

- (c) General Facilities:
 - Vehicles, Building Maintenance, Coolies.
 - Caretakers, Drivers, Miscellaneous.
- (III) Secretariat Office:
 - Correspondence.
 - Files.
 - Publications.
 - General Report of Operation of the Administration.
 - Director's Private Correspondence (receipt, forwarding) etc.
- (IV) Air Transportation Office:
 - (a) Flight Section:
 - Accident Investigation.
 - Flying Rules.
 - Aeronautical Information Office.
 - (b) Statistical Section:
 - Compilation.
 - Analysis.
 - Dissemination.
 - General statistics on air transportation of Laos and other member countries of the OACI.
 - (c) Facilitation Section:
 - Study of projects, protocol agreements for frontier formalities.
 - Study of projects, memoranda with customs, health, and police services.
 - Taxes and insurance.
 - (d) Economics Section:
 - Right of flight and flight over areas.
 - Study of projects on air operations.
 - Control of air operations.
 - International negotiation or arrangements for air transportation.
 - Control of airworthiness certificates—Aircraft Registration Certificate—Flight Personnel License.
 - Authorization or cancellation of flight operations.
- (V) Air Bases Office:
 - (a) General Economic and Legal Affairs Section:
 - General regulations on airfields open to air traffic.
 - Establishment of area and airport plans.
 - Studies of projects, memoranda, instructions, recommendations, etc.
 - (b) Property and Maintenance Section:
 - Authorization or cancellation of concessions.
 - Projects of enlargement, expropriation, and organization of the airfields of the Kingdom.
 - Current maintenance of existing installations.
- (VI) Air Navigation Office:
 - (a) Ground and Regional Affairs Section:
 - Maintenance of existing installations-radios.
 - Studies of new visual installations.
 - Air Traffic Service.
 - Aeronautical telecommunications.
 - Firefighting Service.
 - Regional affairs and miscellaneous.