chairperson for the new AVSEC/FAL/RG. Uruguay proposed Ms. Maria Liz Viveros de Bazán of Paraguay considering her experience in FAL matters, which was seconded by the representatives of Nicaragua and Argentina. The nomination was unanimously supported by the Meeting. Ms. Maria Liz Viveros de Bazán was duly elected as the first Chairperson of the AVSEC/FAL/RG, to serve a three-year term. In addition, Jamaica, OECS (ECCAA) and the United States nominated and seconded Mr. Ted Martin from Trinidad and Tobago, which was unanimously supported by the Meeting. Mr. Ted Martin was duly elected as the first Vice-Chairperson of the AVSEC/FAL/RG, also for a 3-year term.

Mr. Michiel Vreedenburgh, Deputy Regional Director of the ICAO North America, Central America and the Caribbean Regional Office, served as Co-Secretary on behalf of ICAO, and Mr. Marco Ospina, Secretary of the Latin American Civil Aviation Commission, served as Co-Secretary on behalf of LACAC. Both were assisted by Mr. Ricardo G. Delgado, ICAO Regional Officer, Aviation Security, for the NAM/CAR/SAM Regions; and Mr. Juan Lamosa, Regional Coordinator for the Americas, Implementation Support and Development Section – Security (ISD/SEC) from ICAO Headquarters.

### **ii.4 Working Languages**

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

### **ii.5 Agenda**

**Agenda Item 1 Approval of the Meeting Agenda and Schedule and Election of the Chairperson and Vice-Chairperson**

**Agenda Item 2 Terms of Reference and Work Programme**

- 2.1 Report of the AVSEC/FAL/RG-PA/1 Meeting
- 2.2 Reports of the LACAC GRUFAL/AVSEC/3 and 4 Meetings

**Agenda Item 3 Aviation Security (AVSEC)**

- 3.1 Annex 17, AVSEC Panel, *Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference* Doc 8973, ICASS
- 3.2 Personnel qualifications, training and human factors
- 3.3 Quality control / Oversight system
- 3.4 Communications / Information exchange
- 3.5 Cargo security

**Agenda Item 4 Facilitation (FAL)**

- 4.1 Annex 9, FAL Panel, Facilitation Manual
- 4.2 Machine Readable Travel Documents/Biometric identification

**Agenda Item 5 Training, Cooperation and Assistance**

- 5.1 ISD-AVSEC

**Agenda Item 6 Other Business**

- 6.1 Next Meeting Site and Dates

**ii.6 Attendance**

The Meeting was attended by 19 States from the NAM/CAR/SAM Regions States/Territories and OECS (ECCAA), totalling 55 delegates as indicated in the list of participants.

**ii.7 List of Conclusions**

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**ii.8 List of Working, Information and Discussion Papers, and Flimsies**

*Refer to the Meeting web page:*  
<http://www.mexico.icao.int/Meetings/AVSECFALRG.html>

**WORKING PAPERS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
WP/01	1	Provisional Agenda and Schedule of the Meeting of the Aviation Security and Facilitation Regional Group	12/04/11	Secretariat
WP/02	2.1	Conclusions and Decisions of the AVSEC/FAL/RG-PA/1	20/04/11	ICAO Secretariat
WP/03	2.2	<i>Cancelled</i>	---	---
WP/04	2.2	Report of the LACAC GRUFAL/AVSEC/4 Meeting	24/05/11	LACAC Secretariat
WP/05	2	Terms of Reference for the Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)	<b>24/05/11 Rev.</b>	Secretariat
WP/06	3.1	Amendment 12 to Annex 17 and Related Update to Guidance Material	04/05/11	ICAO Secretariat
WP/07	3.1	ICAO Comprehensive Aviation Security Strategy	04/05/11	ICAO Secretariat
WP/08	3.1	Regional Conferences on the Implementation of the Declaration on Aviation Security	04/05/11	ICAO Secretariat
WP/09	3.2	The ICAO AVSEC Training Programme for the NAM/CAR/SAM Regions	29/04/11	ICAO Secretariat
WP/10	3.3	Progress Report on the ICAO Universal Security Audit Programme (USAP)	04/05/11	ICAO Secretariat
WP/11	3.4	Progress on AVSEC Communications and Information Exchange	15/04/11	ICAO Secretariat
WP/12	3.7	Air Cargo Security Initiatives	04/05/11	ICAO Secretariat
WP/13	4.1	Facilitation Programme Developments	04/05/11	ICAO Secretariat
WP/14	4.2	Developments in the ICAO MRTD Programme	04/05/11	ICAO Secretariat
WP/15	5.1	Progress Report on the Implementation Support and Development – Security (ISD-SEC) Programme	04/05/11	ICAO Secretariat
WP/16	3.4	Proposal for Course/Workshop on Detection of Passengers with Suspicious Conduct	09/05/11	Chile
WP/17	3.4	Guidelines for Management of Sensitive Aviation Security Information	04/05/11	COCESNA / ACSA



**WORKING PAPERS**

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/18	3.2	General Principles for the Certification of Aviation Security (AVSEC) Instructors	11/05/11	Venezuela
WP/19	3.4	Principles for the analysis of threats in risk assessment processes for civil Aviation security (AVSEC)	11/05/11	Venezuela
WP/20	3.4	International Co-operation Mechanisms for the Development of Corrective Measures Action Plans at a Regional Level	05/05/11	Honduras

**INFORMATION PAPERS**

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working and Information Papers	24/05/11 Rev.	Secretariat

**DISCUSSION PAPERS**

Number	Agenda Item	Title	Date	Prepared and Presented by
DP/01	2	Proposed Terms of Reference, Work Programmes and Projects	25/05/11	Ad-hoc Group

**FLIMSIES**

Number	Agenda Item	Title	Date	Prepared and Presented by
01	2	Work Programmes and Projects	25/05/11	Secretariat

## ii.9 Programme of the Aviation Security and Facilitation Regional Seminar

The Aviation Security and Facilitation Regional Seminar was held prior to and in conjunction with the AVSEC/FAL/RG/1 Meeting from 23 to 24 May 2011; the programme of this event is attached herewith and the presentations are available at *the following web link: <http://www.mexico.icao.int/Meetings/AVSECFALRG.html>*

### DAY ONE Monday 23 May 2011

#### Opening Ceremony

National Hymn of Paraguay sung by Soprano María Elba Adorno

#### Remarks by

- *Franklin Hoyer, Regional Director, South American Regional Office, International Civil Aviation Organization (ICAO)*
- *Luis Rodríguez Ariza, President, Latin American Civil Aviation Commission (LACAC)*
- *Abog. Nicanor Céspedes Céspedes, National Directorate of Civil Aviation (DINAC) President, Paraguay*

#### *Facilitation and Aviation Security in LACAC*

*Marco Ospina, LACAC Secretary*

#### *ICAO Assistance Strategy and capacity building*

*Juan Lamosa, ISD-SEC Regional Coordinator - NACC and SAM Regional Offices, ICAO Headquarters*

#### *ICAO Facilitation Programme Development*

*Juan Lamosa, ISD-SEC Regional Coordinator - NACC and SAM Regional Offices, ICAO Headquarters*

#### *ICAO Assistance Activities for the machine readable travel documents*

*Juan Lamosa, ISD-SEC Regional Coordinator - NACC and SAM Regional Offices, ICAO Headquarters*

#### *ICAO Training Events for 2010 – 2011*

*Ricardo G. Delgado*

*Regional Officer, Aviation Security, ICAO NACC Regional Office*

### DAY TWO Tuesday 24 May 2011

#### *The Inter-American Committee against Terrorism*

*Shevaun Culmer*

*Programme Manager, Inter-American Committee against Terrorism (CICTE), Secretariat for Multidimensional Security, Organization of American States (OAS)*

#### *Threats to Aviation Security*

*Loretta McNeir*

*Caribbean Representative, Department of Homeland Security, Transportation Security Administration (TSA) United States*

#### *Aviation Security Regional Challenges and lessons learned*

*Ted Martin*

*Aviation Security Inspector, Trinidad and Tobago Civil Aviation Authority  
Trinidad and Tobago*

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***Insider Threat***

*Mariely Loperena*

*Representative for Central America and Dominican Republic, Office of Global Strategies, Transportation Security Administration (TSA), United States*

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***Corrective Action Plans Implementation Challenges in Jamaica***

*Althea Bartley*

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***Corrective Action Plans Implementation Challenges in Chile***

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***AVSEC Personnel Certification Process***

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***Corrective Action Plans Implementation Challenges***

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***Cargo Security***

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**ii.10 Seminar Principal Conclusions**

- ICAO AVSEC and FAL assistance provided to States requires their active participation and counterpart contribution.
- Closer coordination is required between ICAO and other organizations, which provide AVSEC and FAL assistance to States to avoid duplication; for example, with training events.
- Region should prioritize States' training needs and ICAO should publish ASTC AVSEC course calendars earlier.
- States shall take advantage of AVSEC training fellowships by ensuring application, acceptance and processing in a timely manner.

- Professional management course should be made available in Spanish.
- ICAO FAL manual should be made available in Spanish as soon as possible.
- States should report the MRTD implementation status and progress to ICAO.
- The future establishment of additional ICAO ASTCs should consider the potential impact on existing ASTCs.
- Implementation of USAP State Corrective Action Plans should adopt a project management methodology.
- Certification of AVSEC instructors and personnel for quality control.
- Implementation of AVSEC oversight system with adequate legal framework, resources, procedures and implementation plans.
- Sharing of AVSEC and FAL best practices between States.
- Regional work should adopt collaborative groups of States and be defined in programmes and projects.
- Recognize the importance of threat assessment and risk analysis within the States
- States should consider new cargo security Standards.



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AVSEC/FAL/RG/1  
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AVSEC/FAL/RG/1  
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**Agenda Item 1            Approval of the Meeting Agenda and Schedule and Election of the  
Chairperson and Vice-Chairperson**

1.1            The Secretariat presented WP/01 inviting the Meeting to approve the provisional agenda and schedule for the meeting. 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.

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**Agenda Item 2                      Terms of Reference and Work Programme**

**2.1                      Report of the AVSEC/FAL/RG-PA/1 Meeting**

2.1.1                      The ICAO Secretariat presented WP/02 and provided the status of the Conclusions and Decision adopted by the AVSEC/FAL/RG-PA/1 Meeting held in Port of Spain, Trinidad and Tobago, from 12 to 14 May 2010, which had been approved by the Directors of Civil Aviation by correspondence on 30 June 2010. The Meeting noted that all conclusions and the decision had been completed and considered the Action Plan to be incorporated into the work programme of the AVSEC/FAL/RG.

**2.2                      Reports of the LACAC GRUFAL/AVSEC/3 and 4 Meetings**

2.2.1                      The LACAC Secretariat presented NE/04 (available in Spanish only) with the reports of the Third and Fourth Meetings of the LACAC FAL/AVSEC Group held in Montevideo, Uruguay, on 5 and 6 July 2010, and in Asuncion, Paraguay, on 23 May 2011, respectively. The Meeting considered the ongoing tasks to be incorporated into the work programme of the AVSEC/FAL/RG.

*AVSEC/FAL/RG Terms of Reference and Work Programme*

2.2.2                      The Meeting was informed that Decision 1/3 regarding the Terms of Reference was reviewed in conjunction with LACAC. The Secretariat presented WP/05Rev. inviting the Meeting to review, revise and endorse the proposed Terms of Reference for the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) and develop the associated work programmes and projects with reference to the LACAC FAL/AVSEC Group Terms of Reference included in the LACAC Strategic Activities Plan (2011 – 2012), the report of the Fourth Meeting of the LACAC FAL/AVSEC Group, and the Aviation Security and Facilitation Regional Group – Pan America (AVSEC/FAL/RG-PA) Terms of Reference and Action Plan.

2.2.3                      The Secretariat recalled that the AVSEC/FAL/RG was established to:

- Consolidate regional AVSEC/FAL activities to avoid duplication for enhanced efficiency
- Combine resources from States, ICAO and LACAC for greater effectiveness

2.2.4                      The key objectives of the AVSEC/FAL/RG include the following:

- Foster regional harmonized implementation of AVSEC/FAL requirements
- Encourage and facilitate cooperation between States
- Support the identification, provision and coordination of assistance and training





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

**1. Establishment**

1.1 Addressing the following meetings and agreements:

- First Meeting of the Regional Aviation Security and Facilitation Group – Pan America (AVSEC/FAL/RG-PA/1) (Port-of-Spain, Trinidad and Tobago, 12 to 14 May 2010);
- Third Meeting of the LACAC GRUFAL/AVSEC (Montevideo, Uruguay, 5 to 6 July 2010);
- Agreement from the LXXIX LACAC Executive Committee (Mexico City, Mexico, 31 August to 1 September 2010);
- Memorandum of Cooperation between ICAO and LACAC providing a framework for enhanced cooperation (Montreal, Canada, 27 September 2010);
- Resolution 19/5 of the Latin American Civil Aviation Commission XIX Ordinary Assembly (LACAC) (Punta Cana, Dominican Republic, 1 to 5 November 2010); and
- First Meeting of the Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) (Asuncion, Paraguay, 25 to 27 May 2011);

in accordance with the Declaration on Aviation Security and the ICAO Comprehensive Aviation Security Strategy (ICASS) adopted during the 37<sup>th</sup> 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 whose objectives foster the improvement of consultation and cooperation, as well as to avoid duplication of efforts, promote and assist training activities and strengthen the coordination between LACAC and the ICAO Regional Offices, among others, ICAO and LACAC combined their respective AVSEC and FAL regional groups and established the 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 AVSEC/FAL/RG will report on its activities and results to the Directors of Civil Aviation and the appropriate aviation security authority, if different, in States and Territories of the NAM/CAR/SAM Regions. ICAO and LACAC will process the reports using their respective Secretariat and Governing Body mechanisms, as appropriate, taking into consideration the minimization of any duplication for those States, which are members of LACAC.

**2. AVSEC/FAL/RG Membership**

*2.1 AVSEC/FAL/RG Members*

Representatives and alternates may be nominated by the following:

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

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

International Organizations:

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

A Chairperson and Vice-Chairperson will be elected by the group from the representatives of States present at the meeting when 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 3 years.

2.2 *AVSEC/FAL/RG Participants*

Participation may be invited from the following:

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

**3. Secretariat**

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

**4 Strategy**

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

4.2 Promote compliance with security provisions and aviation security oversight capability of States.

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

4.4 Promote mutual recognition of aviation security processes.

**5. Objectives**

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

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

5.3 Develop a regional aviation security structure or entity for regional cooperation and coordination in aviation security assistance for States.

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

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

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

5.7 Develop a cooperation policy, oriented to the compliance of standards contained in Annex 9 – Facilitation on the implementation of machine readable travel documents (MRTDs).

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

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

5.10 Enhance awareness of the AVSEC profession.

## **6. Activities**

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

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

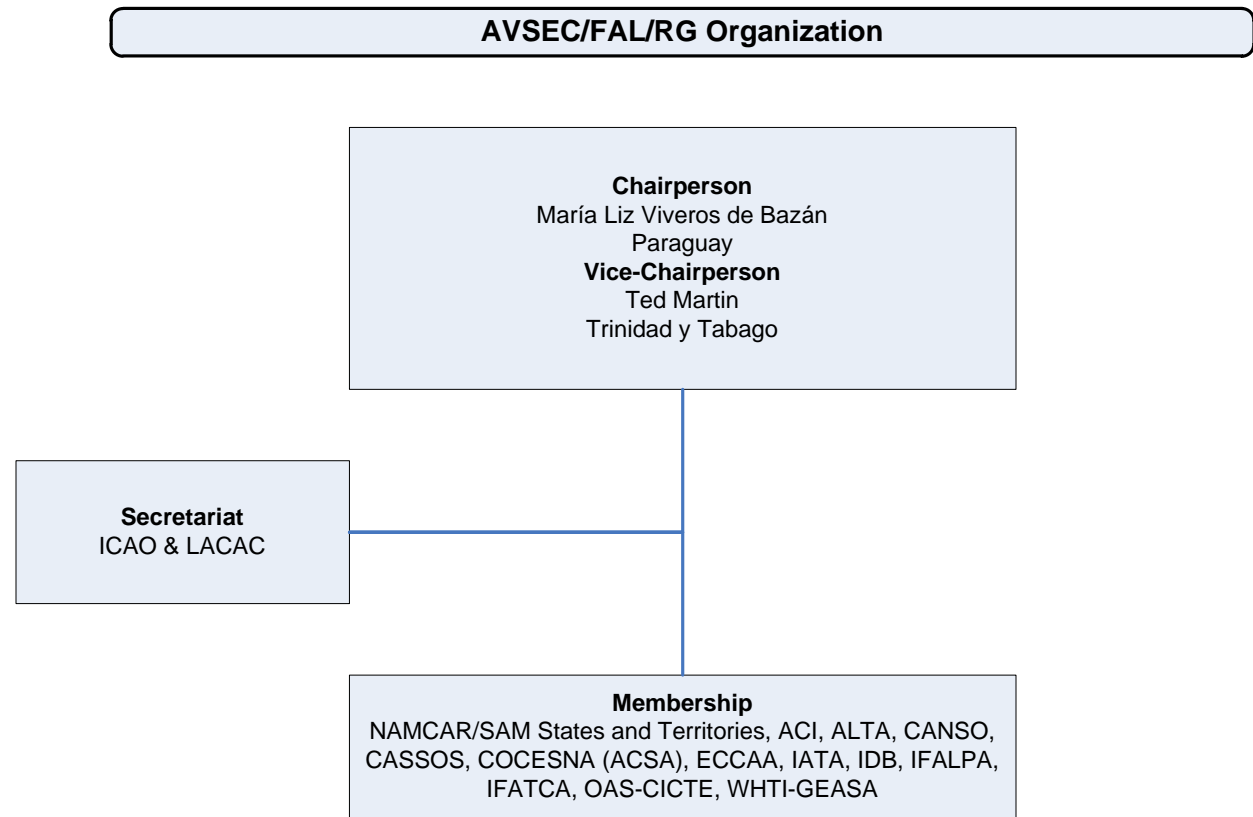
6.3 Promote and provide a mechanism for regional coordination and cooperation amongst State aviation security and facilitation authorities, international organizations, regional oversight bodies and industry.

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

6.5 Options available for providing assistance to and cooperation between States include the following:

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

7. **Organization**



8. **Work Programmes and Projects**

8.1 The Work Programmes and Projects are presented in the following table.

**WORK PROGRAMMES & PROJECTS / PROGRAMAS Y PROYECTOS DE TRABAJO**

Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalización
<b>AVSEC</b>							
Quality Control - Oversight System / Control de Calidad - Sistema de Vigilancia	Sustainable and standardized regional quality control system  Sistema de control de calidad regional sostenible y estandarizado	That States be able to ensure effectiveness of their National Security Programmes and their regulations, and identify all security measure aspects that could require changes, in a permanent and sustainable manner.  Que los Estados puedan asegurar la eficacia de sus Programas Nacionales de Seguridad y sus reglamentos e identificar todos los aspectos de las medidas de seguridad que podrían requerir cambios, de manera permanente y sostenible.	1. Create a form for the survey to the States on the status of implementation of the AVSEC quality control system, 2. Evaluate the survey results and analyze the most adequate systems to be used as reference in the group's proposal. 3. Develop the Reference guideline for the implementation of quality control effective tools application methodology.  1. Crear un formulario y llevar a cabo una encuesta a los Estados sobre el status del implementación de un sistema de control de calidad AVSEC; 2. Evaluar los resultados de la encuesta y analizar los sistemas más adecuados para utilizar como referencia en la propuesta del grupo. 3. Desarrollar la Guía de Referencia para implementación de una metodología de aplicación de herramientas eficaces de control de calidad.	Reference guideline for the implementation of quality control effective tools application methodologies, based on a risk management concept.  Guía de referencia para implementación de una metodología de aplicación de herramientas eficaces de control de calidad, basado en un concepto de gerenciamiento del riesgo.	Brazil/Brasil	Ecuador Panama Venezuela	- Activity 0 – Present to the Secretariat a survey form – June 2011 - Activity 1 – September 2011 - activity 2 – November 2011 - Activity 3 – Next AVSEC/FAL Regional Group Meeting – May 2012  -Actividad 0 – Presentar a la Secretaría un modelo de encuesta – junio 2011. - Actividad 1 – septiembre 2011. - Actividad 2 – noviembre 2011 - Actividad 3 – Próxima Reunión del Grupo Regional AVSEC/FAL -mayo 2012
Communications - Information Exchange / Comunicaciones - Intercambio de Información	Aviation security information exchange and protection  Intercambio y protección de información de seguridad de aviación	1. Maintain an updated database of regional individuals responsible for AVSEC. 2. Develop an effective process to guarantee a secure exchange process of aviation security sensitive information between States. 3. Review the guidance model for the handling of sensitive aviation security information.  1. Mantener actualizada la base de datos de los responsables regionales en materia AVSEC. 2. Desarrollo de un proceso efectivo y eficiente para garantizar el intercambio seguro de información sensitiva de seguridad de la aviación entre los estados. 3. Revisar la guía modelo de orientación para el manejo de información sensitiva de seguridad.	1. Update and maintain the AVSEC point-of-contact (PoC) database in the Region. 2. Design of a process for the aviation security information exchange between States. 3. Review and update the guideline for the administration of sensitive aviation security information to be presented by COCESNA/ACSA  1. Actualizar y mantener la base de datos de puntos de contactos AVSEC de la región. 2. Diseño de un proceso para el intercambio de información de seguridad de aviación entre los Estados 3. Revisar y actualizar la guía de orientación para la administración de información sensitiva de seguridad de la aviación presentada por COCESNA/ACSA	1. Updated database of AVSEC points of contact in the region 2. Protocol for the exchange of aviation security information between the States. 3. Guideline for the management of sensitive aviation security information.  1. Base de datos actualizada de puntos de contacto AVSEC en la región 2. Protocolo para el intercambio de información de seguridad de la aviación entre los Estados 3. Guía modelo de orientación para el manejo de información sensitiva de seguridad de la aviación	Venezuela	Panama United States / Estados Unidos	1. December 2011 2. May 2012 3. December 2011  1. Diciembre 2011 2. Mayo 2012 3. Diciembre 2011

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Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
Regional Threat Level / Nivel Regional de Amenaza	Method for the Evaluation of Risk Threat and Management  Método de Evaluación de la amenaza y Gestión de riesgo	1.- Establish as a reference guide a uniform methodology to evaluate Risk Threat and Management at airports 2.- Provide guidance to States with the application preventive measures based on an analytical and predictive method  1.- Establecer como guía de referencia, una metodología uniforme para evaluar la amenaza y gestión de riesgo en los aeropuertos 2.- Orientar a los Estados en la aplicación de medidas preventivas basado en un método analítico y predictivo.	1. - Assessment and analysis of Annex 17 and Doc 8973 –Security Manual. 2. - Analysis of proposals presented by Colombia, Chile, Jamaica and Dominican Republic 3. - Analysis of WP/19 presented by Venezuela  1.- Estudio y análisis del Anexo 17 y Manual Seguridad Doc. 8973. 2.- Análisis propuesta presentadas por Colombia, Chile, Jamaica y República Dominicana 3.- Análisis la nota de estudio de presentada por Venezuela NE 19	Risk Threat and Management Methodology Evaluation Manual as a reference guide for States  Manual de Metodología de Evaluación de la amenaza y Gestión de Riesgo como guía de referencia para los Estados	Chile	Colombia Dominican Republic / República Dominicana Jamaica	January 2012  Enero 2012
<b>FAL</b>							
MRTD / DVLM	Implementation of Standards and Recommended Practices contained in Annex 9 regarding machine readable travel documents (MRTD)  Implementación de las normas y prácticas recomendadas del Anexo 9 en lo relacionado a los documentos de viaje de lectura mecánica (DVLM).	Unify State compliance with Standard 3.10 of Annex 9 and Doc 9303 on MRTD  Unificar el cumplimiento por parte de los Estados, de la norma 3.10 del Anexo 9 y del Doc 9303 sobre DVLM.	Communications will be carried out by e-mail in order to exchange ideas on: (1) the need to respond the survey by those States who have not done so. (2) Verify the implementation of the project. (3) Verify which States are available to collaborate with those States who require it through the Secretariat.  Las comunicaciones se efectuarán mediante correo electrónico, a fin de realizar el intercambio de ideas respecto de: (1) la necesidad de respuesta de la encuesta, por parte de aquellos países que no han contestado. (2) Verificar la implementación del proyecto. (3) Verificar cuales Estados están disponibles para colaborar con aquellos Estados que así lo requieran a través de la Secretaría.	Standard compliance  Cumplimiento de la norma.	Dominican Republic / República Dominicana	Brazil / Brasil Chile Paraguay	February 2012  Febrero 2012
Handling of Persons with disabilities / Tratamiento personas con discapacidad	Propose recommendation  Proponer recomendación	Increase awareness of the importance of handling persons with disabilities. Promote the issuance of standards for the handling of persons with disabilities in air transport  Generar conciencia en la importancia del manejo de personas con discapacidades. Promover la generación de normas para el tratamiento de personas con discapacidad en el transporte aéreo	Review the recommendation proposal considering The Facilitation Manual  Revisar la propuesta de recomendación considerando el Manual de Facilitación	Recommendation on handing persons with disabilities. Promote the dissemination of information through information material and signs.  Recomendación sobre el tratamiento de personas con discapacidad Promover la difusión de la información a través de material informativo y señalética.	Chile	Brazil / Brasil Ecuador Jamaica, Paraguay, United States / Estados Unidos	October 2011  Octubre 2011

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Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
<b>AVSEC/FAL</b>							
Personnel Qualifications, Training & Human Factors / Calificaciones del Personal, Instrucción y Factores Humanos	Certification/ Certification	1. Certification of Screeners 2. Instructors  1. Certificación de Inspectores 2. Instructores	a. Translate template and distribute b. Develop WP/18 c. Guidance/Policy Documents d. Provide Template for Instructor/ Student Manual  a. Traducir la plantilla y distribuirla b. Desarrollar la NE/18 c. Orientación-Documentos de Política d. Proporcionar Plantilla para Instructores/ Manual del Estudiante	Distribute Screener Certification Template 2 x Regional Workshops / (English/Spanish) Template Instructor/Student Manual  Distribuir la Plantilla para Certificación de Inspectores 2 x Talleres Regionales (inglés/español) Plantilla del Manual de Instructor/Estudiante	Jamaica	Argentina Brazil / Brasil ECCAA Suriname / Surinam Trinidad & Tobago	a. September 2011 b. March 2012 c. August 2012 d. January 2013  a. Septiembre 2011 b. Marzo 2012 c. Agosto 2012 d. Enero 2013
	Prioritize needs for ICAO training / Review and research the legislation for personnel certification  Priorizar las necesidades para las capacitación de la OACI/ Revisar e investigar la legislación para certificación de personal	a. Identify training needs b. Identify the source of required training courses c. Identify requirements for qualifications for AVSEC personnel d. identify legislative and certification processes  a. Identificar las necesidades de capacitación b. Identificar los recursos para los cursos de capacitación requeridos c. Identificar los requerimientos de calificación del personal AVSEC d. Identificar los procesos de legislación y certificación	a. Develop and distribute data collection forms to identify training needs. <b>(6 – 8 weeks)</b> b. Collate and analyze collected data to identify training requirements. <b>(6 – 8 weeks)</b> c. Confirm available sources for training programmes. <b>(8 – 10 weeks)</b> d. Confirm the certification process is in compliance with the requirements of ICAO / State <b>(6 – 8 weeks)</b>  a. Desarrollar y distribuir los formularios para recolección de información para identificar las necesidades de capacitación <b>(6 – 8 semanas)</b> b. Recopilar y analizar la información recogida para identificar los requerimientos de capacitación. <b>(6 – 8 semanas)</b> c. Confirmar los recursos disponibles de los programas de capacitación. <b>(8 – 10 semanas)</b> d. Confirmar que el proceso de certificación esté de acuerdo con los requerimientos de la OACI / Estado <b>(6 – 8 semanas)</b>	a. Empirical data justifying the need for training b. Report detailing the findings of the survey in response to the certification process <b>(3 – 4 months)</b>  Development of a Working Paper to be presented at the next AVSEC/FAL/RG Meeting  a. Información empírica justificando la necesidad de capacitación b. Informe detallando las conclusiones de la encuesta en respuesta a los procesos de certificación <b>(3 – 4 meses)</b>  Desarrollo de una Nota de Estudio a ser presentada a la próxima Reunión AVSEC /FAL/RG	Jamaica	OECS Suriname / Surinam Trinidad & Tobago	a. January 2012 b. January 2012 c. May 2012  a. Enero 2012 b. Enero 2012 c. Mayo 2012



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Programme / Programa	Project / Proyecto	Objectives / Objetivos	Activities / Actividades	Deliverables / Resultados	State Coordinator / Estado Coordinador	State Contributors / Estados Contribuyentes	Target Completion Dates / Fechas metas para finalizacion
<p>Cargo Security / Seguridad de carga</p>	<p>Strengthen the security system used in cargo and mail transportation in Member States adapted to the facilitation Standards and Recommended Practices.</p> <p>Fortalecer el sistema de seguridad aplicados al Transporte de la Carga y Correo en los Estados miembros adecuado a las Normas y Métodos Recomendados de Facilitación.</p>	<p>Recommend measures and practices that States may adopt to:</p> <p>a) apply procedures to protect cargo and mail transport b) protect the chain c) promote a record of credited agents and known issuers</p> <p>Recomendar medidas y prácticas que podrían adoptar los Estados para:</p> <p>a) aplicar procedimientos que protejan el transporte de carga y correo. b) asegurar la cadena de suministro c) promover un registro de agentes acreditados y expedidores conocidos</p>	<p>a. Protect the infrastructure adaptation, develop and harmonize the standardized framework corresponding to each Member State b. Establish guidelines and criteria to incorporate the technology to allow the optimization the implementation of security measures in the prompt dispatch of cargo and mail c. Promote the development of certified canine unit equipment that allow cargo and mail inspection in acceptable times of dispatch</p> <p>a. Asegurar la adecuación de la infraestructura desarrollar y armonizar el marco normativo correspondiente a cada Estado miembro b. Establecer las pautas y criterios para incorporar la tecnología que permita optimizar la aplicación de medidas de seguridad con la velocidad en el despacho de la carga y correo c. Promover el desarrollo de equipos de unidades caninas certificadas que permita la inspección de la carga y correo en tiempos aceptables de despacho</p>	<p>Development of a document to provide guidance to Member States and contribute to the implementation of its national security programmes for cargo and mail.</p> <p>Desarrollo de un documento que oriente a los Estados Miembros y contribuya a implantación de sus programas nacionales de seguridad para la carga y correo.</p>	<p>Argentina</p>	<p>Paraguay United States / Estados Unidos</p>	<p>March 2012 Marzo 2012</p>
<p>FAL/AVSEC equipment Acquisition / Adquisición Equipos FAL/AVSEC</p>	<p>Cooperation to define the advantages of FAL/AVSEC equipment at the time of purchase.</p> <p>Cooperación para definir las ventajas de los equipos FAL/AVSEC al momento de adquisición.</p>	<p>Depreciation of equipment Cost advantage List of equipment companies Prioritize the use of mechanical reading in personal identifications. Establish technical parameters necessary for the assessment of equipment.</p> <p>Amortización de los equipos. Ventajas en el costo. Lista de empresa de equipos. Priorizar la lectura mecánica en las cédulas de identidad. Establecer los parámetros técnicos necesarios para evaluación de los equipos</p>	<p>a. Market investigation b. Price analysis c. Difference in brands and deliveries d. Preparation of questionnaires for States who use personal identifications as MRTD. e. Prepare surveys that use MRTD.</p> <p>a. Investigación en el mercado b. Análisis de precios c. Diferencias de marcas y entregas. d. Elaboración de cuestionarios para Estados que utilizan cédulas de identidad como DVLM. e. Elaborar encuestas que utilizan DVLM.</p>	<p>a. Provide States with updated guidance on last generation equipment. b. Provide States with parameters to be considered to purchase AVSEC-FAL equipment. c. Regional use of personal identifications as MRTD.</p> <p>a. Proveer a los Estados guías actualizadas de equipos de última generación b. Proveer a los Estados los parámetros a ser considerados en la adquisición de los equipos AVSEC-FAL c. Utilización a nivel regional del CI como DVLM</p>	<p>Paraguay</p>	<p>Argentina Brazil / Brasil Dominican Republic / República Dominicana United States / Estados Unidos</p>	<p>January 2012 Enero 2012</p>

AVSEC/FAL/RG/1  
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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
LACAC FAL/AVSEC Decisions harmonization and consolidation  Armonización y Unificación Decisiones FAL/AVSEC CLAC	Prepare the modification proposal and update of recommendations and resolutions linked to AVSEC and FAL.  Formular propuesta de modificación y actualización de recomendaciones y resoluciones vinculadas a AVSEC y FAL.	Consolidate AVSEC and FAL standards to make their content compatible and up to date.  Consolidar la normativa de AVSEC y FAL para compatibilizar y actualizar sus contenidos	Communications will be made through e-mail in order to Exchange ideas on: (1) review of AVSEC and FAL resolutions (2) prioritize resolutions that need to be updated and those that do not need modification (3) preparation of preliminary modification proposals and submit them for discussion.  Las comunicaciones se efectuarán mediante correo electrónico, a fin de realizar el intercambio de ideas respecto de: (1) la revisión de las resoluciones de AVSEC y FAL (2) la priorización las resoluciones que deben ser actualizadas y aquellas que no deban ser modificadas (3) la formulación propuestas preliminares de modificación para someterlas a discusión	Present working paper with the modification and update proposal of LACAC resolutions and recommendations.  Presentar Nota de Estudio con la propuesta de modificaciones y actualizaciones de resoluciones y recomendaciones de la CLAC	República Dominicana	Argentina Brazil / Brasil Chile Dominican Republic / República Dominicana Ecuador United States / Estados Unidos	February 2012  Febrero 2012

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**Agenda Item 3                    Aviation Security (AVSEC)**

**3.1                    Annex 17, AVSEC Panel, Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference Doc 8973, ICASS**

3.1.1                    The Secretariat presented WP/06 and updated the Meeting on the changes that have been included in Amendment 12 to Annex 17 which will become applicable on 1 July 2011, as well as the status of the updates that are being incorporated into the *Aviation Security Manual* (Doc 8973 – Restricted).

3.1.2                    The Secretariat presented WP/07 and updated the Meeting on the new *ICAO Comprehensive Aviation Security Strategy (ICASS)*; highlighting the seven strategic focus areas and encouraging member States to support ICASS implementation by contributing financially or through contributions-in-kind. The Meeting encouraged States to register online to access the AVSECpaedia, registering at <https://portal.icao.int/AVSECPaedia> and follow instructions, in order to benefit from the information contained in the site and to contribute their own knowledge for the benefit of others. The Secretariat also provided clarification on work being done on future airport checkpoints and mutual recognition of aviation security processes.

3.1.3                    The Secretariat presented WP/08 and updated the Meeting on the series of regional aviation security conferences planned for 2011 and 2012 in order to develop roadmaps to guide States in implementing the Declaration on Aviation Security adopted unanimously by the 37th Session of the ICAO Assembly in October 2010. A key objective of the post-Assembly conferences is to build consensus in advance of a possible global high-level conference on aviation security in the latter half of 2012. States were encouraged to participate in an event to be held for the NAM/CAR/SAM regions in the last trimester of 2011. States expressed their desire to work together to harmonize the implementation of Standards and adopted the following conclusion:

**Conclusion 1/2                    Regional Aviation Security Conference**

States, Territories and International Organizations are urged to support and participate in the Regional Aviation Security Conference to be held for the NAM/CAR/SAM Regions during the last trimester of 2011.

**3.2                    Personnel qualifications, training and human factors**

3.2.1                    The Secretariat presented to the Meeting WP/09 and its Appendixes A and B regarding the ICAO aviation security training implemented and planned in the NAM/CAR/SAM regions through its regular training programme delivered throughout the four Aviation Security Training Centres (ASTCs) established for these regions, and also the training conducted through the *ICAO/Transport Canada Security Awareness Training Programme – Phase III State assistance programme* that also provides two fellowships per event for State participants.

3.2.2 The Meeting was also informed that OAS CICTE continues to provide AVSEC training fellowships to States; however, some States' long administrative processes sometimes preclude States from receiving this invaluable aid provided by CICTE when registrations are received after the deadline established by ICAO and/or CICTE.

3.2.3 The Meeting encouraged States to take advantage of the two training programmes implemented by ICAO and fellowships offered through the *ICAO/Transport Canada Security Awareness Training Programme – Phase III* and OAS/CICTE and ensure participation by the timely submission of ICAO Nomination Forms and CICTE Fellowship Forms and expedite the fellowship acceptance processes of their States' AVSEC representatives in these training events.

3.2.4 The Meeting recognized the importance for the region to prioritize its AVSEC training needs for this to be considered by ICAO in planning the training to be provided. The Meeting also requested that ICAO publish its annual training calendar earlier to facilitate States' planning for their participation, as well as the planning of other international organizations, to avoid duplication in training provided.

3.2.5 In relation to the announcement of the establishment of the ICAO Regional Aviation Security Training Centre (ASTC) in Mexico City, the Meeting expressed concern that the establishment of additional ASTCs may reduce the demand for training offered by existing ASTCs and thereby risk their sustainability.

3.2.6 The Secretariat explained the reason why the Professional Management Course (PMC) is not offered in the Spanish language to which the Meeting expressed that the States would greatly benefit from the course being available in Spanish. The Secretariat offered for States to propose a solution to provide the John Molson Business School of Concordia University the necessary resource to be able to offer the course in Spanish.

3.2.7 Venezuela presented WP/18 proposing the establishment of general principles to be applied to the certification process of Aviation Security Instructors within the region in order to standardize the procedure and to comply with the new requirements of Amendment 12 to Annex 17. The Meeting agreed for the AVSEC/FAL/RG work programme to include the review and revision of this information to be considered for regional application.

### **3.3 Quality control / Oversight system**

3.3.1 The Secretariat presented WP/10 and updated the meeting on the progress of the Universal Security Audit Programme (USAP) results. It was noted that the audit results revealed the greatest lack of effective implementation of the critical elements of an aviation security oversight system in the following elements:

- CE-7: Quality control obligations
- CE-6: Certification and approval obligations
- CE-4: Personnel qualifications and training

3.3.2 It was noted that many States in the region had been audited thus far under the second cycle of the USAP or are to be audited during the remainder of 2011 and 2012. States were reminded to request assistance, if required, prior to receiving an audit and also following the audit in order to prepare the corrective action plan and implement the recommended actions. In this regard, options available for providing assistance to and cooperation between States include the following:

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

3.3.3 States were also reminded of the obligation under the Chicago Convention to notify differences to Annex 17 as identified during audits of the USAP.

3.3.4 The Secretariat informed that as a result of the limited level of transparency with respect to aviation security audit results, a graphical representation depicting the lack of implementation of the critical elements of an aviation security oversight system for each audited State is posted on the USAP section of the ICAO secure site for which access may be requested by States by visiting the following site: <http://portal.icao.int/>. This limited level of transparency applies to all audits conducted under the second cycle of the USAP.

### **3.4 Communications / Information exchange**

3.4.1 The Meeting took note of WP/11, which presented the progress on AVSEC communications and information exchange and items such as: regional communications network; new and emerging threats; equipment certification sharing; and back-up of critical documents for emergencies.

3.4.2 The Meeting agreed on the importance of maintaining an updated AVSEC Point-of-Contact Network to strengthen the *regional communications network*.

3.4.3 Regarding *new and emerging threats*, the Meeting also took note of WP/16 presented by Chile, which contains a course on “Detection of Passengers with Suspicious Conduct.” The course, developed by Chile, is to be considered as future guidance material for States on this complex issue. The Meeting also considered submitting this course to ICAO for review and consideration for the development of an ASTP and use in other regions. The course material, which is currently only available in Spanish, is available for download at <http://www.mexico.icao.int/Meetings/AVSECFALRG/AVSECFALRG/AVSECFALRGNE16APN.pdf>.

The Meeting therefore adopted the following conclusion:

#### **Conclusion 1/3 Detection of Passengers with Suspicious Conduct Course**

That ICAO review and consider the “Detection of Passengers with Suspicious Conduct” course prepared by Chile for possible development of an ICAO ASTP and application in other regions.

3.4.4 The Meeting considered that the AVSEC/FAL/RG adopt the progress achieved by LACAC on *equipment certification sharing*.

3.4.5 Regarding the *back-up of critical documents for emergencies*, the Meeting took note of WP/17 presented by COCESNA/ACSA, which included the “*Guidelines for Management of Sensitive Aviation Security Information*” document that was developed by the Central American AVSEC experts group during their VIII Meeting held in June 2010. The Meeting agreed that the AVSEC/FAL/RG work programme include the review and revision of this information to be considered for regional application.

3.4.6 Venezuela presented WP/19 on a proposed study of risk assessments in aviation security in order to consider a mechanism that allows a more detailed analysis of possible threats and hazards in specific areas of operators. The Meeting agreed this information would serve as a useful reference to some other States and include the review and revision of this information to be considered for the establishment of a risk assessment management methodology as a reference guide for States.

3.4.7 Honduras presented WP/20, which reminded States of the importance of Recommended Practice 2.4.5 of Annex 17 to share results of the USAP audits, whenever possible.

### **3.5 Cargo security**

3.5.1 The Secretariat presented WP/12 and updated the Meeting on recent initiatives undertaken in the area of air cargo security and, in particular, efforts being made to harmonize air cargo security measures with the World Customs Organization. Considering the work that has recently been done by the States on this subject, it was recommended that this subject be included in the work programme of the AVSEC/FAL/RG.

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**Agenda Item 4                      Facilitation (FAL)**

**4.1                      Annex 9, FAL Panel, Facilitation Manual**

4.1.1                      The Secretariat presented WP/13 and updated the Meeting on the ICAO facilitation programme developments highlighting changes that have been incorporated into Amendment 22 to Annex 9 – *Facilitation*, advance passenger information, passenger name record data and the Facilitation Manual. The Meeting expressed the long overdue requirement for a regional seminar/workshop on Facilitation. In this regard, the Secretariat informed on the upcoming Airport Facilitation Seminar (*Spanish language only*) organized by Spain in cooperation with ICAO and LACAC to be held in Cartagena, Colombia, from 25 to 29 July 2011, and encouraged States to participate and take advantage of the fellowships offered. However, the Meeting considered important that an additional regional and bilingual Facilitation seminar be organized by ICAO and LACAC once the new ICAO Facilitation Manual (Doc. 9957) is available in Spanish language. In this regard, Chile offered to host such an event in early 2012 to which the meeting expressed its appreciation and adopted the following conclusion:

**Conclusion 1/4                      Regional Facilitation Seminar/Workshop**

That ICAO and LACAC organize a joint regional facilitation seminar/workshop in Chile during the first trimester of 2012.

4.1.2                      The Meeting also expressed the urgent requirement for the long overdue new ICAO Facilitation Manual (Doc. 9957) in the Spanish language since it is an essential guide for many States in the NAM/CAR/SAM regions to implement the Annex 9 SARPs. The Meeting therefore adopted the following conclusion:

**Conclusion 1/5                      Facilitation Manual in Spanish**

That ICAO expedite the publication of the Spanish version of the new ICAO Facilitation Manual (Doc 9957).

**4.2                      Machine Readable Travel Documents/Biometric identification**

4.2.1                      The Secretariat presented WP/14 and updated the Meeting on the developments in the ICAO MRTD Programme and, in particular, the change in focus to include pre-issuing and post-issuing phases of these documents. The Chairperson stressed the importance of informing the ICAO Secretariat on the status, progress and challenges being faced by States with the implementation of MRTD. The Secretariat also informed on the 7<sup>th</sup> Symposium and Exhibition on ICAO MRTD, Biometrics and Security Standards to be held in Montreal, Canada, from 12 to 15 September 2011. Participation in this event is encouraged and open to representatives of any entity with an interest in the subject, including private companies.

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**Agenda Item 5                    Training, Cooperation and Assistance**

**5.1                    ISD-AVSEC**

5.1.1                    The Secretariat presented WP/15 and updated the Meeting on the developments and progress in the ICAO Implementation Support and Development – Security Programme (ISD-SEC) and, in particular, assistance and training provided, and a new ICAO strategy on assistance and capacity-building. The Meeting also highlighted the need for coordination of assistance activities between the States, International Organizations and other entities providing assistance, including ICAO, LACAC, OAS CICTE, IDB, Transport Canada and the US TSA, in order to reduce any duplication in the provision of assistance, e.g., AVSEC training, to the minimum extent possible. The Meeting therefore adopted the following conclusion:

**Conclusion 1/6                    Coordination between Organizations providing AVSEC Assistance to States**

Organizations and development agencies providing AVSEC assistance to States are urged to improve coordination to avoid the duplication of assistance provided and thereby ensure an efficient use of resources to achieve the most effective provision of assistance for the benefit of States to meet their requirements.



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**Agenda Item 6            Other Business**

**6.1                    Next Meeting Site and Dates**

6.1.1                The Chairperson invited the Meeting to propose venues for future meetings to be held tentatively annually. In response, ECCAA offered to arrange for an OECS State to host the next meeting in May 2012 on dates to be coordinated with the Secretariat, in due course, and Suriname offered to host the following meeting in 2013. The Meeting expressed its appreciation to ECCAA and Suriname and accepted their kind offers to host the next two meetings of the AVSEC/FAL/RG. The requirements for a State to host a meeting include the provision of the following principal items:

- Meeting room for 60 participants
- Secretariat office with computers, printers and photocopier
- Simultaneous interpretation (English/Spanish)
- Two daily coffee breaks and snacks
- Travel and per diem costs for half of the Secretariat team (3 persons; 2 from Mexico City, Mexico, and 1 from Lima, Peru)