



COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL • COMISSÃO LATINO-AMERICANA DE AVIAÇÃO CIVIL • LATIN AMERICAN CIVIL AVIATION COMMISSION

LACAC 1.5.1.24/018

25 January 2022

To: **Directors of Aviation and/or Civil Aeronautics of the member States of LACAC.**

Subject: **Invitation to attend the XXIV Ordinary Assembly of the Latin American Civil Aviation Commission - LACAC (Montevideo, Uruguay, March 23-25, 2022).**

Objective: **Confirm, before March 14 of this year, if your Administration will be represented at this Assembly by sending the names and positions of the delegates that will attend.**

Distinguished Sir/Madam,

Commissioned by the President of LACAC and on behalf of the Executive Committee, I have the honor to invite your Administration to participate in the XXIV Ordinary Assembly of the Latin American Civil Aviation Commission that will be held in the city of Montevideo, Uruguay, on March 23 to 25, 2022.

Registration and opening session

The registration of the delegates will take place at the event venue on Wednesday, March 23, from 9:00 a.m. to 12:00 p.m. The Opening Session and First Plenary will take place on the same day at 16:00 and the High Authorities of the host State, member States and invited International Organizations will honor us with their presence.

Working sessions

On Thursday, March 24, the Working Committee constituted by the Assembly will meet, preceded by a Panel. On Friday, March 25, the day will begin with a presentation on statistics from the region and will continue with the Second Plenary in which the member States of the new Executive Committee will be elected.

Delegations and Credentials

In accordance with the LACAC Statute: "The States must be represented at the meetings of the Commission by delegates in number, rank, and competence appropriate to the problems to be discussed. The Heads of Delegation to the Assemblies should normally be the highest-ranking officials directly responsible for the administration of international civil aviation in their respective countries...". Similarly, as stipulated in the Internal Regulations of the Meetings: "**delegates**

and observers must be provided with credentials in accordance with the internal provisions of each State or the corresponding Organization."

Declarations

The Heads of Delegation are not expected to make any official statements during the opening. In any case, the Delegations that wish to make statements may do so in writing and these will be published during the Assembly.

Agenda items and documentation

As **Attachment 1** you will find the Provisional Meeting Agenda for the Assembly approved by the Executive Committee, as stipulated in the Internal Regulations for Meetings: *"the definitive Agenda will be agreed upon by the Assembly, which may at any time add new items or modify it"*. The working papers that include Draft Resolutions and/or Recommendations, which will be presented for consideration by the Assembly, have been previously examined and favorably received by the Executive Committee and will be published in due time on the Commission's website. If your government wishes to present a Working Paper on any of the items on the Agenda or any other matter, please send it to this Secretariat no later than Friday, March 18, 2022.

Schedule for Consideration of Agenda Items

As **Attachment 2**, you will find the Schedule for Consideration of Agenda Items that will take place during the Assembly, the same that will be updated, with the social activities offered by the host State.

Informal Meeting of the Heads of Delegation of the member States

As on previous occasions, it has been planned to hold the Meeting of Heads of Delegation of the member States in the same venue as the Assembly, behind closed doors, on **Wednesday, March 23**, in the morning. The Draft of Meeting Agenda for this meeting is attached as **Attachment 3**, Explanatory Notes of this meeting will be published on the Commission's website later on.

Working language

The working language of the Assembly is Spanish and there will be simultaneous interpretation into English for all work sessions. The Working Papers and Decision Projects will be presented in Spanish.

Election of the new Executive Committee and Closure of the Assembly

It is expected that in the Second Plenary Session, the report of the Working Committee will be approved, the new Executive Committee will be elected, and the Closing Ceremony of the Assembly will be held, this will take place on Friday, March 25.

General information, social activities, and location of the Assembly

As **Attachment 4**, the general information related to: hotels, weather, exchange rate, etc., is included.

I would be very grateful if you could inform this Secretariat about the Delegation of your Administration that will participate in the XXIV Ordinary Assembly of LACAC, detailing the names and positions of the officials, dates of arrival/departure, **no later than Friday, March 14 of this year**. For this purpose, in the following link: [Registration](#); you will find the registration form for the Assembly, which I would kindly appreciate being completed by the attendees, in advance.

Hoping to be able to count on your valuable presence at this important event, I would like to express the assurances of my consideration and esteem.



Jaime Binder
Secretary of LACAC

Attachments

XXIV ORDINARIA ASSEMBLY
(Montevideo, Uruguay, 23 - 25 March 2022)

PROVISIONAL MEETING AGENDA

1. Opening of the XXIV Assembly.
2. Welcome Speech by the host country Authority.
3. Speech by the President of the ICAO Council.
4. Speech by the President of LACAC and report.
5. Adoption of the Agenda.
6. Establishment of the Subordinate Body of the Assembly (Working Committee) and transfer of the agenda items to the Committee.
7. Panel on “Development of Sustainable Fuels for Aviation in Latin America”
8. Decision Projects and Revocation.
9. LACAC’s Operational Plan for the April 1, 2022- 31 December, 2023 term.
10. Draft Program on Meetings and Training 2022 – 2023.
11. Presentation on “Statistics of the Region”.
12. Other issues to be considered.
13. Contribution fees of the member States (**closed session**).
14. Budget for 2022-2023 (**closed session**).
15. Review of the Working Committee’s report.
16. Approval of the minutes of the First Plenary Session.
17. Selection of the President and Vice-presidents of LACAC.
18. Date and Location of the XXV Ordinary Assembly.
19. Other issues to be considered.
20. Closing of the XXIV Ordinary Assembly.
 - Posthumous Tribute to Dr. Angela Marina Donato.
 - Speech by the ICAO General Secretary.
 - Speech by the new President of LACAC.

XXIV ORDINARY ASSMBLY

(Montevideo, Uruguay, 23 - 25 March 2022)

SCHEDULE FOR CONSIDERATION OF AGENDA ITEMS

WEDNESDAY, 23 MARCH 2022

0900 – 1200	Registration of participants.
0900 – 1030	Meeting of the Heads of Delegation (closed session)
1030 – 1045	Coffee break
1045 – 1215	Heads of Delegation Meeting (closed session)
1600 – 1700	First Plenary Session – Opening of the XXIII Assembly
1700 – 1730	Coffee break
1730 – 1830	First Plenary Session (follow-up)

THURSDAY, 24 MARCH 2022

0930 – 1100	Panel
1100 – 1115	Coffee Break
1115 – 1245	Working Committee Session
1245 – 1300	Coffee Break
1300 – 1430	Working Committee Session

FRIDAY, 25 DE MARZO DE 2022

0930 – 1000	Presentation
1000 – 1100	Work Session (closed session)
1100 – 1115	Coffee Break
1115 – 1245	Second Plenary Session
1245 – 1300	Coffee Break
1300 – 1430	Second Plenary Session – Closing of the Assembly
1500 - 1530	Coordination Meeting of the Executive Committee.

**INFORMAL MEETING OF THE MEMBER STATES
HEADS OF DELEGATION**

(Montevideo, Uruguay, 23 March 2022)

DRAFT OF MEETING AGENDA

1. Review of the Provisional Meeting Agenda of the XXIV Ordinary Assembly.
2. 2022 – 2023 Budget.
3. Future Composition of the Executive Committee.
4. Venue of the next LACAC's Ordinary Assembly (location and date).
5. "LACAC's list of candidates" and strategy for the ICAO Council elections.
6. Other issues to be considered.

XXIV ORDINARY ASSEMBLY
(Montevideo, Uruguay, 23 - 25 March 2022)

GENERAL INFORMATION

1. Venue and date

The Meeting will take place at the **Air Force Club**, located at Lido 1800, Carrasco, Montevideo, Uruguay, from March 23 to 25, 2022.
Phone (598) 2600-4855

2. Registration and enrollment of participants

The registration of the participants will take place on Wednesday, March 23, from 09:00 to 12:00.

Participants must register at the following link: [Registration](#) before March 14, 2022.

3. Opening

The Inaugural Session and First Plenary will take place on Wednesday, March 23 at 16:00.

4. Documentation

The documentation of the Meeting will be available on the Commission's website: <http://clacsec.clac-lacac.org>

5. Suggested attire

It is recommended to wear formal clothing for the opening and for the rest of the work sessions.

6. Local time

The time in Uruguay is normally set to minus 3 hours with respect to Coordinated Universal Time (UTC-3). Business hours are Monday to Saturday from 09:00 to 18:00. ATMs are available to users 24 hours a day.

7. Weather

The second half of March benefits from very good temperatures, hovering between 16 and 24 degrees. The temperature of the sea in this season is approximately 22 degrees Celsius.

8. Electricity

In the national territory the electrical energy is 220 V and 50 Hz.

9. Currency and credit cards

The payment currency is the Peso, and the exchange rate in relation to the US dollar is of 1 USD to 45 Pesos.

All credit cards are accepted: AMERICAN EXPRESS, DINERS, MASTERCARD, VISA, etc.

10. Travel documents

Under normal conditions, foreign visitors do not need to do special immigration procedures; they enter the country with a valid passport. For citizens of neighboring countries, an identity document is sufficient. Minors traveling alone will be checked for compliance with immigration regulations of the country of origin, which generally refer to the written permission of the parents. In any case, it is recommended to consult diplomatic representations.

[New conditions of entry to Uruguay in the context of COVID-19 \(see regulations\)](#)

Since November 1, 2021, the borders are open to all national citizens, residents, and foreigners thanks to the expansion of vaccination at the national, regional, and global levels and the improvement of the country's health situation. In the case of [non-vaccinated foreigners](#), they will only be able to enter if they meet some of the exception reasons contemplated in article 2 of [Decree 104/020](#).

[COVID-19 Sanitary entry requirements \(see regulations\)](#)

1) Submit a **negative coronavirus test certificate** by the molecular biology technique or PCR-RT, carried out up to 72 hours before the start of the trip in a laboratory in the country of origin or in transit from the country of origin. Children under 6 years of age are exempt from doing it.

2) Complete an [electronic affidavit](#) stating the absence of symptoms and contact with confirmed or suspected cases of COVID-19 in the 14 days prior to admission. It must be delivered online within 48 hours prior to boarding.

3) **Foreigners who have not been vaccinated against the SARS CoV-2 virus or who have not contracted it may enter the country only if they prove in the [exceptional entry procedure](#) that they belong to one of the groups established in [article 2 of Decree No. 104/020](#). They must comply with mandatory **preventive social isolation** for a period of **7 (seven) days**. A **new PCR-RT test** must be carried out on the seventh day of stay in the national territory **at your cost**, in accordance with literal c) of decree 195-2020 or extend the mandatory preventive social isolation for **seven more days**, reaching fourteen days from admission to the country. In addition, they must provide a point of contact for traceability.**

Foreigners under 18 years of age are exempt from preventive social isolation and the second PCR-RT test required on the 7th day.

4) **In case of being vaccinated within the 9 months prior to boarding or arrival in the country and having completed the fourteen days after to achieve effective immunity, you should not**

carry out mandatory quarantine by presenting the corresponding vaccination certificate for a single or two doses, as appropriate, to the type of vaccine given. Likewise, **those who have already carried the Covid-19 virus within the last 90 days prior** to boarding or arrival in the country **will be exempt from carrying out the mandatory** 7-day quarantine upon arrival, proving they have had the disease through a positive PCR test result, RT or antigen detection, which must have been performed between 20 and 90 days prior to boarding. ([See the details](#) and [its update](#))

5) **Assistance insurance** with specific coverage for COVID-19.

6) It is advised **to avoid using public transportation**; undergo temperature screening at the point of entry; use a face mask when in contact with people and maintain social distancing.

7) Download the [Coronavirus Uy](#) application and activate Bluetooth to follow up if a case of COVID-19 arises.

Access a quick guide to resolve your queries and [carry out the procedures for entering the country in 4 steps](#).

[*Summary of the requirements of the Ministry of Public Health, according to age and conditions](#)

In all cases, you can get for more information at: dnm-consultas@minterior.gub.uy - Telephone: (+598) 2030 1800 / info@atencionalaciudadania.gub.uy or [Facebook/AtencionUY](#) - Telephone: 0800 INFO (4636) and * 463 from ANTEL cell phones.

**The information provided is subject to change according to the evolution of the pandemic.*

11. Boarding fee

The fee is included in the value of the air tickets.

12. Taxes, tips, and taxi service

The recommended tip is 10% of the expense incurred. In general, the tip is suggested at the end of the bill, and it is optional for the establishment to include it or not. To move to any part of the city, it is recommended to use the taxi provided by the Hotel of choice.

13. Safety recommendations

The security recommendations are common to all cities, such as carrying only the necessary money, requesting safe taxi services to get around and not displaying jewelry or valuables unnecessarily.

14. Lodging and Reservations

HOTEL	RATES IN USD																		
Cottage Carrasco **** Miraflores 1360 with Rambla República de México, Carrasco, Montevideo. Tel:(+598) 2600 1111 reservas@hotelcottage.com.uy	Superior single 90 Superior doble 95																		
Hampton by Hilton *** Avenida de las Américas 4239, Canelones, Montevideo. Tel: (598) 2604 7430 www.montevideocarrasco.hamptonbyhilton.com	Single Deluxe 90 Double Deluxe 90																		
Regency Rambla **** Rambla República de México 6079, Carrasco, Montevideo. Tel: (598) 2601 5555 regencyrambla.com.uy	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;">Single</th> <th style="text-align: center;">Triple</th> </tr> <tr> <th></th> <th style="text-align: center;">Doble</th> <th style="text-align: center;">Doble</th> </tr> </thead> <tbody> <tr> <td>Executive Apartment</td> <td style="text-align: center;">75</td> <td style="text-align: center;">85</td> </tr> <tr> <td>Deluxe Apartment</td> <td style="text-align: center;">95</td> <td style="text-align: center;">105</td> </tr> <tr> <td>Rambla Apartment</td> <td style="text-align: center;">105</td> <td style="text-align: center;">---</td> </tr> <tr> <td>Family Apartment (2 ambientes)</td> <td style="text-align: center;">130</td> <td style="text-align: center;">140</td> </tr> </tbody> </table>		Single	Triple		Doble	Doble	Executive Apartment	75	85	Deluxe Apartment	95	105	Rambla Apartment	105	---	Family Apartment (2 ambientes)	130	140
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Sofitel Carrasco ***** Rambla Republica de México s/n, Carrasco. victoria.altina@sofitel.com .	Superior (single-doble)150 upgrade a Luxury 40																		

Rates expressed in US dollars. Rates per night per person.

Lodging taxes not included.

In accordance with Decrees Nos. 27/2003 and 377/2002, non-residents are exempt from VAT, including Uruguayan companies that host non-residents.

Uruguayan residents in low season (from the Monday following Tourism Week until November 15) are also exempt from VAT, on other dates, 10% applies.

15. Contact details

National Directorate of Civil Aviation and Aeronautical Infrastructure – DINACIA

Eduardo Mazzucchelli

emazzucchelli@dinacia.gub.uy

(598) 26040408 inter 4029.

Latin American Civil Aviation Commission- LACAC

Assistance for participants:

In Spanish:

Vivian Paucar

clacsec@clac-lacac.org

In English:

Paola Bullon

clacsec@clac-lacac.org