

COMISSÃO LATINO-AMERICANA
DE AVIAÇÃO CIVIL



LATIN AMERICAN CIVIL
AVIATION COMMISSION

COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL

SECRETARÍA
APARTADO POSTAL 27032
LIMA, PERÚ

CLAC 1.5.1.23/228

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 21st.

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

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