



INFORMATION PAPER

FACILITATION PANEL (FALP)

NINTH MEETING

Montréal, 4-7 April 2016

Agenda Item 4: Report of the Facilitation Panel Working Group on Guidance Materials

WORKING GROUP ON GUIDANCE MATERIALS: UPDATE

(Presented by Rapporteur of the Working Group on Guidance Materials)

1. INTRODUCTION

1.1 The Facilitation Panel Working Group on Guidance Materials (FALP WGGM) was established at the 7th meeting of the Facilitation Panel (FALP/7, 2012) and tasked with three specific goals according to the following priorities:

- a) Develop a model National Facilitation Programme for subsequent insertion in the Facilitation Manual (Doc 9957), including guidance material on the use of the model;
- b) Undertake an in-depth review of *The Facilitation Manual* (Doc 9957); and
- c) Undertake an in-depth review of *International Signs to Provide Guidance to Persons at Airports and Marine Terminals* (Doc 9636) with a view to updating it, and defining whether new signage is needed, in light of the evolution of air and maritime transport since its publication.

1.2 The 8th meeting of the Panel endorsed a Model National Air Transport Facilitation Programme. This was subsequently published as an ICAO manual (Doc 10042), instead of being incorporated into The Facilitation Manual, as intended originally.

2. UPDATE

The Facilitation Manual (Doc 9957)

2.1 Substantial progress has been made to review *The Facilitation Manual* (Doc 9957). The document has been updated to include changes made to Annex 9 up to and including Amendment 24 (resulting from the recommendations of the 7th meeting of the FAL Panel, in 2012). Paragraphs have been renumbered, to align them with the numbering of the Standards and Recommended Practices in Annex 9, thereby making direct referencing between the two documents easier. The Foreword and Introduction have been rewritten and restructured and a table of contents has been introduced. A consistent structure for the content has also been inserted to guide future drafting of *The Facilitation*

(2 pages)

FALP9.IP4.WGGM-Rapporteur

Manual. The draft new edition has been circulated within the FALP WGGM for comments. The workstream undertaking the review of *The Facilitation Manual* will continue its work – including a consultation of the FAL Panel Members - and complete the review by the 10th meeting of the Facilitation Panel.

International Signs to Provide Guidance to Persons at Airports and Marine Terminals (Doc 9636)

2.2 The workstream undertaking the review of *International Signs to Provide Guidance to Persons at Airports and Marine Terminals* (Doc 9636) will conduct its task in cooperation with the International Maritime Organization (IMO) and other standardization organizations such as the International Organization for Standardization (ISO). . As work in the IMO will be delayed, both ICAO and the IMO have agreed to complete the work by mid-2017.

Passenger data requirements

2.3 The FALP/8 meeting additionally agreed to the formation of a working group to progress a proposal to improve information sharing on passenger data requirements in the form of a database or similar mechanism. FALP/9-IP/1 reports separately an update of this work.

Self-service passenger processes

2.4 Arising from FALP/8 (WP/14), the Panel agreed to the proposal for its Working Group on Guidance Material (WGGM) to undertake the development of new guidance material on “self-service passenger processes”. The workstream has explored the following areas, taking into consideration the various options in the market (e.g. kiosks, electronic gates) and existing practices developed by the industry:

- a) Definition and scope of “self-service passenger processes”;
- b) Key stakeholders involved in the implementation of self-service passenger processes;
- c) Legislation, regulations and policy required to support self-service passenger processes, including that for both border and aviation security under Annex 17 (Security), Annex 9 (Facilitation), biometrics implementation and data privacy and protection;
- d) Platforms for coordination and the resolution of obstacles, such as the National Air Transport Facilitation Committee and airport-level committees; and
- e) Linkage to IATA’s common-use self-service implementation guide for airlines and other similar materials, in relation to the scope of the SSGM.

2.5 The first draft of the guidance materials will be circulated to members of the FALP WGGM for comments by October 2016. The WGGM aims to present the guidance material for consideration at FALP/10, before incorporating into the Facilitation Manual (Doc 9957) to expand on Recommended Practice 6.8¹.

—END—

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