



## **FACILITATION (FAL) DIVISION — TWELFTH SESSION**

**Cairo, Egypt, 22 March to 2 April 2004**

### **Agenda Item 7: Other facilitation matters**

#### **STATUS OF ICAO WORK ON A FACILITATION MANUAL**

(Presented by the Secretariat)

##### **1. INTRODUCTION**

1.1 Following on the extensive work of the FAL Panel to modernize and streamline Annex 9, the Secretariat commenced, in 2002, a project to create a FAL Manual to assist States to understand and implement the Standards and Recommended Practices in the Annex. This paper summarizes the progress to date and specifies the subject areas in which additional work is required.

1.2 The objective of the project is to create a manual that can be updated easily and frequently. To meet this objective it was decided that the work should be organized in a modular style and published in looseleaf form. As a result, it should be possible to publish and circulate sections as they are completed rather than waiting for completion of the entire document. Likewise, updates to the various sections of the manual should be accomplished as and when appropriate.

1.3 The methodology used was to create a database of information that will enable accessing and use of paragraphs or pages for multiple purposes, for example training material, information pamphlets, web-site postings or answers to inquiries.

1.4 Moreover, in the creation of the document the information is programmed so that it may be arranged in different ways, for example, by subject, by occurrence, or by function, according to the need for a specific information product.

##### **2. PROGRESS TO DATE**

2.1 An introductory chapter (explaining the Chicago Convention mandate, general principles and definitions), a chapter corresponding to Chapter 3 of Annex 9 (entry and departure of persons and their baggage), and a chapter corresponding to Chapter 4 (entry and departure of cargo and other articles) are substantially complete. These will be circulated to Panel members for comments and subsequently processed for publication.

2.2 Sections yet to be completed include a chapter corresponding to Chapter 2 of Annex 9 (entry and departure of aircraft), and detailed guidance on inadmissible persons and deportees to correspond to the new Chapter 5. Further guidance on advance passenger information systems and crew identity, as may be recommended during this Division Session, will also be developed.

2.3 Finally, a review of all existing manual material on airport facilities and services is required, with a view toward creating a whole new chapter to correspond to Chapter 6 the Annex.

### 3. **CALL FOR CONTRIBUTIONS OF EXPERTISE**

3.1 The Secretariat is currently seeking subject matter experts to perform the above-mentioned tasks. Interested Division participants are encouraged to contact the Secretary of the Division, either during the Session or afterward by e-mail to [fal@icao.int](mailto:fal@icao.int).

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