

FACILITATION PANEL

FIFTH MEETING

Montreal, 31 March to 4 April 2008

FINAL REPORT

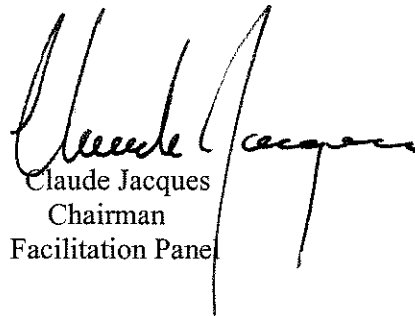
The attached document constitutes the final report of the meeting and replaces the draft reports.

LETTER OF TRANSMITTAL

To: The Chairman, Air Transport Committee

From: The Chairman, Facilitation Panel

I have the honour to submit herewith the Report of the Fifth Meeting of the Facilitation Panel, held at ICAO Headquarters in Montreal, from 31 March to 4 April 2008.



Claude Jacques
Chairman
Facilitation Panel

Montreal, 4 April 2008

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REPORT OF THE FIFTH MEETING OF THE FACILITATION PANEL**Montreal, 31 March to 4 April 2008****INTRODUCTION****General**

1. The fifth meeting of the ICAO Facilitation Panel (FALP/5) was held at the Headquarters of Organization in Montreal from 31 March to 4 April 2008.

Terms of reference

2. The FAL Panel will:

- a) consider input from FAL Area Meetings, Facilitation contacts, and the Secretariat to formulate recommendations for new and amended SARPs or guidance material, taking into account recent developments in applicable technology, contemporary challenges, and future needs for improvement of the efficiency and effectiveness of border inspection and other control processes in airports;
- b) contribute information that could be used by the Secretariat in developing management tools (e.g. a manual) and other guidance material to assist States with implementation of Annex 9;
- c) develop proposals for consideration at FAL Division sessions; and
- d) perform other tasks as assigned by the Committee.

Agenda

3. The Agenda for the Meeting was determined by the Air Transport Committee and comprised the following items (presented in FALP/5-WP/1):

Agenda item 1: Recent Facilitation Developments in ICAO

The Panel will be informed of Facilitation-related developments in ICAO since its fourth meeting, including the action taken on the recommendations of the Twelfth FAL Division and the events leading up to the publication of Amendment 20 on the health of passengers and crews.

Agenda item 2: Comprehensive revision of Chapter 6

The Panel will be invited to examine proposals for amendments to the structure and content

of Chapter 6, in furtherance of the work on the comprehensive revision of Annex 9.

Agenda item 3: Other amendments to Annex 9

The Panel will be invited to consider the proposals made by the United States, Switzerland and others, if any, for amendments to Annex 9.

Agenda item 4: Other matters

The Panel will be invited to consider other matters concerning the ICAO Facilitation Programme as required and feasible.

Attendance

4. The total number of participants was 63 as follows:

- 49 Panel members, alternates and advisers from 16 Contracting States;
- 3 observers from 3 Contracting States; and
- 11 observers from 6 international organizations.

A complete list of participants appears in **Appendix A**.

Opening of the meeting

5. The Chairman of the Air Transport Committee, Mr. S.A.R. Hashem, opened the meeting. The Deputy Director of the Air Transport Bureau, Mr. J. Begin introduced the members of the Secretariat.

Officers and Secretariat

6. The Panel elected Mr. Claude Jacques, Panel Member from Canada as Chairman of the Meeting and Mr. TAN Lye Teck, Panel Member from Singapore, as Vice-Chairman.

7. Mr. Jitendra Thaker, Facilitation Officer, Security and Facilitation Policy (SFP) Section, was Secretary of the Meeting. Ms. Agnieszka Mizgalska, Technical Officer (Guidance Material), SFP acted as assistant secretary.

Languages and documentation

8. Interpretation services were provided in English, French, Russian and Spanish by the Language and Publications Branch under the directions of Ms. Ellen McCarthy.

9. A list of documentation prepared or made available for the meeting is at **Appendix B**.

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Agenda Item 1: Recent Facilitation Developments in ICAO

1. The Secretary informed the Panel of the following Facilitation-related developments in ICAO since its fourth meeting:

a) *FALP/4 and FAL/12.* The fourth meeting of the Facilitation Panel (FALP/4) laid the groundwork for the 12th Session of the Facilitation Division (FAL/12, Cairo, 22 March to 4 April 2004). FAL/12 made sixteen Recommendations for amendments to Annex 9. These were subsequently adopted as Amendment 19, that became applicable in July 2005. The Amendment introduced new and revised definitions and Standards and Recommended Practices (SARPs) in nearly all chapters of Annex, including provisions relating to document security, machine readable travel documents, Advance Passenger Information (API), Passenger Name Records (PNR), and a new Chapter 5 concerning inadmissible persons and deportees.

b) *Guidelines on Passenger Name Record (PNR) Data.* Pursuant to a recommendation of FAL/12, a Secretariat study group developed guidelines on PNR data transfer. These were subsequently published as ICAO Circular 309.

c) *Amendment 20.* In 2004, the 35th Assembly requested the Council to review existing SARPs related to passenger and crew health and develop new SARPs, where appropriate, in order to address contingency plans to prevent the spread of communicable diseases by air transport. Consequently, Amendment 20 to Annex 9 was adopted, and became applicable in 2007.

d) *FAL Manual.* Initial work on the FAL Manual had been completed before FAL/12, including editing. Portions of the text had to be re-drafted as a result to changes to Annex 9 resulting from the Division's recommendation. The Aviation Security and Facilitation Policy Section was working on finalizing the Manual, with a planned publication date of December 2008.

2. The Panel was informed by the Aviation Security Audit Section of the fifteen aviation-security related SARPs of Annex 9 that had begun to be audited, as of January 2008. IP/4, "Universal Security Audit Programme (USAP): Inclusion of Relevant Security-Related Provisions of Annex 9 — *Facilitation*" was submitted to the Panel for information.

Agenda Item 2: Comprehensive revision of Chapter 6

1. Under this Agenda item, the Panel considered FALP/5-WPs/ 8, 9, 10, 11, 12 and 13. FALP/5-IPs 1 and 2 were before the Panel for information.
2. During the course of its discussions on WP/8 (Review of Chapter 6: Paragraphs 6.1 to 6.6), the Panel agreed that:
 - a) in paragraph 6.1.1, the phrase “in consultation with airport operators” be inserted after the word “State”, and that the paragraph should be a Recommended Practice; and,
 - b) in paragraph 6.1.4, the word “appropriate” should be deleted;
3. During the course of its discussions on WP/9 (Review of Chapter 6: Paragraphs 6.7 to 6.14), the Panel agreed that:
 - a) in paragraph 6.7, the first part of the provision be redrafted so that it reads: “Airport operators, aircraft operators and public authorities should exchange, in a timely manner . . .”;
 - b) in paragraph 6.8, the phrase “handling, including automated check-in facilities” should be replaced with the word “processing”, so that the provision would conclude with “. . . passenger and baggage processing”;
 - c) in paragraph 6.9.1, the word “agreement” should be replaced by the word “consultation” and the words “or restricted” should be inserted after the word “banned”;
 - d) in paragraph 6.10, the phrase “or terminal building operators” should be inserted after “airport operators” and the phrase “and the traffic volume” be inserted after the word “distances”;
 - e) in paragraph 6.11, the words “other service providers” should be deleted and the words “or aircraft” be inserted before “operator”, and the words “supplemented with a public address system” be deleted;
 - f) in paragraph 6.12, the words “other service providers” should be deleted and the words “or aircraft” be inserted before “operator” and the words “for each airport under its control” be deleted;
 - g) in paragraph 6.54bis, the phrase “service providers” should be explained in the FAL Manual;
 - h) paragraph 6.13 should be redrafted to read: “Each Contracting State should encourage the airport operators or the service provider as appropriate, to provide car parking facilities for long-term and short-term usage by passengers, visitors, crew and staff at international airports”;
 - and,
 - i) paragraph 5.2.2 should be deleted.
4. In its consideration of WP/10 (Review of Chapter 6: Paragraphs 6.15 to 6.25), the Panel agreed that:
 - a) in paragraph 6.14, the phrase “of all types and categories” should be deleted and the

provision be made a Recommended Practice;

b) in paragraph 6.15, the word “frequent” should be replaced with the word “adequate,” the phrase “during the hours of airport operation” be inserted after the word “buildings” and the provision remain a Recommended Practice;

c) in paragraph 6.17, the word “modern” should be replaced with the word “efficient” and the provision remain Recommended Practice;

d) paragraphs 6.18 and 6.19 should be deleted and explained in the FAL Manual;

e) a new paragraph 6.20bis be inserted, as follows:

*“6.20bis. **Recommended Practice.** Airport operators and public authorities should provide efficient services for general aviation operators or their agent(s) concerning their operational and administrative requirements.”; and,*

f) a new paragraph 6.20ter be inserted, as follows:

“6.20ter. Each Contracting State shall make arrangements for sufficient number of control channels so that clearance, if required, of outbound passengers and crew may be obtained with the least possible delay. Additional channels shall be available, if possible, to which complicated cases may be directed without delaying the main flow of passengers.”

5. The Panel then took up WP/11 (Review of Chapter 6: Paragraphs 6.26 to 6.34). The Panel agreed that:

a) the original (12th Edition) text of paragraph 6.26 should be retained, as is;

b) in paragraph 6.22, the word “withdrawal” should be replaced with the word “reclaim”;

c) in paragraph 6.23, the words “traffic warrants” should be replaced with the word “appropriate” and the provision remain a Recommended Practice;

d) the original text of paragraph 6.24 (12th Edition Standard 6.30.1) should be retained, as is;

e) in paragraph 6.25, the words “and security” be inserted after the word “safety”; and,

f) in paragraph 6.26, the phrase “determined in consultation with” be replaced by the phrase “agreed between the airport and”.

6. During the course of its discussions on WP/12 (Review of Chapter 6: Paragraphs 6.35 to 6.50), the Panel agreed that:

a) the original text of paragraph 6.27 (12th Edition Recommended Practice 6.35.1) should be retained, with the insertion of the phrase, “subject to security requirements”, after the word “pick-up”;

b) in paragraph 6.28, the first sentence should be amended to read: “Each Contracting State

shall ensure that airport or aircraft operators, as appropriate, provide facilities where unclaimed, unidentified and mishandled baggage is kept securely until cleared, forwarded, claimed or disposed of in accordance with applicable laws and regulations”;

- c) in paragraph 6.29, the word “managed” should be inserted after the word “designed”, and the provision remain a Recommended Practice;
- d) the 12th Edition text of paragraph 6.36.1 should be retained, as is;
- e) paragraph 6.30 should remain a Recommended Practice;
- f) in paragraph 6.31, the phrase “separate cargo terminal(s) or area(s)” should be deleted;
- g) paragraphs 6.33 and 6.34 should be deleted, and explained in the FAL Manual, instead;
- h) paragraph 6.35 should remain a Recommended Practice, and re-drafted, as follows: “Each Contracting State, in cooperation with airport and aircraft operators, should ensure that cargo terminals are designed to facilitate the safe, efficient, and secure processing and storage of cargo in accordance with appropriate laws and regulations.”
- i) paragraphs 6.36 and 6.37 should be deleted, and explained in the FAL Manual, instead; and,
- j) in paragraph 6.38, the words “and aircraft” be inserted before the word “operators” and that the provision should remain a Recommended Practice.

[*Note by Secretary:* During the *report-reading phase* of the meeting, the Panel agreed that the following phrase should be inserted at the end of the paragraph: “and in accordance with appropriate laws and regulations.”]

7. In its consideration of WP/13 (Review of Chapter 6: Paragraphs 6.51 to 6.71), the Panel agreed that:

- a) in paragraph 6.41, the word “adequate” should be replaced by the phrase “access to appropriate”;
- b) in paragraph 6.45, the word “authorities” should be replaced with the word “operators”;
- c) paragraphs 6.46 and 6.47 should be deleted;
- d) a new paragraph 6.48bis be inserted, as follows:

“6.48bis Recommended Practice. *In addition to services referred to in 6.48, Contracting States may wish to offer enhanced processes or to provide basic services outside the recognized hours of operation to users on a fee-paid voluntary basis. Where such enhanced processes are implemented, the Contracting States should seek to limit the associated charge to that necessary to recover the cost for the service provided.* [“Users” intended to reflect passengers, aircraft operators or any other party that would benefit from the enhanced facility.]

[*Note by Secretary:* During the *report-reading phase* of the meeting, the Panel agreed that this text, instead of being included in the Annex as a Recommended Practice should, instead, be placed in a “Note” (to be drafted by the Secretary in consultation with the observer from IATA) that would follow paragraph 6.48. As a result, the following text for a new Note to 6.48 was drafted for inclusion in the Annex:

Note.—In addition to services referred to above, Contracting States, airport operators or aircraft operators may wish to offer enhanced services to users (passengers, aircraft operators and other parties that would benefit from the proposed premium service), either on a free or a fee-paid, voluntary basis. Where a fee will be assessed, it should be limited to that necessary to recover the cost for the service provided.]

- e) in paragraph 6.49, the word “permit” should be deleted and replaced with the phrase “make arrangements with” and the following clause inserted at the end of the paragraph “when such action will facilitate clearance upon arrival in those States”;
- f) paragraph 6.49.1 should be deleted;
- g) in paragraph 6.51, the words “public authorities” should be inserted before “airport” and the phrase “airport staff and aircraft crew members” replaced with the word “ personnel”; additionally, a new Note should be inserted after the paragraph making a cross-reference to ICAO Circular 288 on unruly passengers”;
- h) in paragraph 6.52, the words “where traffic justifies” should be inserted before the word “ensure” and that the phrase “public terminals and direct transit areas” should be replaced with the words “passenger terminals”;
- i) paragraph 6.53 should be deleted; and,
- j) in paragraph 6.54, the words “leave with” should be replaced with the word “re-export.”

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PROPOSED TEXT

CHAPTER 6. INTERNATIONAL AIRPORTS — FACILITIES AND SERVICES FOR TRAFFIC

A. General

6.1 ~~Each~~ Contracting States shall ensure that the provisions of Annex 9 continue to be implemented in the event an airport becomes privatized.

~~6.1.1 Contracting States shall take all necessary steps to secure the cooperation of aircraft operators and airport operators in ensuring that satisfactory facilities and services are provided for rapid handling and clearance of passengers, crew, baggage, cargo and mail at their international airports. Such facilities and services shall be flexible and capable of expansion to meet anticipated growth in traffic volume, or increased security measures during higher threat situations, while permitting appropriate narcotics control measures.~~

6.1.1 Recommended Practice. *Each Contracting State should , in consultation with airport operators, ensure that the design, development and maintenance of facilities at international airports provide efficient and effective flow arrangements.*

6.1.2 Each Contracting State shall ensure that airport and aircraft operators provide for the expeditious processing of passengers, crew, baggage, cargo and mail.

6.1.3 Each Contracting State shall ensure that efficient customs, immigration, quarantine and health border clearance services are provided at international airports.

6.1.4 Each Contracting State, in consultation with airport operators, shall ensure that facilities and services provided at international airports are, where possible, flexible and capable of expansion to meet traffic growth, an increase in security requirements arising from increased threat, or other changes to support border integrity measures.

*Note.— With respect to ~~the application of~~ aviation security ~~requirements~~ measures, attention is drawn to the relevant specification in Annex 17, Chapter 2.**

~~6.2 Contracting States shall take all necessary steps to encourage consultations between the airport operator on the one hand and aircraft operators, control authorities and appropriate bodies representing other airport users on the other at the earliest stage when planning new or substantially modified terminal buildings or when new procedures require changes in facilities, including changes of layout within existing facilities, at their international airports.~~

6.2 Each Contracting State shall require that, in the planning of new facilities or major modifications to existing facilities, including cargo facilities, at international airports, the entity or entities responsible for such planning consult with public authorities, aircraft operators and appropriate bodies representing airport users, at the earliest stages of planning.

6.3 Recommended Practice.—*Aircraft operators should inform airport operators and relevant government agencies, in commercial confidence, of their service, schedule and fleet plans at the airport, to enable rational planning of facilities and services in relation to the traffic anticipated.*

~~6.3—Contracting States shall take all necessary steps to secure the cooperation of aircraft operators and airport operators in ensuring that the facilities and services at their international airports are designed in such a way as to provide the best possible airport traffic flow arrangements.~~

~~6.3.1—Recommended Practice.—Contracting States whose international airports experience traffic peaking problems should, in accordance with appropriate procedures for coordination of schedules at airports, indicate to the appropriate airlines operating scheduled and non-scheduled flights, well in advance of the recognized traffic seasons, any restrictions that may apply in order to match the traffic and the airport capacity.~~

~~6.4—Recommended Practice.—Where a passenger service charge is levied at an international airport and its collection from passengers gives rise to facilitation problems, this charge should be levied, where practicable, following consultation and advance notice, on the aircraft operators which should in turn recover the charge from passengers in such a way that the necessity for additional queuing at the airport is avoided.~~

6.4 Recommended Practice. – *Each Contracting State should ensure that where a passenger service charge, tax or other similar charge is levied at an international airport, direct collection from passengers is avoided wherever possible.*

~~6.5—Recommended Practice.—Whenever possible, the use of credit cards should be acceptable as a means of payment for services rendered, including duties and taxes, at international airports.~~

~~6.6—Recommended Practice.—It is recommended that aircraft operators, in agreement with, and subject to reasonable limitations which may be imposed by, the airport operators, be offered the choice of providing their own services for ground handling operations, or the option of having such operations performed entirely, or in part, by an organization controlled by another aircraft operator authorized by the airport operator, or by the airport operator, or by a servicing agent approved by the airport operator.~~

6.5 Recommended Practice – *Each Contracting State should, subject to relevant regulations and within the limitations established by the airport operator due to constraints caused by limited space or capacity, permit aircraft operators to choose how, and by whom, their ground handling operations should be carried out.*

B. Airport traffic flow arrangements

I. Common provisions

~~6.7~~ **6.6** Each Contracting State shall ensure that airport operators particular attention is given to the need for provide adequate facilities to be available at all times at international airports and that appropriate measures are adopted to permit embarkation and disembarkation of passengers without delay.

~~6.7.1~~ **Recommended Practice.**— *Contracting States should encourage airport operators and aircraft operators to exchange all relevant flight information. Electronic Data Interchange with airlines should be facilitated at busy airports. In such cases, technical solutions complying with industry standards (e.g. UN/EDIFACT) should be encouraged.*

~~6.7.1~~ **6.7 Recommended Practice.**— Airport operators, aircraft operators and public authorities should exchange, in a timely manner, all relevant operational information, in order to provide for a smooth and expeditious passenger flow and efficient resource allocation.

6.8 Recommended Practice.— *Contracting States, airports and aircraft operators, where appropriate and after consultation, should implement automated facilities for passenger and baggage processing. .*

~~6.8~~ **Recommended Practice.**— *The arrangements in 6.3 should be by the most direct route with no crossing between passenger and baggage lines nor between different circuits. To the extent that the route is not self evident, appropriate sign posting should be used.*

6.9 Recommended Practice.— *International signs to facilitate passengers using airports, reproduced in the document developed for that purpose entitled International Signs to Provide Guidance to Persons at Airports and Marine Terminals (Doc 9636) published jointly by ICAO and the International Maritime Organization, should be introduced at the earliest practicable opportunity.*

Each Contracting State should ensure that signage used at airports is based on Doc 9636, International Signs to Provide Guidance to Persons at Airports and Marine Terminals, published jointly by ICAO and the International Maritime Organization.

~~6.9.1~~ **Recommended Practice.**— *Notices and leaflets should be prominently displayed at international airports, warning travellers of the serious consequences of illegal narcotics trafficking and of the penal measures to which persons convicted of narcotics law offences may be liable.*

Each Contracting State, in consultation with airport and aircraft operators, should notify travellers, via signage, leaflets, video, audio, internet websites or other media, of the penalties for breaching regulations with regard to entry and departure and attempting to import or export any banned or restricted item.

~~6.10~~ **Recommended Practice.**— *Arrangements should be made so that, when necessary, passengers and crew can proceed under shelter between the air terminal buildings and the aircraft, and vice versa.*

~~6.11~~ **6.10 Recommended Practice.**— *Particular attention should be given to passenger routes involving long distances to be covered on foot and the possibility should be studied of facilitating travel over these routes by mechanical systems.*

Each Contracting State should ensure that airport operators or terminal building operators install mechanical people-moving devices, when walking distances and the traffic volume within and across terminal buildings so warrant.

~~6.12 6.11 Recommended Practice.—Flight information boards, or displays, supplemented, where necessary, by a clearly audible public address system should be provided so that passengers and the public can be fully informed of arrivals, departures and cancellations of flights, and particularly of any last minute changes in arrival or departure times or changes in gate numbers.~~

Each Contracting State should ensure that an airport or aircraft operator, as appropriate, installs flight information systems capable of providing up-to-the-minute information on departures, arrivals, cancellations, delays, and terminal/gate allocations.

~~6.12.1 6.12 Recommended Practice.—In giving effect to 6.12, flight information boards or displays should, as far as possible, be in the standard layout recommended in Doc 9249—Dynamic Flight related Public Information Displays. Contracting States should ensure that the parties concerned in the operation of flights provide on a timely and rapidly updated basis all relevant information on flights, including last minute changes, to the authorities responsible for the operation of Flight Information Display Systems. Those authorities should be responsible for establishing the list of data elements they need for this operation and the means of communicating them, recognizing existing industry standards.~~

Each Contracting State should ensure that an airport operator or aircraft operator, as appropriate, maintains a flight information system, and follows the standard layout recommended in Doc 9249, 'Dynamic Flight-Related Public Information Displays'.

~~6.13 Recommended Practice.—Contracting States should ensure that rapid and reliable city/airport ground transportation is available.~~

~~6.13.1 6.54bis Recommended Practice.—Contracting States should promote full consultation at the earliest possible stage between airport operators and all agencies and operators involved in surface access to the airport to encourage both increased coordination in the planning of surface access to airports and the provision of relevant information to passengers. Contracting States should also promote both the provision of information to passengers on services available and on the price for such services, and the facilitation of ticketing for ground transportation, including payment methods.~~

Each Contracting State should ensure that an airport operator or service provider(s), as appropriate, provide(s) passengers information on ground transportation available at the airport.

~~6.14 6.13 Recommended Practice.—International airports should have available appropriate automobile parking facilities for short and long term parking~~

Each Contracting State should encourage the airport operators or the service provider as appropriate, to provide car parking facilities for long- and short-term usage by passengers, visitors, crew and staff at international airport..

II. Parking and servicing arrangements

~~6.15 Recommended Practice.—Adequate measures should be taken to ensure convenient parking and servicing of aircraft of all types and categories—regular, non-scheduled and general aviation aircraft—in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time. It is~~

desirable in particular:

- a) — to make arrangements for optimum allocation of aircraft parking spaces as close as possible to the terminal building for rapid loading and unloading;*
- b) — to provide adequate parking spaces, away from the terminal building, for aircraft when either loading or unloading, so as to avoid obstruction to the flow of traffic on the apron, and make adequate arrangements for their optimum use;*
- c) — to equip the parking spaces with the necessary means for rapid, convenient and safe performance of all aircraft servicing operations, including equipment for secure tie-downs;*
- d) — to give particular importance to measures for assistance to aircraft during embarkation and disembarkation operations;*
- e) — to provide facilities for fuelling of aircraft during hours established by the public authorities;*
- f) — to provide transportation between remote parking positions and the terminal building when distance and safety so require as a result of optimum use of the parking area available; and*
- g) — to provide, when necessary, parking space for international flights where inspection of aircraft, passengers, crew and baggage can be performed.*

6.14 Recommended Practice. Each Contracting State should ensure that convenient parking and servicing facilities for aircraft are available, in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time.

III. Outbound passengers, crew and baggage

~~6.16 Recommended Practice. — Easy and speedy access to the terminal should be provided for passengers, crew and their baggage arriving at the airport by surface transport.~~

[6.17: Moved to the last section.]

6.18 **6.15 Recommended Practice.** — *Recommended Practice.* Each Contracting State should ensure that ~~Easy and adequate transportation should be available~~ is provided, by the appropriate service provider, between airport terminal buildings during the hours of airport operation, ~~as well as between designated remote parking facilities and airport terminal buildings.~~

~~6.19 Recommended Practice. — Consideration should be given to the provision of baggage check-in facilities as close as possible to arrival points of surface transport.~~

6.20 **6.16 Recommended Practice.** — *Contracting States should study the possibility of allowing the provision of off-airport check-in facilities, with due regard to the necessary security precautions and control requirements.*

Each Contracting State should allow airport and aircraft operators to provide off-airport check-in facilities, so long as all necessary security measures and other control requirements are met.

~~6.21 Recommended Practice. — In order to facilitate aircraft departure, Contracting States, in examining passengers as a security measure, or for purposes of narcotics control as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the number of persons to be searched by other means.~~

Note 1. — The use of radiological techniques for screening passengers should be avoided.

Note 2. — Privacy should be assured when a thorough physical search is to be carried out. If special rooms are not available, portable screens may be used for this purpose.

6.17 Recommended Practice. Each Contracting State should ensure that airport operators and the State's security or border control personnel use efficient screening and examination techniques, in security and border control examinations of passengers and their baggage, in order to facilitate aircraft departure.

~~6.22 Recommended Practice. — In order to facilitate aircraft departure, Contracting States, in examining baggage of passengers departing from their territory as a security measure, or for narcotics control purposes as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the amount of baggage to be searched by other means.~~

~~6.23 Recommended Practice. — An individual and continuous "trickle" method of processing and loading of passengers, crew and baggage should be adopted — in lieu of the group ("package") system — whenever this will speed up their clearance.~~

6.24 **6.18 Recommended Practice.** — ~~Particular attention should be paid to the use of sorting, conveyance, reconciliation and loading devices for baggage. Provisions should be made as far as possible for:~~

~~a) mechanized systems capable of sorting, transferring and loading large quantities of baggage within a minimum amount of time, consistent with the volume of traffic;~~

~~b) the use of the unique baggage identification system, known as the "Licence Plate Concept", for baggage reconciliation, sorting and tracing. The "Licence Plate Concept" developed by ACI/IATA is defined in the IATA Passenger Services Conference Resolutions Manual (Resolution 740) and in the appropriate Recommended Practices of the same document. The concept includes a coded baggage tag with a unique number that can be read automatically and transmitted electronically between aircraft operators, airports and handling agents. It enables these parties to provide higher quality baggage sorting and handling. Baggage reconciliation applications (reference Annex 17, 4.4.3) can also use the same data elements;~~

~~c) an area where it would be possible to hold baggage containers and to rearrange their contents; and~~

~~d) mechanical means of handling and sorting empty baggage containers, consistent with the volume of~~

6.25 **6.20 Recommended Practice.** — ~~The premises that e Crew members check-in and have to visit for operational purposes operations facilities should be readily accessible and, if possible, next to one another and within close proximity of each other.~~

New 6.20bis. Recommended Practice. Airport operators and public authorities should provide efficient services for general aviation operators or their agent(s) concerning their operational and administrative requirements.

6.20ter. Each Contracting State shall make arrangements for sufficient number of control channels so that clearance, if required, of outbound passengers and crew may be obtained with the least possible delay. Additional channels shall be available, if possible, to which complicated cases may be directed without delaying the main flow of passengers.

IV. Inbound passengers, crew and baggage

6.26 Contracting States shall make arrangements for a sufficient number of control channels so that clearance of inbound passengers and crew may be obtained with the least possible delay. Additional channel(s) shall be available if possible to which complicated cases may be directed without delaying the main flow of passengers.

~~6.27 **Recommended Practice.**— *Particular attention should be given to points where passenger delays are frequently found to occur.*~~

~~6.28 To obviate any delay to passengers, the necessary steps shall be taken to ensure that baggage arrives on time in the baggage claim area.~~

~~6.28.1 **Recommended Practice.**— *Arrangements should be made for rapid unloading of baggage, including containerized baggage, from the aircraft and its swift movement to the baggage claim area. To this end, mechanical unloading and conveyance systems should be used where the volume of traffic warrants and a sufficient number of handling staff should be available at all times.*~~

6.29 **6.22 Recommended Practice.**— *Each Contracting State should ensure that airport operators provide —A adequate space should be provided in the baggage claim area permitting ready easy identification and speedy reclaim by each passenger of his checked baggage.*

~~6.30 **Recommended Practice.**— *Where the volume of baggage so warrants, mechanized baggage dispensing systems should be provided in baggage claim areas so as to move the baggage towards passengers, thus facilitating pick up of baggage.*~~

6.30 6.23 Recommended Practice Each Contracting State should ensure that, where ~~traffic warrants~~, appropriate, mechanized baggage delivery systems are installed at international airports to facilitate the movement of passengers' baggage.

6.30.1 The operators responsible for international airports shall ensure that passengers can obtain assistance in the carriage of baggage to enable them to transfer baggage from baggage claim areas to points as close as possible to areas where surface transportation from the airport or between airport terminals is provided.

V. Transit and transfer of passengers and crew

~~6.31~~ **6.25 Recommended Practice.**— *Contracting States should, whenever possible, permit passengers to remain on board the aircraft and authorize embarkation and disembarkation during refuelling, subject to the necessary safety and security measures.*

~~6.31.1 **Recommended Practice.**— *It is recommended in particular that technical and regulatory provisions should be adopted to ensure that telescopic passageways to and from aircraft can be kept in use during refuelling of aircraft.*~~

~~6.32 **Recommended Practice.**— *Contracting States should ensure that physical facilities at airports are provided, where the volume and nature of the traffic so require, whereby crew and passengers in direct transit on the same aircraft, or transferring to other flights, may remain temporarily without being subject to inspection formalities, except for aviation security measures, or in special circumstances.*~~

Note.—This provision is not intended to prevent the application of appropriate narcotics control measures.

~~6.33 6.26 Recommended Practice.—Provisions should be made for airline handling counters in the transit area for the purpose of processing passengers transferring from one aircraft to another and not going through clearance controls.~~

Each Contracting State should ensure that airport operators provide sufficient space for handling counters in direct transit areas, in accordance with traffic volumes. The space requirement and operating hours should be agreed between the airport and aircraft operators.

~~6.34 Recommended Practice.—Arrangements should be made whereby crew members in brief transit can communicate from a point near the aircraft's loading position, located either on the apron or in a locale near the apron, via television or telephone with the various governmental agencies (e.g. air traffic control, MET Office) without the need to report to them in person.~~

VI. Miscellaneous facilities and services in passenger terminal buildings

~~6.35 Recommended Practice.—Facilities provided for the use of transit passengers should contain all necessary arrangements for their convenience.~~

~~6.35.1 6.27 Recommended Practice.—Storage facilities should be provided for baggage left by their owners at international airports for later pick-up subject to security requirements.~~

~~6.35.2 6.28~~ Each Contracting State shall ensure that airport or aircraft operators, as appropriate, provide International airports shall be equipped with functional secure storage facilities where unclaimed, unidentified and mishandled baggage will be kept available is kept securely until cleared, forwarded, claimed or disposed of in accordance with the governmental regulations and procedures applicable in the territory of the State concerned applicable laws and regulations. Authorized Airline personnel of the aircraft operator or service provider shall have access to the baggage at least throughout the during the hours of airport operation.

~~6.36 Recommended Practice.—To the extent that the non-travelling public are admitted to terminal buildings, appropriate arrangements should be made so that they do not interfere with the flow of inbound and outbound traffic.~~

~~6.36 6.29 Recommended Practice.~~ Each Contracting State in cooperation with airport operators should ensure that terminal facilities are designed, managed and organized so that the non-travelling public does not interfere with the flow of inbound and outbound passengers.

~~6.36.1 Recommended Practice.—Provisions should be made to locate facilities for group/tour operators in public or uncontrolled areas in the arrival and/or departure areas in order to minimize congestion in the terminal buildings.~~

~~6.37 Recommended Practice.—When duty free or other goods are offered for sale in terminal buildings, whether to outbound passengers only or to both outbound and inbound passengers, provisions should be made for convenient locations of the stores which would ensure easy access by a large number of passengers, efficient service and adequate customer space so as to avoid congestion and interference with the main streams of outbound and inbound passenger traffic.~~

6.37 Recommended Practice 6.30 Each Contracting State, in consultation with airport operators, should ensure that retail facilities, while being conveniently located, do not impede passenger flows.

VII. Cargo and mail handling and clearance facilities

6.38 ~~6.31~~ **Recommended Practice.**—~~Contracting States should make arrangements whereby all cargo aircraft and their loads can be entered and cleared at the cargo terminal area.~~

Each Contracting State should ensure that airport operators make appropriate provision for clearance of all-cargo aircraft.

6.39 ~~6.32~~ **Recommended Practice.**—~~Easy and speedy access should be provided to airport cargo terminals, taking into account the space requirements of extra large trucks on access roads and in front of terminals for manoeuvring into position.~~

Each Contracting State, in cooperation with airport operators, should ensure that cargo terminals and their landside access roads are appropriately designed and operated to provide efficient access.

6.42 **Recommended Practice.**—~~Adequate space should be available in cargo terminals for storage and handling of air cargo, including building up and breaking down of pallet and container loads, located next to the customs area and easily accessible to authorized persons and vehicles from both the apron and the landside road. Such arrangements should take into account aviation security and appropriate narcotics control measures.~~

6.42 6.35 Recommended Practice Each Contracting State, in cooperation with airport and aircraft operators, should ensure that cargo terminals are designed to facilitate the safe, efficient and secure processing and storage of cargo in accordance with appropriate laws and regulations.

6.44 **Recommended Practice.**—~~Cargo terminals should be equipped with storage facilities as appropriate for special cargo (e.g. valuable goods, perishable shipments, human remains, radioactive and other dangerous goods, as well as live animals). Those areas of cargo terminals in which general and special cargo and mail are stored prior to shipment by air should be protected against access by unauthorized persons at all times.~~

6.45 **Recommended Practice.**—~~Parking spaces should be available at cargo terminals for handling equipment when not in use, located so as to avoid interference with the flow of inbound and outbound cargo.~~

6.46 **Recommended Practice.**—~~Where high capacity aircraft with mixed passenger and cargo loads are positioned next to the passenger terminal, all necessary facilities should be provided for swift loading/unloading and conveyance between the aircraft and the cargo terminal(s) of large volumes of air cargo. To this end, flow routes should be designed so as to avoid interference with those for passengers and baggage.~~

6.47 **Recommended Practice.**—~~Facilities should be provided, where necessary, for the direct removal of bulky or heavy consignments by approved transport, from the airport to the premises of the importer, agent or freight forwarder, such removal being subject to customs approval and any conditions attached to that approval.~~

~~6.48 **Recommended Practice.**— Sufficiently large and convenient areas should be provided at international airports, where, under customs supervision, trans shipment cargo can be broken down, sorted and reassembled for immediate or later onward transmission. Such arrangements should take into account aviation security and appropriate narcotics control measures.~~

~~6.49 **Recommended Practice.**— At airports whose cargo handling capacity is insufficient and whose expansion is limited or unfeasible, off airport bonded warehouses should be allowed, and the procedures for moving cargo between them and the airport should be minimal in order to accelerate clearance and reduce congestion in airport warehouses.~~

~~6.50 **Recommended Practice.**— Where the volume of airmail so warrants and where it will expedite the onward transmission of the mail, in the opinion of the postal authorities, adequate space and facilities should be provided at international airports for the reworking, sorting and onward transmission of airmail. Such arrangements should take into account aviation security and appropriate narcotics control measures.~~

6.50 6.38 **Recommended Practice.** Each Contracting State, in cooperation with airport and aircraft operators, should provide for appropriate facilities for the safe, efficient and secure processing and storage of mail consignments, at those international airports where the volume of mail so warrants and in accordance with appropriate laws and regulations.

C. Facilities required for implementation of public health, emergency medical relief, and animal and plant quarantine measures

6.51 6.39 **Each** Contracting States, in cooperation with airport operators, shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.

6.52 6.40 **Recommended Practice.**— Contracting States should provide, at or near all their major international airports, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.

6.53 6.41 **Recommended Practice.**— International airports should have available access to appropriate facilities for administration of public health and animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores.

6.54 6.42 **Recommended Practice.**— Contracting States should provide arrangements whereby passengers and crew in transit can remain in premises free from any danger of infection and insect vectors of diseases and, when necessary, facilities should be provided for the transfer of passengers and crew to another terminal or airport nearby without exposure to any health hazard. Similar arrangements and facilities should also be made available in respect of animals.

6.55 ~~Contracting States, in cooperation with airport operators and aircraft operators, shall take all steps to ensure that the procurement, preparation, handling, storage and service of food and water supplies intended for consumption both at airports and on board aircraft are hygienically carried out in accordance with the pertinent regulations, recommendations and standards of the World Health Organization and the pertinent recommendations of the Food and Agriculture Organization of the United Nations.~~

6.55 6.43 Each Contracting State shall ensure that handling and distribution procedures for consumable products (i.e. food, drink and water supplies) on board aircraft or in the airport are in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization and

Food and Agriculture Organization.

~~6.56—Contracting States, in cooperation with airport operators and aircraft operators, shall ensure that an effective system is instituted for the safe removal and safe disposal of excrement, refuse, waste water, waste, unused and condemned food and other matter dangerous to the health of persons, animals or plants in accordance with the pertinent regulations and recommendations of the World Health Organization and the recommendations of the Food and Agriculture Organization of the United Nations.~~

~~6.56~~ 6.44 Each Contracting State, in cooperation with airport operators, shall ensure that a safe and efficient system is instituted, at international airports, for the removal and disposal of all waste and waste water other matter dangerous to the health of persons, animals or plants in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization and Food and Agriculture Organization.

~~6.57~~ 6.45 Each Contracting State, in cooperation with airport operators, shall ensure that ~~There shall be maintained at~~ international airports ~~maintain~~ facilities for first aid attendance on site, and ~~that~~ appropriate arrangements ~~shall be~~ ~~are~~ available for expeditious referral of the occasional more serious case to pre-arranged competent medical attention.

D. Facilities required for clearance controls and operation of control services

~~6.59—If the space and facilities referred to in 6.58 are not provided at public expense, Contracting States shall ensure that such space and facilities are provided on terms not less favourable than those which apply to the operators of other means of transportation entering the State and requiring space and facilities on a comparable scale.~~

~~6.60~~ 6.48 Each Contracting States shall provide sufficient services of the public authorities concerned, without charge, during working hours established by those authorities.

Note.—In addition to services referred to above, Contracting States, airport operators or aircraft operators may wish to offer enhanced services to users (passengers, aircraft operators and other parties that would benefit from the proposed premium service), either on a free or a fee-paid, voluntary basis. Where a fee will be assessed, it should be limited to that necessary to recover the cost for the service provided.

~~6.60 Note.—Where traffic, volume and available space and facilities warrant, Contracting States may wish to provide clearance controls for passengers and their baggage at more than one location.~~

~~6.60.1—Contracting States shall provide sufficient services of the public authorities concerned in such a way as to respond to real needs and thus to the flow of traffic during working hours established by those authorities.~~

Note 1.—Paragraphs 6.60 and 6.60.1 should be applied in accordance with Article 82 of the International Health Regulations (1969), Third Annotated Edition (1983) which provides that no charge shall be made by a health authority for any medical examination provided for in the International Health Regulations (IHR) or for any vaccination of a person on arrival and any certificate thereof. The IHR specify that it is not permissible to exact or receive payment for medical examination carried out at any time of the day or night. Article 24 provides that health measures shall be initiated forthwith and completed without delay.

[6.48] *Note 2.— Under Annex 15 — Aeronautical Information Services, States are obligated to publish the types and hours of clearance services (customs, immigration, health) at their international airports.*

~~6.61— Outside of the working hours established to cover any periods of substantial workload at international airports referred to in 6.60 and 6.60.1 Contracting States shall provide services of such authorities on terms not less favourable to operators of aircraft than those which apply to operators of other means of transportation entering the State.~~

~~6.62 **6.49 Recommended Practice.**— Contracting States should make arrangements whereby one State will permit another State to station representatives of the public authorities concerned in its territory to examine aircraft, passengers, crew, baggage, cargo and documentation for customs, immigration, public health and animal and plant quarantine purposes, prior to departure for the other State concerned, when such action will facilitate clearance upon arrival in that State. Alternatively, Contracting States may by agreement enter into electronic forms of pre-clearance for any of the functions listed above to facilitate clearance upon arrival in the other State.~~

Each Contracting State should make arrangements with other States to station representatives of the public authorities concerned in its territory in order to pre-examine aircraft, passengers, baggage, crew, and cargo, for customs, immigration, public health and animal and plant quarantine purposes, prior to departure when such action will facilitate clearance upon arrival in those States.

E. Monetary exchange facilities

~~6.63— Contracting States shall make arrangements to display at their international airports their regulations governing the exchange of funds of other States against national funds.~~

~~6.64— Contracting States that maintain exchange controls with respect to funds of other States shall make arrangements:~~

~~a) to publish the current legal rates of exchange for such funds;~~

~~b) to display or otherwise make available at their international airports such rates as may be of principal interest at the respective airports.~~

~~6.65— Contracting States that do not maintain exchange controls with respect to some or all funds of other States shall make arrangements to display information to that effect at their international airports.~~

~~6.66 **Recommended Practice.**— With respect to those funds of other States for which no controlled exchange rates have been established by the Contracting State concerned, it should make such arrangements as may be feasible to make information available at its international airports as to the prevailing open market rates.~~

~~6.67— Contracting States shall provide, at such times as to meet the needs of the travelling public, adequate facilities at international airports for the legal exchange of funds of other States through governmental agencies or shall authorize private agencies to do so. These facilities shall be available to arriving and departing passengers.~~

Note.— In giving effect to this provision, the use of vending machines at international airports, enabling a departing passenger to obtain foreign currency, at any time of the day or night, has proved to be of valuable assistance and should be considered as a possibility by Contracting States.

[6.68 Moved to end: See 6.54]

[6.69 Moved to end: See 6.55]

F. E. Unruly passengers

6.70 6.50 Recommended Practice.— *Each Contracting States should ~~take the necessary steps to~~ increase passenger awareness of the unacceptability and legal consequences of unruly or disruptive behaviour in aviation facilities and on board aircraft.*

6.71 6.51 Recommended Practice.— *Each Contracting States should ~~require~~ ensure that airport and aircraft operators and public authorities provide training ~~is provided~~ to relevant personnel concerning the identification and management of ~~in noting, anticipating, and handling of irate or~~ unruly passengers ~~behaviour, including recognition and defusing of potentially escalating situations, and crisis containment and related issues should be provided to the relevant staff and crew members who are in contact with passengers.~~*

Note: Reference to ICAO Circular 288 on unruly pax

F. Passenger Amenities

6.17 Recommended Practice.— *Contracting States should ensure that, where traffic justifies, aircraft operators, airports and airport handling operators consider the provision of child care rooms of suitable dimensions and with necessary child care facilities, in the departure and transit lounges of passenger terminals, to provide special areas for infants/small children accompanied by parent(s) or guardian(s). These rooms should be clearly marked with appropriate signs.*

6.17 6.52 Recommended Practice —*Each Contracting State should, where traffic justifies, ensure that airport operators provide suitable child-care facilities in passenger terminals, and that they are clearly indicated by signage and are easily accessible.*

6.68 Recommended Practice.— *Contracting States ~~restricting the import or export of funds of other States should provide for the issuance to travellers of certificates showing the amounts of such funds in their possession upon entering the State and should permit such travellers, upon surrender of such certificates prior to leaving the State, to take such funds with them. Inscription on the passport or other official document for travel may serve the same purpose.~~*

6.68 6.54 Each Contracting State that restricts the import or export of other States' currencies shall issue to the passenger upon arrival a certificate showing the amount of such funds in his possession. The passenger shall be allowed to re-export an amount not exceeding the amount noted on the certificate, upon surrender of the certificate, on departure.

6.69 6.55 Recommended Practice.— *Contracting States ~~that prohibit or limit the amount of importation of their own currency should provide reasonable facilities for travellers from abroad, who declare an amount of such currency in excess of that permitted by the current regulations, to deposit such amount at the international airport of entry and, upon departure, to reclaim it at the same point or at any other point designated by the public authorities concerned.~~*

Each Contracting State that restricts the import of its own currency, should ensure that facilities are available for passengers to deposit any excess amount at the international airport of entry, and upon departure, to reclaim the deposited amount, at the same point or at any other designated point.

Amend the provisions of Chapter 1 of Annex 9, as follows:

Narcotics control. Measures to control the illicit movement of narcotics and psychotropic substances by air.

Passenger amenities. Facilities provided for passengers which are not essential for passenger processing.

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Agenda Item 3: Other amendments to Annex 9

1. Under this agenda item, the Panel first considered WP/22, “Increased Harmonization of Chapter 6 and Chapter 8 – Annex 9,” presented by Canada. During the course of its discussions, the Panel agreed that:

- a) a Working Group should be set up to consolidate and harmonize guidelines for persons with disabilities presented in the paper and other already existing documents developed by ACI and ECAC; and
- b) the results of the work of the Group should be incorporated into the FAL Manual.

2. The Panel next considered WP/2, “Flight Operations and Cabin Safety Inspectors”, presented by the United States. In its considerations, the Panel agreed that:

- a) in the proposed new definition for Chapter 1 of the Annex, the words “flight operations and cabin” should be replaced with the word “aviation”;
- b) existing 12th Edition paragraphs 3.73 to 3.76, both inclusive, should remain Recommended Practices; however, in each provisions, the words “flight operation and cabin” should be replaced with the word “aviation;” and
- c) paragraph 3.76.1 should be deleted.

3. The Panel then decided to consider all papers relating to Advance Passenger Information (API) systems. These were WP/4, “Harmonisation of Advance Passenger Information Requirements”, presented by the United Kingdom, WP/24, “Harmonisation of Advance Passenger Information (API) Regimes,” presented by IATA, WP/15, “Advance Passenger Information (API),” presented by ECAC and WP/23, “Proposed Application and Implementation of APIS and eAPIS to International General Aviation Operations,” presented by IBAC.

3.1 During the course of its discussions on WP/4, the Panel agreed that:

- a) the existing (12th Edition) Standard 3.47.1 of Annex 9 should be taken by Contracting States as the main starting point when developing API requirements;
- b) in paragraph 3.47.1, the second sentence should be amended such that it reads as follows: “All information required shall conform to specifications found in WCO/IATA/ICAO API Guidelines for UN/EDIFACT PAXLST messages;
- c) a new Standard 3.47.4bis be inserted into Annex 9 as follows:

“3.47.4bis If a Contracting State requires API data interchange, then it shall seek, to the greatest extent possible, to limit the operational and administrative burdens on aircraft operators, while enhancing passenger facilitation”.

d) the WCO/IATA/ICAO API guidelines should be actively maintained to include examples of good practice; and,

e) the forthcoming ICAO Facilitation Manual should include examples of agreed best practice guidelines in relation to API systems.

3.2 In its considerations of WP/24, the Panel agreed that:

a) the proposed new Standard 3.47.2 should be incorporated into the Annex with the addition of the phrase, “or follow WCO/IATA/ICAO Data Maintenance Request (DMR) process for any deviation from the standard” at the end of the paragraph;

b) the proposed new paragraph 3.47.3 should be incorporated into the Annex as a Recommended Practice with, however, the following changes: the word “an” following “implementing” should be deleted and replaced with the words “a new”; the words “should consult users on the operational and cost impact” should be inserted before the words “incurred in modifying”; and,

c) the proposed new paragraph 3.47.4 should be incorporated into the Annex as a Recommended Practice; however, it should be re-drafted as follows: “Contracting States should seek to minimize the number of times API data is transmitted.”

[*Note by Secretary:* During the *report-reading phase* of the meeting, the Panel agreed that in 3.47.2, references to IATA and ICAO should be deleted from the phrase concerning the DMR and that in 3.47.4, the phrase “for a specific flight” should be inserted at the end of the paragraph.]

3.3 With regard to WP/15, the Panel agreed that the principles presented in the paper should be included in the FAL Manual.

3.4 Based on the considerations of the proposals set out in WP/23, the Panel agreed that a Working Group be established to consider the applications of API and iAPI for international civil aviation, with a particular view on general aviation, for the development of appropriate Annex 9 provisions and guidance material.

[*Note by Secretary:* During the *report-reading phase* of the meeting, the Panel agreed that paragraph 3.4 should be re-drafted, as indicated above.]

3.5 The Panel also took up, under this item, WP/26, “Recommendations Relating to ICAO’s Best Practices Relating to Passenger Name Record (PNR),” presented by IATA. The Panel agreed that:

a) the PNR Study Group that had developed the ICAO Guidelines on the matter should be re-established to consider the proposals presented by IATA for amendments to the Guidelines; and

b) a Note should be added to existing Recommended Practice 3.48 providing a cross-reference to ICAO Cir 309 on the Guidelines on Passenger Name Record (PNR) Data.

4. The Panel next considered WP/20, “The Transport of Radioactive Material and other High Consequence Dangerous Goods by Air,” presented by the Russian Federation and WP/7, “The Transport of Radioactive Material by Air”, presented by the Secretary.

4.1 During the course of its discussions on WP/20 and WP/7, the Panel agreed that the proposals in both papers should be consolidated and inserted in Chapter 4 of Annex 9 under a new heading, “Radioactive Material”, as follows:

H. Radioactive Material.

4.54 A Contracting State shall promptly release radioactive material, particularly material used in medical applications, being imported by air provided that the goods are transported in accordance with the relevant provisions of Annex 18, *The Safe Transport of Dangerous Goods by Air* and Doc 9284, *Technical Instructions for the Safe Transport of Dangerous Goods by Air*.

Note. *Contracting States should facilitate the entry of radioactive materials if advance notification of the transport of such materials is received either in paper form or electronically.*

4.55 **Recommended Practice.**— *A Contracting State should avoid imposing customs' or other entry/exit regulations or restrictions supplementary to the provisions of Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air.*

4.56 Where a Contracting State adopts customs' or other entry/exist regulations or restrictions that differ from those specified in Doc 9284, *Technical Instructions for the Safe Transport of Dangerous Goods by Air*, it shall notify ICAO promptly of such State variations for publication in the Technical Instructions.

4. The Panel next considered WP/3, "Passenger Facilitation and the ICAO PKD," presented by PKD Board. The Panel considered WP/3 and agreed that:

- a) a new definition on "ePassport", as indicated in the paper, should be inserted in Chapter 1 of Annex 9; however, the new proposed definition on "ICAO Public Key Directory" should await a forthcoming Council decision on this matter; and
- b) paragraph 3.9.1 should be inserted into the Annex as a Recommended Practice, as follows:

"3.9.1 Recommended Practice.— *Contracting States (a) issuing or intending to issue ePassports; and/or (b) implementing at border controls automated checks on ePassports shall join the ICAO Public Key Directory (PKD).*"

5. The Panel, in its consideration of WP/5, "Implementation of Standard 5.11 of Annex 9," presented by the Secretariat, agreed that:

- a) paragraph 5.11 should be maintained, as is. However, a new Recommended Practice should be inserted into the Annex, as follows:

"5.11bis Recommended Practice.— *Where appropriate, Contracting States should consult with the aircraft operator regarding the most practicable place to which the inadmissible person is to be removed*".

7. The Panel next took up the papers relating to Crew Member Certificates (CMCs). These were WP/16, "Key Principles for Crew Member Certificates (CMCs)," presented by ECAC; WP/18, "Strengthening the Value of Crew Member Certificates (CMCs)," presented by Switzerland; and WP/21 presented by IAOPA and WP/25, presented by IATA, both entitled "Crew Member Certificates". The Panel noted the contents of WP/16.

8. In its consideration of WP/18, the Panel agreed that:

- a) paragraph 3.68 should be amended and upgraded to a Standard, as follows:

3.68 **Recommended Practice.** ~~If Contracting States should~~ issue the certificates referred to in 3.67, then these shall be issued ~~only~~ in the form of machine readable cards in accordance with the specifications in Doc 9303, Part 3 – Size 1 and Size 2 Machine Readable Official Travel Documents.

- b) existing paragraph 3.70 should be deleted, and replaced by a new text as follows:

3.70 CMCs shall be issued only after a background check has been carried out by or on behalf of the relevant public authority. In addition, adequate controls such as a certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel, shall be placed on the issuance of CMCs.

- c) paragraph 3.71 should be re-drafted as follows:

3.71 Contracting States shall ~~waive the visa requirement for arriving~~ accept the CMC, issued according to the requirements of Standard 3.68, for visa-free entrance of crew members ~~presenting CMCs~~, when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State. ~~in order to join their next assigned flight in a duty status.~~

- d) proposed new paragraph 3.71.1 should be deleted.

9. During its discussions on WP/25, the Panel agreed that, instead of the proposed amendment to existing paragraph 3.71, a new Recommended Practice 3.71.1 should be inserted, as follows:

3.71bis **Recommended Practice.** *Contracting States should waive the visa requirement for crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State.*

10. With regard to the proposals set out in WP/21, the Panel agreed that the proposals for amendment to Annex 9 contained in the paper were sufficiently addressed by the other papers and could, therefore, more usefully be elaborated upon in the FAL Manual.

11. The Panel, in addressing WP/14, “Facilitation of Transport of Passengers Requiring Special Assistance,” presented by the Secretariat, agreed that a new paragraph 8.36bis should be included in the Annex, as follows:

8.36 bis Contracting States that restrict the transport of battery-powered devices including mobility aids containing spillable batteries shall notify ICAO promptly of such restrictions so that they can be included in Doc 9284, *Technical*

Instructions for the Safe Transport of Dangerous Goods by Air and ensure that aircraft operators make such information publicly available.

PROPOSED TEXT

Add the following new definitions to Annex 9, Chapter 1:

Aviation safety inspector. An individual employed by a Contracting State as a government safety inspector charged with providing governmental oversight of air transport operators and other aviation entities subject to supervision by that Contracting State.

eMRTD . An MRTD (Passport, Visa or Card) that has a contactless IC imbedded in it and the capability of being used for biometric identification of the MRTD holder in accordance with the standards specified in the relevant Part of ICAO Doc 9303.

ICAO Public Key Directory (ICAO PKD) — the central database serving as the repository of Document Signer Certificates (C_{DS}) (containing Document Signer Public Keys), CSCA Master List (ML_{CSCA}), Country Signing CA Link Certificates (LC_{CSCA}) and Certificate Revocation Lists issued by Participants, together with a system for their distribution worldwide, maintained by ICAO on behalf of Participants in order to facilitate the validation of data in eMRTDs

Amend the provisions of Annex 9, Chapter 3 as follows:

“3.9.1 Recommended Practice.— *Contracting States (a) issuing or intending to issue ePassports; and/or (b) implementing at border controls automated checks on ePassports should join the ICAO Public Key Directory (PKD).”*

3.47.1 When specifying the identifying information on passengers to be transmitted, Contracting States shall require only data elements that are available in machine readable form in travel documents conforming to the specifications contained in Doc 9303 (series), *Machine Readable Travel Documents*. All information required shall conform to specifications mentioned in WCO/IATA/ICAO API Guidelines for UN/EDIFACT PAXLST messages.

3.47.2 When seeking to implement a national Advance Passenger Information (API) program, Contracting States who are unable to comply fully with the provisions contained in 3.47.1 with respect to data element requirements, shall ensure that only those data elements that have been defined for incorporation into the UN/EDIFACT PAXLIST Message are included in the national program's requirement or follow WCO DMR process for any deviation from the standard.

3.47.3 Recommended Practice. Where Contracting States, when implementing a new Advance Passenger Information (API) program, are unable to accept passenger data transmitted in accordance with the UN/EDIFACT Paxlst specifications using the industry standard transmission method as described in 3.47.1, the State should consult users on the operational and cost impact incurred in modifying the UN/EDIFACT Paxlist message and its contents to the required alternate format.

3.47.4 Recommended Practice. Contracting States should seek to minimize the number of times API data is transmitted for a specific flight.

“3.47.4bis If a Contracting State requires API data interchange, then it shall seek, to the greatest extent possible, to limit the operational and administrative burdens on aircraft operators, while enhancing passenger facilitation”.

3.68 **Recommended Practice.**— If Contracting States ~~should~~ issue the certificates referred to in 3.67, then these shall be issued ~~only~~ in the form of machine readable cards in accordance with the specifications in Doc 9303, Part 3 – Size 1 and Size 2 Machine Readable Official Travel Documents.

3.70 ~~Adequate controls shall be placed on the issuance of CMCs and other official crew identity documents to prevent fraud, for example, a background check and certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel.~~

3.70 CMCs shall be issued only after a background check has been carried out by or on behalf of the relevant public authority. In addition, adequate controls such as a certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel, shall be placed on the issuance of CMCs.

3.71 Contracting States shall ~~waive the visa requirement for arriving~~ accept the CMC, issued according to the requirements of Standard 3.68, for visa-free entrance of crew members ~~presenting CMCs~~, when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State. ~~in order to join their next assigned flight in a duty status.~~

3.71bis **Recommended Practice.** *Contracting States should waive the visa requirement for crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State.*

3.73 **Recommended Practice.**— Contracting States should provide that aviation safety inspectors of another Contracting State, when engaged on inspection duties, be treated in the same manner as crew members when proceeding through departure or arrival formalities.

3.74 **Recommended Practice.**— Contracting States should provide their aviation safety inspectors with an identity document in the format set forth in Appendix 8.

3.75 **Recommended Practice.**— Aviation safety inspectors should carry the identity document specified in 3.74, a copy of the inspector’s itinerary issued by the State that employs the inspector, and a valid passport.

3.76 **Recommended Practice.**— Contracting States should extend the privileges of temporary admission, as described in 3.72 for crew members, to aviation safety inspectors of another Contracting State, provided that they carry the documents listed in 3.75 (e.g. identity document, itinerary and valid passport), and depart after a normal period of rest.

Amend Chapter 4 of Annex 9 as follows:

H. Radioactive material

4.54 A Contracting State shall promptly release radioactive material, particularly material used in medical applications, being imported by air provided that the goods are transported in accordance with the relevant provisions of Annex 18, *The Safe Transport of Dangerous Goods by Air* and Doc 9284, *Technical Instructions for the Safe Transport of Dangerous Goods by Air*.

Note. *Contracting States should facilitate the entry of radioactive materials if advance notification of the transport of such materials is received either in paper form or electronically.*

4.55 **Recommended Practice.**— *A Contracting State should avoid imposing customs' or other entry/exit regulations or restrictions supplementary to the provisions of Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air.*

4.56 Where a Contracting State adopts customs' or other entry/exist regulations or restrictions that differ from those specified in Doc 9284, *Technical Instructions for the Safe Transport of Dangerous Goods by Air*, it shall notify ICAO promptly of such State variations for publication in the Technical Instructions.

Amend Chapter 5 of Annex 9 as follows:

“5.11bis Recommended Practice. Where appropriate, Contracting States should consult with the aircraft operator regarding the most practicable place to which the inadmissible person is to be removed”.

Amend Chapter 8 of Annex 9 as follows:

8.36 bis Contracting States that restrict the transport of battery-powered devices including mobility aids containing spillable batteries shall notify ICAO promptly of such restrictions so that they can be included in Doc 9284, *Technical Instructions for the Safe Transport of Dangerous Goods by Air* and ensure that aircraft operators make such information publicly available.

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Agenda Item 4: Other matters

1. The Panel agreed to consider the following working papers under agenda item 3, although they had been submitted under item 4: WPs/15, 16 and 26. The Panel considered the following working papers under agenda item 4: WP/6, "Simplifying Passenger Travel's Ideal Process Flow (IPF)," presented by IATA and ACI; WP/17, "Persons with Reduced Mobility (PRM)," presented by ECAC; and WP/19, "Future Work Programme," presented by the Secretary.

2. The Panel took note of WPs/ 6 and 17. With regard to WP/19, the Panel agreed that a Working Group should be established to review and update SARPs in Annex 9 in order to take into account the security and facilitation aspects of specifications for the authorized supply chain, as recommended by the 12th Session of the Facilitation Division. A report on this would be presented at the next Panel meeting, tentatively scheduled for 2010. The Secretary invited Members and Observers to give thought to agenda items for a possible Thirteenth Session of the Facilitation Division that could perhaps be held in 2012. Such items should concern facilitation-related issues that require attention at a high policy level, and should be substantive enough to sustain a two-week meeting.

[*Note by Secretary:* The Secretary was not able to present the report on Agenda Item 4 in writing, during the *report-reading phase* of the meeting. Nevertheless, the Panel was in agreement that the Working Group mentioned in paragraph 2 above should be established.]

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Panel Members, Alternates and Advisers

Mr. Iain Lumsden	Member	Australia
Mr. Craig Sommerville	Adviser	
Mr. John Rees	Adviser	
Ms. Justine Sproat	Adviser	
Mr. Claude Jacques	Member	Canada
Mr. John Tremills	Adviser	
Mr. Nuno Bellem	Adviser	
Mr. Fred Gaspar	Adviser	
Ms. Maxine Hurter	Adviser	
Mr. George Petsikas	Adviser	
Mr. John Watts	Adviser	
Ms. Leslie Crone	Adviser	
Mr. P.D. Hurst	Adviser	
Mr. Jaromír Štolc	Member	Czech Republic
Mrs. Marie Hauerová	Adviser	
Mr. Magdy Abdel-Malek Ibrahim	Member	Egypt
Mr. Samir Shafik Khalil	Adviser	
Mr. Patrice Gabelle	Member	France
Mr. Pierre Pape	Adviser	
Ms. Julia Vinnai	Member	Germany
Mr. Horst Bittlinger	Adviser	
Mr. Chris Quayle	Member	Ghana
Mrs. Wilma Torri Salvatori	Member	Italy
Ms. M. Farina	Adviser	
Mr. Wataru Yoshioka	Member	Japan
Ms. Annette Offenberger	Member	New Zealand
Mr. Vladlen Korovkin	Alternate Member	Russian Federation
Mr. Igor Davydovskiy	Adviser	
Mr. Vladimir Ashikhmin	Adviser	
Mr. Dmitry Kurdchenko	Adviser	
Mr. Alexander Rychkov	Adviser	
Mr. Dmitry Shiyan	Adviser	
Mr. Sami Ashi	Member	Saudi Arabia
Mr. Samier Meirah	Adviser	
Mr. Abdulaziz Zarra	Adviser	

Mr. Lye Teck TAN	Member	Singapore
Mr. Jeremy Yeo	Adviser	
Mr. Urs Haldimann	Member	Switzerland
Mr. Paulus Bouma	Adviser	
Mrs. Janneke Kolk	Adviser	
Mr. Ed Broekema	Adviser	
Mrs. Jelena Koç	Adviser	
Mr. James Gilderoy	Member	United Kingdom
Mr. Alan Craig	Adviser	
Mr. Mark Rodmell	Adviser	
Mr. John Kiser	Member	United States
Mr. Robert Neumann	Adviser	
Ms. Diane Peterson	Adviser	
Ms. Barbara Kostuk	Adviser	

Note.—

The following Panel Members did not attend the meeting:

Mr. J.A. Alvarez	Member	Argentina
Ms. Ingrid van Ouytsel	Member	Belgium
Mr. Luiz K. Miyada	Member	Brazil
Mr. V.M. González-Calero	Member	Cuba
Mr. R.K. Singh	Member	India
Mr. Nicolas E. Bodo	Member	Kenya
Ms. I.O. Sosina	Member	Nigeria
Mr. Fareed Ahmed	Member	Pakistan
Mr. Luis T. Santos	Member	Portugal
Mr. Moussa Ndiaye	Member	Senegal
Dr. J. Meesomboon	Member	Thailand

The following Panel Members were not able to attend the meeting but were represented by their alternates:

Mr. Sergei Ernestovich Vasilyev	Member	Russian Federation
Observers		
Mr. C Bajarano	Observer	Colombia
Mr. A-M. Kra	Observer	Ivory Coast
Mr. Hassanali Shahbazilar	Observer	The Islamic Republic of Iran
Mr. David Gamper	Observer	ACI
Mr. Craig Bradbrook	Observer	
Mr. Normand M. Boivin	Observer	
Mr. Gerry Lumsden	Observer	ECAC
Ms. Patricia Reverdy	Observer	
Mr. Robert Davidson	Observer	IATA
Ms. Arundhati Gupta	Observer	
Ms. N.E Mitchell	Observer	
Mr. Peter Ingleton	Observer	IBAC
Captain Nico Voorbach	Observer	IFALPA
Mr. Frank Hoffman	Observer	IAOPA

FALP/5 WP	AGENDA ITEM	TITLE	PRESENTED BY
WP/1	—	Agenda.	Secretary
WP/2	3	Flight operations and cabin safety inspectors	United States
WP/3	3	Passenger facilitation and the ICAO PKD	ICAO PKD Board
WP/4	3	Harmonisation of Advance Passenger Information requirements	United Kingdom
WP/5	3	Implementation of standard 5.11 of Annex 9	Secretary
WP/6	4	Simplifying passenger travel's ideal process flow (IPF)	IATA/ACI
WP/7	3	The transport of radioactive material by air	Secretary
WP/8	2	Review of Chapter 6. Paragraphs 6.1 to 6.6	Secretary
WP/9	2	Review of Chapter 6. Paragraphs 6.7 to 6.14	Secretary
WP/10	2	Review of Chapter 6. Paragraphs 6.15 to 6.25	Secretary
WP/11	2	Review of Chapter 6. Paragraphs 6.26 to 6.34	Secretary
WP/12	2	Review of Chapter 6: Paragraphs 6.35 to 6.50	Secretary
WP/13	2	Review of Chapter 6. Paragraphs 6.51 to 6.71	Secretary
WP/14	3	Facilitation of transport of passengers requiring special assistance	Secretary
WP/15	4	Advanced Passenger Information (API)	ECAC
WP/16	4	Key principles for crew members certificates	ECAC
WP/17	4	Persons with reduced mobility	ECAC
WP/18	3	Strengthening the value of crew member certificates (CMCs)	Switzerland

WP/19	4	Future work programme	Secretary
WP/20	3	The transport of radioactive material and other high consequence dangerous goods by air	V.I. Korovkin, Russian Federation
WP/21	3	Crew member certificates	IAOPA
WP/22	3	Increased harmonization of chapter 6 and chapter 8 – annex 9	Canada
WP/23	3	Proposed Application and Implementation of APIS and eAPIS to international general aviation operations.	IBAC
WP/24	3	Harmonisation of Advance Passenger Information (API) Regimes	IATA
WP/25	3	Crew Member Certificates (CMCs)	IATA
WP/26	4	Recommendations Relating to ICAO's Best Practices Relating to Passenger name Record (PNR)	IATA

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FALP/5 IP	AGENDA ITEM	TITLE	PRESENTED BY
IP/1	2	States' supervision of privatized airports in facilitation matters	Secretary
IP/2	2	FAL-related articles of the Chicago Convention	Secretary
IP/3	1	List of Panel Members	Secretary
IP/4	1	Universal Security Audit Programme (USAP) inclusion of relevant security-related provisions of Annex 9 — <i>facilitation</i>	Secretary

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