

COMISSÃO LATINO-AMERICANA  
DE AVIAÇÃO CIVIL



LATIN AMERICAN CIVIL  
AVIATION COMMISSION

COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL

SECRETARÍA  
APARTADO POSTAL 27032  
LIMA, PERÚ

CLAC 1.5.1.23/248

October 29th, 2018

### SUPPLEMENTARY INFORMATION

**XXIII Ordinary Assembly LACAC  
(Havana, Cuba, 19 to 21 November, 2018)**

Dear Sir/Madam:

Regarding letter 1.5.1.23/228 dated September 28<sup>th</sup> and 1.5.1.23/240 dated October 18<sup>th</sup>, 2018 2018 at the request of Cuban Aviation Authority, you will find some additional information to attend LACAC XXIII Ordinary Assembly, please find attached to this letter the detail of the information:

"Copa Airlines company is kindly offering a 15% discount on rates for its flight to Havana. This discount would apply for the participant and a companion. The discount code is C8275, so the participants can already benefit from it by accessing the sales offices or calling the Reservation Center (Call Center); in a week should be active also in [copa.com](http://copa.com)"

Looking forward to your valuable participation in this important event, accept, Sir/Madam, the assurances of my highest consideration.

Marco Ospina Yépez  
Secretary of LACAC



Nombre del Evento:	<b>XXIII Asamblea Ordinaria de la Comisión Latinoamericana de Aviación Civil (CLAC)</b>
Fecha del Evento:	<b>Del 19 al 23 de noviembre de 2018</b>
Ciudad del Evento:	<b>La Habana, Cuba</b>
Descuento hacia La Habana:	<b>15% con código C8275</b>

**Información de Reserva:** Llame a nuestra central de reservas telefónicas o contáctese con su oficina local de Ventas de Copa Airlines e indíquelo la fecha y nombre del evento o comprar por nuestra página web: [www.copa.com](http://www.copa.com), colocando el código de descuento **C8275** en el link "Código Promocional". El descuento indicado será aplicado en la compra de su pasaje aéreo sobre la tarifa publicada disponible en el momento de la compra. Beneficio sólo valido para los participantes de esta convención y un acompañante.

*Restricciones Rutas Internacionales:* Valido para las tarifas publicadas. No aplica sobre tarifas promocionales ni combinadas con alguna otra promoción. No es válido para compras por agencia de viajes.

**Valido para viajar: 14 al 28 de noviembre de 2018**

Válida sólo en los vuelos operados por Copa Airlines (CM) y/o Copa Airlines Colombia (CM\*) en las rutas hacia La Habana, Cuba

Para conocer mayores detalles sobre nuestros números de reservas y direcciones de oficinas, puede visitar la siguiente dirección en Internet:

<https://www.copaair.com/sites/cc/es/acerca-de-copa-airlines/pages/nuestras-oficinas.aspx>

Gracias por preferir Copa Airlines.

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DE AVIAÇÃO CIVIL**



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AVIATION COMMISSION**

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**SECRETARÍA  
APARTADO POSTAL 27032  
LIMA, PERÚ**

CLAC 1.5.1.23/240

October 18th, 2018

## **SUPPLEMENTARY INFORMATION**

**XXIII Ordinary Assembly LACAC  
(Havana, Cuba, 19 to 21 November, 2018)**

Dear Sir/Madam:

Regarding letter 1.5.1.23/228 dated September 28<sup>th</sup>, 2018 at the request of Cuban Aviation Authority, you will find some additional information to attend LACAC XXIII Ordinary Assembly:

### **Transportation:**

Cuban Aviation Authority will provide transportation between airport - hotel and hotel – airport. Please send your flight itinerary no later than November 9th, 2018.

### **Tour to Varadero:**

Cuban Aviation Authority will include a tour to Varadero on November 22nd. Please consider your return flight to November 23th and confirm you will participate of the tour sending an email to Yaimar Gomez [dta@iacc.avianet.cu](mailto:dta@iacc.avianet.cu)

### **Hotel:**

Hotel Melia Cohiba Hotel updated its rates, as detailed below:

Single room: 110 CUC  
Double room: 160 CUC  
The Level single room: 160 CUC  
The Level doublé room: 220 CUC

To make your reservation please contact:

Mrs. Yanara García Barceló

Sales Manager

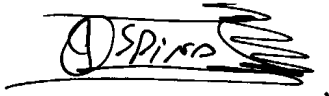
**Meliá Cohiba Hotel**

T: 53-7-833 3636 Ext. 2631

Email: jefe.ventas.mco@meliacuba.com / jefe.ventas.mco@meliacuba.cu

Reference: Aviation Event CLAC – IACC

Looking forward to your valuable participation in this important event, accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'OSPINA', with a stylized flourish extending to the right.

Marco Ospina Yépez  
Secretary of LACAC

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COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL

SECRETARÍA  
APARTADO POSTAL 27032  
LIMA, PERÚ

CLAC 1.5.1.23/228

September 28th, 2018

Subject: **Invitation to attend the XXIII Ordinary Assembly of Latin American Civil Aviation Commission – LACAC (La Habana, Cuba, 19 to 21 November, 2018)**

Dear Sir,

On behalf of the President of LACAC, Executive Committee and this Secretary, I have the honour to invite your Administration to participate in the XXIII Ordinary Assembly of the Latin American Civil Aviation Commission which will be held in La Habana, Cuba, 19 to 21 November, 2018

**Registration of participants and opening session**

Registration of participants will take place at the site of the event, on Monday, 19 November from 09:00 to 12:00 hours. Opening Session as well as the First Plenary Session will be held the same day at 16:00 hours and, high-level authorities of the host State, Member States and International Organizations invited, will honour us with their presence.

**Working sessions**

On Tuesday, 20 November in the morning, will be held the Committee work sessions, preceded by a Panel. The Second Plenary session will be held on Wednesday, 16 November in the morning, in which the President and Member States of the new Executive Committee will be elected.

**Delegations and credentials**

As prescribed in the LACAC Statute “*States should be represented at meetings of LACAC by delegates in number, rank and competence appropriate for the problems to be discussed. The Chiefs of Delegations to the Assemblies normally should be officials of the highest rank directly responsible for the administration of international civil aviation in their respective countries...*”. Likewise, the Rules of Procedure for LACAC Meetings states that “*The delegates and observers shall be provided with credentials in conformity with the internal procedure of the State or Organization concerned*”.

**Declarations by States**

It has not been foreseen that Chiefs of Delegations will make declarations during the Opening Session; nevertheless, Delegations wishing to do so may present them in writing and these will be published during the Assembly.

**Agenda and documentation**

As **Attachment 1** you will find the Provisional Agenda for the Assembly approved by the Executive Committee. According to the Rules of Procedure for LACAC Meetings: “*The final Agenda shall be adopted by the Assembly, which may at any time add any item to the Agenda or otherwise amend it*”. Working papers including Draft Resolutions and/or Recommendations to be presented for consideration by the Assembly have been revised and welcomed by the Executive Committee and will be published, in due course, in the webpage of the Secretariat. If your Government wishes to present

any other paper to be considered by the Assembly on any of the Agenda Items or on any other subject, I would appreciate very much you sending it to the LACAC Secretariat **before Friday, November 2nd, 2018**.

### **Programme of Activities**

As **Attachment 2** you will find the Programme of the activities that will be carried out during the Assembly.

### **Meeting of Heads of Delegations of LACAC Member States**

As in previous occasions, a **closed-door** Informal Meeting of Heads of Delegations of LACAC Member States will be held at the same venue of the Assembly on **Monday, November 19, 2018**, at morning, who can be accompanied by an advisor. Agenda and Explanatory Notes will be sent under separate cover.

### **Working language**

The working language of the Assembly will be Spanish. Simultaneous interpretation to English will be available during all sessions. Related working papers and Draft Decisions will be available in Spanish.

### **Election of the new Executive Committee and Closing of the Assembly**

It is foreseen that in the Second Plenary session the report of the working Committee is approved, the new Executive Committee members are elected and hold the Closing Session of the Assembly on Wednesday, November 21<sup>st</sup>.

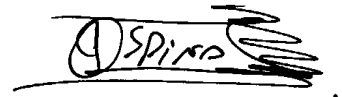
### **General Information, social activities and site of the Assembly**

**Attachment 3** includes general information of interest related to place of Assembly, alternative accommodation, weather conditions, rate of exchange, temperature, etc.

I would appreciate if you could kindly inform this Secretariat **before Friday, 9 November 2018** if your Administration will be represented at the XXII LACAC Ordinary Assembly, indicating the names and posts of the members of your Delegation, as well as their arrival/departure itineraries. To that effect, kindly complete and return **Attachment 4** to:

Secretariat of LACAC  
E-mail: [clacsec@icao.int](mailto:clacsec@icao.int)

Looking forward to your valuable participation in this important event, accept, Sir/Madam, the assurances of my highest consideration.



Marco Ospina Y.  
Secretary of LACAC

### **Attachments**