



| ICAO

FACILITATION PANEL (FALP)

NINTH MEETING

Montréal, 4–7 April 2016

REPORT

LETTER OF TRANSMITTAL

To: The Chairperson, Air Transport Committee

From: The Chairperson, Facilitation Panel

I have the honour to submit herewith the Report of the Ninth Meeting of the Facilitation Panel, held at ICAO Headquarters in Montréal, from 4 to 7 April 2016.



Chairperson
Facilitation Panel

Montréal, 7 April 2016

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REPORT OF THE NINTH MEETING OF THE FACILITATION PANEL**Montréal, 4 to 7 April 2016****INTRODUCTION****General**

1. The Ninth Meeting of the Facilitation Panel (FALP/9) was held at ICAO Headquarters in Montréal from 4 to 7 April 2016.

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 Standards and Recommended Practices (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 the implementation of Annex 9;
 - c) develop proposals for consideration at FAL Division sessions; and
 - d) perform other tasks as assigned by the Air Transport Committee.

Agenda

3. The Agenda for the meeting was determined by the Air Transport Committee and comprised the following items (presented in FALP/9-WP/1):

Agenda item 1: Recent facilitation developments in ICAO

The Panel will be advised of facilitation-related developments in ICAO since its eighth meeting, including the results of the ICAO World Aviation Forum (23-25 November 2015) and the Twenty-seventh Meeting of the Aviation Security Panel (14-18 March 2016).

Desired outcome: Recommendations for Facilitation Panel work programme priorities for consideration by the Air Transport Committee (ATC).

Agenda item 2: Recent facilitation developments in the UN and other international organizations

The Panel will be advised of facilitation-related developments in the United Nations and other international organizations, with a focus on Security Council Resolution 2178 (2014) and passenger data.

Desired outcome: Recommendations for Facilitation Panel work programme priorities for consideration by the Air Transport Committee (ATC).

Agenda item 3: Amendments to Annex 9

The Panel will consider proposals for new/revised Standards and Recommended Practices (SARPs) for Amendment 26 to Annex 9 on subjects including Advance Passenger Information (API), travel documents and unaccompanied minors.

Desired outcome: Proposals for Amendments to Annex 9.

Agenda item 4: Report of the Working Group on Guidance Material

The Panel will be updated on the work currently being undertaken by its Working Group on Guidance Material (WGGM) which has been tasked with undertaking in-depth reviews of Doc 9957, *The Facilitation Manual*, Doc 9636, *International Signs to Provide Guidance to Persons at Airports and Marine Terminals*, and the development of new guidance material on “Self-service passenger processes” and “Improving information sharing on passenger data requirements.”

Desired outcome: Progress reports on proposals for new and amended guidance material.

Agenda item 5: Implementation of Annex 9

States participating in the Panel will be invited to deliver presentations on implementation of Annex 9 SARPs in light of ICAO’s No Country Left Behind (NCLB) campaign, and to provide input to enhance ICAO’s efforts to assist States in implementing Annex 9.

Desired outcome: Recommendations to help ensure that Annex 9 SARP implementation is progressed and better harmonized globally.

Agenda item 6: Other matters

The Panel will be invited to consider other matters concerning the ICAO Facilitation Programme.

Desired outcome: Recommendations on actions to further enhance the facilitation of air transport.

Attendance

4. The total number of **113** participants attended the meeting, as follows:

63 Panel members, alternates and advisers from **23** Member States;
33 observers and advisers from **20** Member States; and
16 observers and advisers from **7** international organizations.

5. A complete list of participants is provided in **Appendix A**.

Opening of the meeting

6. The Chairperson of the Air Transport Committee, Mr. Victor Manuel Aguado, opened the meeting. The Chief of the Facilitation (FAL) Section, Dr. Narjess Abdennebi, welcomed the participants to Montréal and introduced the members of the Secretariat.

Officers and Secretariat

7. The Panel elected Mr. Norberto Luongo, Panel Member from Argentina, as Chairperson of the Meeting and Mr. Urs Haldimann, Panel Member from Switzerland, as Vice-Chairperson.
8. Mr. Jitendra Thaker, Facilitation Officer, FAL Section, acted as Secretary of the meeting, supported by Mr. Shohhei Kagawa, Technical Officer, FAL Section.

Languages and documentation

9. Interpretation services were provided in Arabic, Chinese, English, French, Russian and Spanish by the Language and Publications Branch, coordinated by Mr. Vincent Smith, Director, Bureau of Administration and Services.
 10. A list of documentation for the meeting is provided in **Appendix B**.
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Agenda Item 1: Recent facilitation developments in ICAO**1.1 DOCUMENTATION**

1.1.1 The Secretary made a presentation on facilitation-related developments in ICAO since the Eighth Meeting of the Facilitation Panel (FALP/8), held from 24 to 27 November 2014, and provided a brief introduction to the Facilitation Programme, in particular Annex 9 – *Facilitation* to the Convention on International Civil Aviation (Chicago Convention).

1.2 DISCUSSION

1.2.1 During his presentation, the Secretary drew particular attention to developments with regard to the auditing of Annex 9, viz., the Council's decisions that: the current practices of the Universal Security Audit Programme Continuous Monitoring Approach (USAP-CMA) and the Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP-CMA) were to be maintained; the Protocol Questions (PQs) of the USAP-CMA and USOAP-CMA were to be continuously adjusted by the Secretariat to reflect any new or amended security-related or safety-related provisions of Annex 9; activities to promote implementation of Annex 9 were to be continued by the Secretariat; and a State letter encouraging States to complete the Annex 9 online compliance checklist was to be disseminated. The Secretary also informed the Panel that proposals for new or revised Standards and Recommended Practices for Annex 9 were to be accompanied by an implementation task list and an outline of guidance material and impact assessments.

1.2.2 The Secretary informed the Panel that all rights, titles and interest in and to the intellectual property conceived, originated, created or developed by the FAL Panel and its Working Groups (either collectively or by members individually), shall be solely and exclusively retained by ICAO, except as ICAO may voluntarily and expressly choose to transfer, in full, or in part.

1.2.3 The Chairman requested the participants to refrain from discussing issues addressed during the meeting with persons other than in their respective governments or organizations due to possible sensitive matters that might be raised during the meeting.

Agenda Item 2: Recent facilitation developments in the UN and other international organizations

2.1 DOCUMENTATION

2.1.1 The Secretary made a presentation on facilitation-related developments in the United Nations (UN) and other international organizations since the FALP/8 meeting.

2.1.2 The Observer from the United Nations Security Council ISIL (Da'esh)/Al-Qaida/Taliban Monitoring Team made a presentation on implementation opportunities and challenges relating to the Security Council's Resolutions on bans on Al-Qaida and its associates.

2.2 DISCUSSION

2.2.1 The Secretary drew particular attention to developments in the UN with regard to passenger data exchange, specifically Advance Passenger Information (API), since the adoption by the UN Security Council, in September 2014, of Resolution 2178 (2014). He also informed the Panel of developments in the joint World Customs Organization/ICAO/International Air Transport Association Advance Passenger Information / Passenger Name Record Contact Committee since the FALP/8 meeting.

2.2.2 The Observer from the UN Security Council 1267 Committee Monitoring Team, in describing relevant Security Council resolutions related to cooperation with ICAO and those that underlie the legal basis for the travel bans and asset freeze taken against ISIL/Al-Qaida and other such groups, and the various implementation instruments related to the resolutions, suggested further steps that ICAO could take into consideration to address issues raised in the resolutions.

Agenda Item 3: Amendments to Annex 9**3.1 DOCUMENTATION**

3.1.1 In WP/2, the Secretariat proposed replacing references to the word “passport” with the term “travel document” in several Standards and Recommended Practices (SARPs) and in Appendices 9 (2) and 12 of Annex 9, inter alia, to encourage Member States to offer the same level of service or issuance processes to applications for all travel documents as is presently offered for passports, to standardize and simplify language in the SARPs and to ensure consistency of language.

3.1.2 In WP/3, the Secretariat set out proposals to amend several provisions in Annex 9, inter alia, to delete an obsolete Standard and to clarify the application of other provisions.

3.1.3 In WP/4, the Secretariat proposed amending Recommended Practice 3.9 relating to the issuance of biometric travel documents, in order to delete technical details and making the provision applicable to machine readable travel documents, generally.

3.1.4 In WP/5, the Observer from the Netherlands proposed that Appendix 2 to Annex 9 be amended by adding a new column to indicate “nationality” in the Passenger Manifest, in order to improve the accuracy and speed of information that can be provided to families of aircraft accident victims.

3.1.5 In WP/6, the Observer from the Netherlands proposed that three new Recommended Practices (RPs) be incorporated into Annex 9: a recommendation that States establish an Advance Passenger Information (API) system; a recommendation that States require aircraft operators to provide API data to a national authority; and a recommendation that States consider to establish an interactive version of the API (iAPI) system. In light of the increasing importance of the topic and also because the number of paragraphs on the topic of data exchange in Annex 9 has increased, the paper also suggested that a new Chapter on the subject of passenger data information systems be developed.

3.1.6 In WP/9, the Observer from the International Air Transport Association (IATA) proposed that a new Standard on the Single Window concept for States receiving passenger data, be incorporated into Annex 9. The paper also suggested that the existing definition of Single Window be amended such that it includes passenger data transfer.

3.1.7 In WP/10, France, on behalf of the European Civil Aviation Conference (ECAC), proposed that relevant definitions, Standards and Recommended Practices on the transport of minors, both accompanied and unaccompanied, be incorporated into Annex 9, in light of increasing international awareness on the foreign fighters phenomenon and on child trafficking as well as the limited availability of international guidance on the treatment of minors travelling by air, and to help harmonise the policies and procedures followed by Contracting States and aircraft operators on the handling and safety of minors.

3.1.8 In WP/11, the Observer from IATA proposed changes in the framework of a suggested new Chapter within Annex 9 dedicated to Passenger Exchange Data Information Systems (WP/6, refers), in order to strengthen API SARPs within Annex 9 and to support adherence to content, format and transmission standards, thus mitigating non-compliant API systems, in light of the increasing use of API for border security and counter-terrorism. A new Recommended Practice on iAPI was also proposed, in order to achieve the purposes behind UN Security Council Resolution 2178 (2014).

3.1.9 In WP/12, the Observer from IATA proposed the introduction of a new definition, as well as a new subsection containing several provisions to be incorporated into the proposed new Chapter 9, on “Electronic Travel Systems (ETS),” in light of the increasing requirements by Governments to require passengers to apply for a travel authorization or to register online prior to boarding a flight for travel, in order to: (a) standardize ETS-related terminology given the wide disparities in language and use associated with this topic; (b) place this function in a policy and regulatory framework within Annex 9; (c) implement ETS with a fully automated validation system embedded in interactive API exchanges; and (d) provide guidance to governments planning implementation of an electronic version of visa issuance or travel authority.

3.1.10 In WP/13, the Observer from IATA proposed enhancing Passenger Name Record (PNR)-related provisions within Annex 9 in light of the growth in PNR programmes and in order to support adherence to content, format and transmission standards to mitigate non-compliant PNR data requests.

3.1.11 In WP/14, the Observer from IATA proposed augmenting the provisions in Annex 9 on Automated Border Control (ABC) systems, in light of the increasing use of such systems.

3.1.12 In WP/15, the Observer from IATA proposed the introduction of a definition for “Landside,” as well as the amendment of provisions, in Annex 9, in light of the recent attack at Brussels Airport that highlighted the urgent need to review and address passenger processes in order to improve passenger flows through the facility and reduce crowding.

3.1.13 In WP/16, Spain, on behalf of the European Civil Aviation Conference (ECAC), proposed an amendment to existing Standard 3.35.1 of Annex 9, in order to resolve practical difficulties regarding the treatment of counterfeit documents.

3.1.14 In IP/3, the Secretariat drew the Panel’s attention to a decision by the Council requiring all new or revised SARPs to be accompanied with an implementation task list and outline of guidance material, as well as an impact assessment form.

3.1.15 The Observer from the United Nations Counter-Terrorism Committee Executive Directorate (UNCTED) made a presentation setting out the requirements for API under UN Security Council Resolution 2178 (2014) that underlined the importance of API as an effective tool in interdicting the travel of Foreign Terrorist Fighters (FTFs), other terrorists and individuals engaged in transnational organized crime, in general, and encouraged Member States and international and regional organizations, in particular ICAO, to elevate the use of API systems, along the lines adopted by the UN Security Council.

3.2 DISCUSSION AND RECOMMENDATIONS

3.2.1 The Panel agreed to the proposals presented in WP/2 to replace the word “passport” with the term “travel document” in paragraphs 3.15, 3.16, 3.53, 3.55 and 6.47, as well as in Appendix 9 (2) and Appendix 12, sections 3 and 4, of Annex 9.

3.2.2 After some discussion on WP/3, the Panel agreed to the proposals to delete paragraph 3.14 and amend paragraph 3.18 of Chapter 3. The Panel decided that paragraph 5.28 should be retained, as it has to be interpreted in conjunction with paragraph 5.26.

3.2.3 The Panel adopted the proposal contained in WP/4 to amend paragraph 3.9 of Annex 9 with the addition of a “Note” to clarify that Doc 9303 did not support the incorporation of biometric data in visas.

3.2.4 In its consideration of WP/5, the Panel supported the proposal to insert, into Appendix 2, Passenger Manifest, of Annex 9, an additional column to indicate the “nationality” of passengers. However, in light of the fact that it is not uncommon that some persons have more than one nationality, the Panel agreed that a “Note” should be inserted in Appendix 2, to explain that only one nationality of such passengers needs to be indicated in the Passenger Manifest. The Panel acknowledged that as an increasing number of States will implement Advance Passenger Information systems in the near future, the likelihood of the use of the paper version of the Passenger Manifest would decrease over time in light of an electronic version.

3.2.5 The Panel discussed the proposals set out in WP/6 and WP/11 together. In doing so, the Panel agreed that:

(a) the establishment of API systems should be a Standard. In this regard, it indicated preference for the text proposed in WP/6. The Panel also agreed that a Note be appended to the new Standard drawing attention to relevant UN Security Council Resolutions. Some States expressed concerns with making API mandatory, given that the costs involved in setting up API systems might make it difficult for developing States to implement API and comply with the requirement. In this regard, it was suggested that ICAO should provide assistance to developing States to establish API systems;

(b) with regard to the proposals requiring that API be set up pursuant to national legislation and in accordance with the guidelines developed by WCO, IATA and ICAO, the Panel re-drafted the text and agreed that a new Note be inserted to indicate international API standards were to be found in these guidelines.

(c) the consideration of the use of interactive API (iAPI) should be recommended. In this regard, it indicated preference for the text proposed in WP/6.

3.2.6 In further considering WP/6, the Panel agreed that the proposed new Recommended Practice 9.10 was unnecessary.

3.2.7 In further considering WP/11, the Panel agreed to the proposed new Recommended Practice 9.7, but with some amendments made to the text.

3.2.8 The proposal contained in WP/9 concerning the incorporation of the concept of a “Single Window” for passenger data exchange systems, was supported by the Panel, but as a Recommended Practice. The Panel agreed that a separate definition for a passenger data-related Single Window should be developed, distinct from the existing definition that applied specifically to cargo.

3.2.9 Continuing its consideration of proposals related to the suggested new Chapter 9, the Panel endorsed the proposals contained in WP/12 that set out a new “Electronic Travel System” regime for Annex 9, though with an amendment that incorporated the new Recommended Practice 9.22 as subparagraph (e) in paragraph 9.20.

3.2.10 In its consideration of WP/13, also related to the proposed new Chapter 9, the Panel endorsed the proposals to upgrade existing paragraphs 3.49 and 3.49.2 (proposed new paragraphs 9.26

and 9.26.1) to Standards, with minor additions in both, and supported the inclusion of the new Recommended Practice 9.27 in Annex 9, though with a substantive re-drafting of the proposed text to clarify which States should engage in cooperation with regard to the exchange of PNR data.

3.2.11 In considering WP/10, the Panel endorsed the proposal to include a new section Q, titled “Minors,” in Chapter 3 of Annex 9, and supported the proposed Recommended Practices contained in this new section, though with some changes. After some discussion and re-drafting, the Panel also agreed that the proposed new paragraphs in Chapter 5 should be Standards, and not Recommended Practices, as originally indicated in the working paper. Finally, the Panel endorsed the proposals to include new definitions for “accompanying person” and “unaccompanied minor” in Chapter 1, with new “Notes” in both cases, and with minor changes to the text. Following a discussion on the proposal to also include a new definition for “minor” in Chapter 1, the Panel decided that a definition should be recommended for inclusion in the Annex. A new definition, though, was drafted. However, as a result of a difference of opinion with regard to whether or not a definition should be included, a decision for inclusion was reached, following a “show of hands” in which eight Members favoured the addition of a definition, with seven Members against. During the reading phase of the report, some Members expressed concern at the number of Members in favour of including a definition for “Minor” and sought to re-visit the propriety of including the proposed definition when there was no clear majority of Panel Members attending, in support of doing so. Other Members expressed concern at reopening this issue, at the report-reading stage.

3.2.12 With regard to WP/14, the Panel endorsed the proposals for new Recommended Practices for Chapter 3 on Automated Border Controls (ABCs), with a minor change to one paragraph.

3.2.13 The Panel, following a substantive discussion, decided that it was unable to support the proposals set out in WP/15 because it was pre-mature to consider changes to Annex 9 before the issues raised in the paper were first examined and deliberated upon in the Aviation Security (AVSEC) Panel. However, the Panel acknowledged the efforts made by IATA to address the subject matter and to bring this to the attention of the Panel. As a result of this discussion IATA, in noting the suggestion of some delegations that the ideas raised in the paper should be coordinated and discussed with the AVSEC Panel, decided to withdraw the paper.

3.2.14 In considering WP/16, the Panel was unable to support the proposal made in the paper, but decided to amend existing paragraph 3.35.1 by inserting a clause at the end of the provision with reference to the retention of counterfeit documents in cases of law enforcement purposes.

3.2.15 During the report-reading phase, the Panel decided that existing Recommended Practice 3.48.3 should be deleted because the provision has become inconsistent with the provisions relating to passenger data exchange recommended for adoption during the meeting.

3.3 The text as agreed by the Panel is reproduced in the **Appendix** to the Report on Agenda Item 3.

APPENDIX

1. *Amend* Annex 9, as follows: [WP/2, refers]

Chapter 3. Entry and Departure of Persons and their Baggage

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3.15 **Recommended Practice.**— *Contracting States should establish publicly accessible facilities for the receipt of ~~passport~~ travel document applications and/or for the issuance of ~~passports~~ travel documents.*

3.16 Contracting States shall establish transparent application procedures for the issuance, renewal or replacement of ~~passports~~ travel documents and shall make information describing their requirements available to prospective applicants upon request.

.....

3.53 **Recommended Practice.**— *In cases in which the ~~passport~~ travel document of a visitor has expired prior to the end of the validity period of a visa, the State that has issued the visa should continue to accept the visa until its expiration date when it is presented with the visitor's new ~~passport~~ travel document.*

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3.55 After individual presentation by passengers and crew of their ~~passports or other official~~ travel documents, the public officials concerned shall, except in special individual cases, hand back such documents immediately after examination.

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Chapter 6. International Airports — Facilities and Services for Traffic

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6.47 **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~~ document may serve the same purpose.*

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Appendix 9. Suggested Formats for Documents Relating to the Return of Inadmissible Persons

2. Letter Relating to Fraudulent, Falsified or Counterfeit Travel Documents or Genuine Documents Presented by Imposters (see 5.7)

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Enclosed herewith is a photocopy of a fraudulent/falsified/counterfeit ~~passport~~ **travel document**/identity card/genuine document presented by an imposter.
 Document number:
 State in whose name this document was issued:

The above-mentioned document was used by a person claiming to be:

Surname:	Photograph if available
Given name(s):	
Date of birth:	
Place of birth:	
Nationality:	
Residence:	

This person arrived on (date) at (name of) airport on flight (flight number) from (city and State).

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Appendix 12. Model National FAL Programme

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3. ORGANIZATION AND MANAGEMENT

3.1 The primary responsibility for the National FAL Programme rests with the Civil Aviation Authority (CAA) and/or the Ministry of Transport. However, success of the programme requires the active participation of other ministries or agencies, such as:

- | | |
|--------------------------------|--|
| Customs | Immigration |
| Foreign Affairs | Passport Travel document /visa issuing authorities |
| Agriculture/environment | Public Health |
| Security and narcotics control | Identification card issuing authorities |
| Tourism | Quarantine |

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4. ESTABLISHMENT OF A NATIONAL FAL PROGRAMME

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<i>Chicago Convention mandate</i>	<i>Implementing tasks</i>
.....	
<p>Article 23 – Customs and immigration procedures Each Contracting State undertakes, so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time, pursuant to this Convention. ...</p>	<p>— Establish and amend as appropriate, customs and immigration procedures carried out at airports, to harmonize them with the Standards and Recommended Practices set forth in Annex 9.</p> <p>— Support and advocate the national issuance of passports and other travel documents in accordance with ICAO specifications in Doc 9303 – <i>Machine Readable Travel Documents</i>.</p>
.....	

2. **Amend** Annex 9, **Chapter 3**, as follows: [WP/3, refers]

~~3.14 When issuing passports that are not machine readable, Contracting States shall ensure that the personal identification and document issuance data and the format of the data page conform to the specifications for the “visual zone” set forth in Doc 9303, Part 4. The “machine readable zone” area shall be filled with words such as “this passport is not machine readable” or other data to preclude fraudulent insertion of machine readable characters.~~

.....

3.18 **Recommended Practice.**— ~~When issuing passports for tourism or business travel, Contracting States should normally provide that such~~ passports be valid for a period of at least five years, for an unlimited number of journeys and for travel to all States and territories.

Note 1.— In consideration of the limited durability of documents and the changing appearance of the passport holder over time, a validity period of not more than ten years is recommended.

Note 2.— Emergency, diplomatic, official and other special purpose passports could have a shorter validity period.

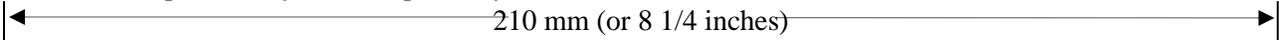
Note 3.— In consideration of the fast changing appearance of children, a validity period of not more than five years is recommended in the case of children’s passports.

3. **Amend** Annex 9, **Chapter 3**, as follows: [WP/4, refers]

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.....
.....

Size of document to be 210 mm □ 297 mm (or 8 1/4 □ 11 3/4 inches).

* To be completed only when required by the State.



Note.— In cases of more than one nationality, only one need be supplied, consistent with the valid travel document that has been presented by the passenger.

5. **Amend Annex 9** as follows: [WPs/6, 9, 11, 12 and 13, refer]

Chapter 1. DEFINITIONS AND GENERAL PRINCIPLES

A. Definitions

Electronic Travel Systems (ETS). The automated process for the lodgement, acceptance and verification of a passenger’s authorization to travel to a State, in lieu of the standard counterfoil paper visa.

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Passenger Data Single Window. A facility that allows parties involved in passenger transport by air to lodge standardized passenger information (i.e. API, iAPI and/or PNR) through a single data entry point to fulfil all regulatory requirements relating to the entry and exit of passengers that may be imposed by various agencies of the Contracting State.

Note.—The Passenger Data Single Window facility to support API/iAPI transmissions does not necessarily need to be the same facility used to support PNR data exchange.

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Chapter 9: Passenger Data Exchange Systems

A. General

9.1 Recommended Practice.—*Contracting States requiring the exchange of Advance Passenger Information (API), interactive API (iAPI) and/or Passenger Name Record (PNR) data from aircraft operators should create a Passenger Data Single Window facility for each data category that allows parties involved to lodge standardized information with a common data transmission entry point for each category to fulfil all related passenger and crew data requirements for that jurisdiction.*

9.2 3.48.10 Recommended Practice.— *Contracting States and aircraft operators should, where appropriate and, as applicable, on a 24/7 (continuous) basis, provide operational and technical support to analyse and respond to any system outage or failure in order to return to standard operations as soon as practicable.*

9.3 3.48.11 Recommended Practice.— *Contracting States and aircraft operators should establish and*

implement appropriate notification and recovery procedures for both scheduled maintenance of information systems and non-scheduled system outages or failures.

9.4 3.49.1 Recommended Practice.— Contracting States and aircraft operators should provide the appropriate level (where practicable, a 24/7 arrangement) of contact support.

B. Advance Passenger Information (API)

9.5 Each Contracting State shall establish an Advance Passenger Information (API) system.

Note.—The UN Security Council, in Resolution 2178 (2014), at paragraph 9, “[c]alls upon Member States to require that airlines operating in their territories provide advance passenger information to the appropriate national authorities in order to detect the departure from their territories, or attempted entry into or transit through their territories, by means of civil aircraft, of individuals designated by the Committee established pursuant to resolutions 1267 (1999) and 1989 (2011) (“the Committee”), and further calls upon Member States to report any such departure from their territories, or such attempted entry into or transit through their territories, of such individuals to the Committee, as well as sharing this information with the State or residence or nationality, as appropriate and in accordance with domestic law and international obligations.”

~~3.48 Each Contracting State that introduces an Advance Passenger Information (API) system under its national legislation shall adhere to international recognized standards for the transmission of Advance Passenger Information.~~

9.6 The API system of each Contracting State shall be supported by appropriate legal authority (such as, inter alia, legislation, regulation or decree) and be consistent with internationally recognized standards for API.

Note 1.— API involves the capture of a passenger’s or crew member’s biographic data and flight details by the aircraft operator prior to departure. This information is electronically transmitted to the border control agencies in the destination or departure country. Thus, passenger and/or crew details are received in advance of the departure or arrival of the flight.

Note 2.— The UN/EDIFACT PAXLST message is a standard electronic message developed specifically, as a subset of UN/EDIFACT, to handle passenger manifest (electronic) transmissions. UN/EDIFACT stands for “United Nations rules for Electronic Data Interchange For Administration, Commerce and Transport.” The rules comprise a set of internationally agreed standards, directories and guidelines for the electronic interchange of structured data, and in particular that related to trade in goods and services between independent, computerized information systems. The WCO, IATA and ICAO have jointly agreed on the maximum set of API data that should be incorporated in the PAXLST message to be used for the transmission of such data by aircraft operators to the border control agencies in the destination or departure country. It is to be expected that the UN/EDIFACT standard may be supplemented by modern message techniques, such as international xml standards or web-based applications.

Note 3.— Under its current format structure the UN/EDIFACT PAXLST message will not accommodate general aviation usage.

Note 4.—Internationally recognized standards for API are currently defined by the WCO/IATA/ICAO guidelines.

9.7 Recommended Practice.—*Each Contracting State developing legislation for the purpose of implementing an API system should consider developing aligned regulations that meet the needs of all involved agencies, defines a common set of API data elements required for that jurisdiction in accordance with message construction standards and appoints one government agency to receive API data on behalf of all other agencies.*

9.8 3.48.1 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. All information required shall conform to specifications for UN/EDIFACT PAXLST messages found in the WCO/IATA/ICAO API Guidelines.

9.9 3.48.2 When seeking to implement a national Advance Passenger Information (API) programme, Contracting States that are unable to comply fully with the provisions contained in 3.48.1 with respect to data element requirements shall ensure that only those data elements that have been defined for incorporation into the UN/EDIFACT PAXLST message are included in the national programme's requirement or follow the WCO's Data Maintenance Request (DMR) process for any deviation from the standard.

3.48.3 ~~Recommended Practice.~~—*When implementing a new Advance Passenger Information (API) programme, Contracting States that are unable to accept passenger data transmitted in accordance with the UN/EDIFACT PAXLST specifications using the industry standard transmission method as described in 3.48.1 should consult users on the operational and cost impact incurred in modifying the UN/EDIFACT PAXLST message and its contents to the required alternate format.*

9.10 3.48.4 Recommended Practice.—*Contracting States should seek to minimize the number of times API data is transmitted for a specific flight.*

9.11 3.48.5 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.

9.12 3.48.6 Recommended Practice.—*Contracting States should refrain from imposing fines and penalties on aircraft operators for any errors caused by a systems failure which may have resulted in the transmission of no, or corrupted, data to the public authorities in accordance with API systems.*

9.13 3.48.7 Contracting States requiring that passenger data be transmitted electronically through an Advance Passenger Information system shall not also require a passenger manifest in paper form.

9.14 Recommended Practice.—*Each Contracting State should consider the introduction of an interactive Advance Passenger Information (iAPI) system.*

9.15 3.48.8 Recommended Practice.—*Contracting States seeking to implement an Interactive Advance Passenger Information (iAPI) system should:*

- a) *seek to minimize the impact on existing aircraft operator systems and technical infrastructure by consulting aircraft operators before development and implementation of an iAPI system;*
- b) *work together with aircraft operators to develop iAPI systems that integrate into the aircraft operator's departure control interfaces; and*
- c) *conform to the Guidelines on Advance Passenger Information (API) adopted by*

WCO/ICAO/IATA when requiring iAPI.

9.16 3.48.9 Recommended Practice.— *Contracting States' and aircraft operators' API systems, including iAPI, should be capable of 24/7 operation, with procedures in place to minimize disruption in the event of a system outage or failure.*

C. Electronic Travel Systems (ETS)

9.17 Recommended Practice.— *Contracting States seeking to establish an Electronic Travel System should integrate the pre-travel verification system with an interactive Advance Passenger Information system.*

Note.— *This will allow States to integrate with the airline departure control systems using data messaging standards in accordance with international guidelines in order to provide a real-time response to the aircraft operator to verify the authenticity of a passenger's authorization during check-in.*

9.18 Recommended Practice.— *Contracting States seeking to implement an Electronic Travel System (ETS) should:*

- a) *ensure a robust electronic lodgement platform where an online application for authority to travel can be made. A State should make clear that their platform is the preferred means for applying online in order to reduce the scope of unofficial third party vendors that may charge an additional fee for the purpose of lodging an individual's application.*
- b) *include tools built into the application to assist individuals to avoid errors when completing the application form, including clear instructions as to the applicability of which nationalities require an ETS, and not allow application processing for non-eligible passengers (e.g. nationality and/or document type).*
- c) *institute automated and continuous vetting of relevant alert lists.*
- d) *provide electronic notification to the passenger to replace paper evidence of an individual's approval for travel.*
- e) *ensure that the information required from the passenger is easily understood in accordance with the national laws and regulations of that State.*

9.19 Recommended Practice.— *Contracting States should allow for an implementation schedule that builds awareness regarding upcoming changes and develops communication strategies in multiple languages in cooperation with other governments, travel industry, airlines and organisations in order to communicate the planned implementation of an ETS.*

9.20 Recommended Practice.— *Contracting States should include a period of informed compliance after the initial implementation deadline, where passengers are allowed entrance into the country but informed of the new requirements. e.g. handing out a tear sheet with new requirements.*

9.21 Recommended Practice.— *The aircraft operator providing transportation into the State requiring an ETS should inform their passengers of ETS requirements at the time of booking and seek to extend the uplift verification check to the point of origin rather than the last leg before entry to the destination country.*

Note.— This will greatly depend on other aircraft operators' interline thru check-in capabilities and the relationship between aircraft operators.

D. Passenger Name Record (PNR) data

3.49 9.22 **Recommended Practice.** Each Contracting States requiring Passenger Name Record (PNR) data ~~access should~~ shall align their its data requirements and their its handling of such data with the guidelines contained in ICAO Doc 9944, *Guidelines on Passenger Name Record (PNR) Data*, and in PNRGOV message implementation guidance materials published and updated by the WCO and endorsed by ICAO and IATA.

3.49.2 9.22.1 **Recommended Practice.**—Contracting States requiring ~~When specifying requirements for~~ the transfer of PNR data, ~~Contracting States shall should consider the adoption and implementation of the~~ EDIFACT-based PNRGOV message as ~~a~~ the primary method of transferal of for airline-to-government PNR data transferal.

Note 1.— The PNRGOV message is a standard electronic message endorsed jointly by WCO/ICAO/IATA. Depending on the specific aircraft operator's Reservation and Departure Control Systems, specific data elements can be provided.

Note 2.—This provision is not intended to replace or supercede any messages exchanged between aircraft operators and customs administrations to support local airport operations.

9.23 **Recommended Practice.**—Contracting States requiring PNR data should consider the data privacy impact of PNR data collection and electronic transfer, within their own national systems and also in other States. Where necessary, Contracting States requiring PNR data and those States restricting such data exchange should engage in early cooperation to align legal requirements.

6. **Amend** Annex 9, as follows: [WP/10, refers]

Chapter 1. DEFINITIONS AND GENERAL PRINCIPLES

A. Definitions

Accompanying person. An adult who is travelling with a minor. This person will not necessarily be the parent or legal guardian of the minor.

Note.—It is to be noted that this definition might need to be applied in light of any obligation resulting from the application of national regulations on border checks.

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Minor. A minor means every person below the age of eighteen years unless under the law applicable to the minor, majority is attained earlier.

Unaccompanied Minor. A minor travelling alone or travelling only in the company of another minor.

Note.—It is to be noted that this definition might need to be applied in light of any obligation resulting from the application of national regulations on border checks.

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CHAPTER 3. ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE

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Q. Minors

3.81 **Recommended Practice.**— *Contracting States should ensure that their public authorities are trained to consider the welfare of minors both accompanied and unaccompanied.*

3.82 **Recommended Practice.**— *Contracting States should ensure that aircraft operators provide adequate training to their ground and cabin staff on the handling of minors.*

3.83 **Recommended Practice.**— *Contracting States and aircraft operators should, where practicable, exchange information as to the appropriate 24 hour point(s) of contact(s) to whom issues concerning the welfare of a minor could be addressed.*

3.84 **Recommended Practice.**— *Where data privacy and protection restrictions permit, Contracting States should ensure that aircraft operators raise any concerns regarding the welfare of a minor with the relevant public authorities.*

3.85 **Recommended Practice.**— *Contracting States should consider placing an unaccompanied minor into the care of the relevant public authority at the first available opportunity if there are significant concerns regarding the welfare of the unaccompanied minor during a journey which cannot be resolved quickly.*

3.86 Contracting States shall use appropriate measures to ensure that aircraft operators do not allow minors under the age of five (5) to travel without an accompanying person.

3.87 Contracting States shall use appropriate measures to ensure that aircraft operators establish a programme for the handling of unaccompanied minors travelling under their supervision.

CHAPTER 5. INADMISSIBLE PERSONS AND DEPORTEES

B. Inadmissible persons

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5.11.2 Where the removal of an inadmissible person relates to an unaccompanied minor, the removing State shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination.

5.18.2 Where the removal of a deportee relates to an unaccompanied minor, the departing State shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination.

7. *Amend* Annex 9, Chapter 3, as follows: [WP/14, refers]

I. Inspection of travel documents

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3.36 Recommended Practice.— *Each Contracting State should consider the introduction of Automated Border Control (ABC) systems in order to facilitate and expedite the clearance of persons entering or departing by air.*

3.36.1 Recommended Practice.— *Contracting States utilizing ABC systems should, pursuant to 3.9.2 and 3.10.1, use the information available from the PKD to validate eMRTDs, perform biometric matching to establish that the passenger is the rightful holder of the document, and query INTERPOL Stolen and Lost Travel Documents (SLTD) database, as well as other border control records to determine eligibility for border crossing.*

~~3.4.1~~ **3.36.2 Recommended Practice.**— *Contracting States utilizing ~~Automated Border Control (ABC)~~ systems should ensure that gates are adequately staffed while operational to ensure a smooth passenger flow and respond rapidly to safety and integrity concerns in the event of a system malfunction.*

8. **Amend Annex 9, Chapter 3, as follows: [WP/16, refers]**

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3.35.1 The public authorities of each Contracting State shall seize fraudulent, falsified or counterfeit travel documents. The public authorities shall also seize the travel documents of a person impersonating the rightful holder of the travel document. Such documents shall be removed from circulation immediately and returned to the appropriate authorities of the State named as issuer or to the resident Diplomatic Mission of that State, **except in cases where public authorities retain documents for law enforcement purposes.**

Agenda Item 4: Report on the Working Group on Guidance Materials**4.1 DOCUMENTATION**

4.1.1 In IP/1, Australia, as Rapporteur of the Panel's Working Group to improve information sharing on passenger data requirements, updated the Panel on the work underway regarding this matter. All interested Panel members, observer States and organizations that wish to be involved in the development of this proposal were requested to contact the Rapporteur.

4.1.2 In IP/4, Singapore, as Rapporteur of the Panel's Working Group on Guidance Material (WGGM), presented an update on the work accomplished and being currently undertaken by the Working Group, which had been tasked by the FALP/7 meeting with undertaking in-depth reviews of Doc 9957, *The Facilitation Manual* and Doc 9636, *International Signs to Provide Guidance to Persons at Airports and Marine Terminals*, and with developing a model National Facilitation Programme, including guidance material on the use of the model.

4.2 DISCUSSION

4.2.1 The Panel noted the developments in the work being undertaken, as set out in IPs/1 and 4.

Agenda Item 5: Implementation of Annex 9**5.1 DOCUMENTATION**

5.1.1 In IP/2, the Panel Member from Portugal, on behalf of the European Civil Aviation Conference (ECAC), presented ECAC's guidelines that set out a harmonized approach to the provision by airlines and airports on websites, especially for passengers with reduced mobility (PRMs). In so doing, the Panel Member highlighted the growing importance of information increasingly being provided to air passengers and the travelling public via the Internet, and noted that these new processes can be frustrating if websites are not adequately prepared or if the information is not directly accessible by some categories of passengers, like PRMs.

5.1.2 The Panel Member from Qatar, made a presentation on air transport facilitation and implementation in his State. In it, he highlighted Qatar's international and national obligations in the field of facilitation, and described the operational aspects of the State's national air transport facilitation system and the various tools used to implement the SARPs of Annex 9 and to coordinate facilitation activities in the State.

5.2 DISCUSSION

5.2.1 In referring to the Secretariat's comments made following the opening of the meeting on 4 April 2016 on the planned development of implementation-focused FAL Regional Seminars for the next triennium (2017-2019), the Chairman requested participants to forward to the Secretariat any ideas in this regard and to share any best practices they might have on how these seminars could be structured or developed.

Agenda Item 6: Other Matters**6.1 DOCUMENTATION**

6.1.1 In WP/7, the Secretariat proposed the concept of “job-cards” to clearly define the Panel’s work and to ensure that there is sufficient information on context, justification, milestones and clear deliverables for all work items of the Panel in order to facilitate monitoring and reporting.

6.1.2 In WP/8, the Secretariat proposed the development of a Global Aviation Facilitation Plan (GAFP) with associated goals and targets that are measurable and reflect the needs of States and Regions. The goals would be universal and address key aviation facilitation issues and challenges in both developed and developing States. A set of performance indicators would be developed, with a view to ensuring that each target was monitored by at least one indicator for an agreed target year.

6.1.3 The President of the Air Navigation Commission (ANC), in his presentation on global plans on work programme management, described how the ANC used the “job-cards” concept to plan and achieve its objectives and goals.

6.2 DISCUSSION

6.2.1 In its consideration of WP/7, the Panel endorsed the proposed job-card concept set out in the paper. Some delegations were concerned that the job-cards might add a layer of bureaucracy to ICAO’s work, but noted that this appeared to be an effective mechanism to manage the work of the FAL Programme and that, in addition, the FAL Panel would be consulted before any items were included in any job card affecting its work.

6.2.2 With regard to the proposals set out in WP/8, several delegations, in questioning the added value of the proposed Global Aviation Facilitation Plan (GAFP), expressed concerns with regard to its establishment, e.g., the resources that might be required to implement the plan, the ability of various regions to support the work of the plan, and the addition of an extra level of bureaucracy to monitor its implementation. These delegations suggested that undertaking an assessment of differences to Annex 9, surveying States, by means of State letters, to determine their levels of implementation and FAL requirements, reaching the FAL Programme’s goals using existing measures, engaging in additional research and assisting States to comply with Annex 9 SARPs as reflective of their needs, should be the Programme’s priority.

6.2.3 Other States supported the establishment of the GAFP in order to focus on how States could be assisted on implementation of SARPs, to ascertain important Annex 9-related targets, to identify capacity-building measures that would assist States reach their facilitation objectives and to develop a road map for States to reach common objectives.

6.2.4 Following the discussion, the Panel agreed that, as a start, a Working Group should be established to examine the concepts and principles addressed in the paper, reflective of the needs of States and regions. The Working Group would work during the inter-session and present a report to the next meeting of the Panel, tentatively scheduled to be held in September 2018. The Panel agreed to the terms of reference of the Working Group, as set out in the Appendix to the Report.

6.2.5 Several Members expressed a concern that some working papers had not been translated into all the Panel’s working languages, and requested the Secretariat to convey this message to the Air

Transport Committee and to the Council, in order for the situation to be addressed and thus enable all delegations to participate fully in future meetings.

6.2.6 The Chinese Delegation, in drawing the Secretariat's attention to existing paragraph 2.8 of Annex 9 – *Facilitation*, that reads: “**Recommended Practice.**— *Documents for entry and departure of aircraft should be accepted if furnished in Arabic, English, French, Russian or Spanish. Any Contracting State may require an oral or written translation into its own language,*” requested that the word “Chinese” be inserted in the text, as the latter is one of the official languages of the Organization. The Panel expressed full support for the inclusion of Chinese in paragraph 2.8 of Annex 9.

Appendix to Agenda Item 6

FACILITATION (FAL) PANEL WORKING GROUP ON GAFF

Membership

The Rapporteur of the FAL Panel Working Group is the Secretary. Members include representatives from: Canada, Ghana, the Netherlands, Nigeria, Singapore, the United States of America and the International Air Transport Association (IATA).

Mandate

The FAL Panel Working Group on the Global Aviation Facilitation Plan (WG-GAFP) will undertake to examine the concepts and principles addressed in FALP/9-WP/8 and determine levels of implementation and FAL requirements of Member States by means of State letters, in order to establish the way forward on the establishment of a GAFF. The Working Group will present the outcome of its work inter-sessionally for the FAL Panel's consideration, as appropriate, and its recommendations at the Tenth Meeting of the FAL Panel.

Working Method

The Rapporteur of the Working Group, in consultation with working group members, shall determine the group's method of work.

[Adopted, 7 April 2016]

APPENDIX A**OPENING REMARKS BY MR. VICTOR M. AGUADO
CHAIRPERSON, AIR TRANSPORT COMMITTEE**

Good morning, ladies and gentlemen.

It is my great pleasure, as the Chair of the Air Transport Committee of the ICAO Council, to welcome you to Montréal for this Ninth Meeting of the Facilitation Panel. I thank you for travelling to Montreal in order to work together in addressing substantial issues which fall under the ICAO Strategic Objective, *Security and Facilitation*, and also for travelling to Montreal to enjoy our Springtime, as you see. I just came from Spain a couple of days ago, and it feels a little bit cold!

The important issues that face this Panel encompass a range of topics contained in Annex 9 which you are called upon to consider with regard to the changing needs of States and the industry on border control, on border security matters. Your contributions affect not only the civil aviation administration but also customs and immigration agencies of a Government, and also touch upon foreign affairs, agriculture, tourism, public health and others, to name a few. It is a kind of complicated domain in ICAO; it is not as simple as other technical issues that we deal with.

This was very well highlighted in the Model National Air Transport Facilitation Programme manual that was endorsed by this Panel in the last meeting held in 2014. As you are aware, the manual was published in 2015 in all the ICAO languages and is available to assist Member States to implement long-standing obligations in Annex 9 that require the establishment of such programmes, based on the facilitation provisions of the Chicago Convention, as well as of Annex 9 itself. Therefore, please accept my thanks for the Panel's contribution to the successful completion of this manual.

In the last meeting, the eighth meeting, you proposed several recommendations for amendments to Annex 9, one of which addressed the issue of assistance to aircraft accident victims and their families, which was well endorsed and supported by the Assembly in 2013. Others were concerned with the facilitation and security of international trade. Some were aimed at strengthening passenger-related border controls and border security. All these recommendations provided solutions to various challenges facing States today. Your recommendations were adopted by the Council and now form an integral part of the 14th Edition of Annex 9.

Let me share with you, for this year's work, four ideas I have and a couple of reflections. This year, during this meeting here today, and for the next several days, you have several very important matters to consider. I wish to highlight, in particular, one of them. Following the adoption in September 2014 of UN Security Council Resolution 2178, passenger data exchange has again come into sharp focus, and this time at the highest global political level. The Resolution serves to stress the critically important role that Advance Passenger Information plays worldwide in securing borders, especially against those who aim to disrupt peace and security. I am pleased, therefore, to see that the Panel will consider the enhancement of passenger data exchange programmes within the international regulatory framework that is Annex 9, in this house. The Air Transport Committee and the ICAO Council look forward to the results of your deliberations on topics that are becoming increasingly important for the security of aviation, for national security and, of course, including the fight against terrorism.

The second point to share with you is that the work of the Panel has a crucial role in setting international Standards and Recommended Practices for Annex 9. However, numerous States lack the

expertise and resources to implement ICAO provisions, and require guidance material; they require assistance and also capacity-building support by the international community. In this, I am very pleased to note that you continue to develop guidance material to assist States and to apply these provisions in their national legislations.

The third point that I would like to share with you is that the Panel will consider during the course of this meeting the development of a forward-looking and ambitious plan for aviation facilitation: a global framework integrating the three key activities of the Facilitation Programme, namely the provisions of Annex 9, the ICAO Traveller Identification Programme, and the ICAO Public Key Directory. These merit serious consideration and this programme could be the backbone of a proposed Global Aviation Facilitation Plan similar to those already developed for two other Strategic Objectives of ICAO, and these are Aviation Safety and Air Navigation capacity. As you know, in ICAO we have the GASP and GANP that address these two main Strategic Objectives, and also you may know that the Global Aviation Security Plan is presently under development. So we have five major Strategic Objectives, we have already two global plans, one other third plan is being launched in the security domain and we would like to see the other Strategic Objectives covered by a global approach to business.

The fourth point to share with you is that it is also important to consider that your work requires close alignment with the other bodies of the Organization, within our established framework. Under the ICAO decision-making model, all newly-proposed Standards and Recommended Practices — I am referring to the SARPs — must be accompanied by an impact assessment, performance indicators and required guidance materials. This is an important consideration that must be taken into account when considering any new or amended SARPs. Additionally, for the purposes of effective, efficient and coordinated management and governance in this house, it is proposed that the work programme of the FAL Panel be developed under a system that we call job-cards. This proposed concept of job-cards that is being used in other areas in this Organization is a working arrangement and will be proposed to you in a working paper before your Panel to clearly define the work of the FAL Panel, intending to undertake the work while ensuring that there is sufficient information on governing statements, context, justification, milestones, clear deliverables and assignment of responsibilities in order to facilitate the monitoring and reporting of the progress of all the work items. Again, this is something that we do in other fields in this Organization and this will help. As I mentioned before: a coordinated management and governance of what we do in this Organization.

I have shared with you four points of interest and now I will touch upon two reflections.

The first one is formulated with a question: Would this Organization need to plan for auditing the standards and recommended Practices contained in Annex 9? You know well that we have in ICAO a well-established audit programme for aviation safety and also for aviation security. It is true that some of the provisions of Annex 9 related to safety and security are already found in those audit programmes. However, we do not have in place an exhaustive program of audit for all of the adopted provisions. Referring specifically to Annex 9, the Council has consulted the FALP Panel and the AVSEC Panel about the way forward. The Council understands that Annex 9 addresses complex areas as it relates not only to civil aviation administrations but also to other many bodies and government services, making the exercise of auditing somewhat more complex. On 21 December 2015, State letter EC 6/3-15/90, Completion of online compliance checklist for Annex 9-Facilitation was disseminated, reminding Member States to complete, by 31 March 2016, the online Compliance Checklist (CC) in the Electronic Filing of Differences (EFOD) System.

The checklist will allow for recording of information on compliance with the Standards of Annex 9, which will enable the Council first to consider the extent of the level of compliance thereon and then determine if further action is required including the consideration of auditing.

While that was my first reflection, the second one goes into a more general remark. We always say that security and facilitation must go hand-in-hand and be carried out in a balanced manner. That's easy to say but is more difficult to be accomplished. In the world that we are living in today, with continuous security challenges, we are required to allocate increased efforts in aviation security, a trend that is expected to continue. The balance between security and facilitation will always be a delicate one and somewhat difficult to reach. It is clear that we would need to enhance the attention dedicated to facilitation. This is of important relevance when we know that the balance will have a definite impact on the sustainable development of aviation enhancing, in this regard, the importance of the work of this FAL Panel.

The Air Transport Committee looks forward to receiving the report on your conclusions. The success of the Facilitation Programme in this house depends on your expert advice and assistance. Your continuous efforts will allow the Facilitation Programme to progress in these changing times. With this, I encourage you to have fruitful discussions, successful conclusions and recommendations and I have the honour to declare this Ninth Meeting of the Panel open.

APPENDIX B**LIST OF PARTICIPANTS: NINTH FACILITATION PANEL****Panel Members, Alternates and Advisers**

Mr. Norberto Luongo	Member	Argentina
Mr. Gilon Smith	Member	Australia
Ms. Arun Gupta	Adviser	
Ms. Deise Menezes Nascimento	Member	Brazil
Ms. Priscilla Thabata Alves da Silva	Alternate Member	
Ms. Karen Plourde	Member	Canada
Ms. Nicoletta Bouwman	Adviser	
Ms. Cheryl Burrell	Adviser	
Ms. Maxine Hurter	Adviser	
Mr. John Watts	Adviser	
Ms. Kathy Therien	Adviser	
Ms. Terri Gabbatt	Adviser	
Ms. Jie Yang	Member	China
Mr. Chunyu Ding	Alternate Representative on the Council	
Ms. Qian Hufang	Adviser	
Mr. Shihui Jiang	Adviser	
Mr. Hui Zhang	Adviser	
Mr. Gang Li	Adviser	
Mr. Zhengwei Fu	Adviser	
Mr. Jorge Félix Castillo de la Paz	Alternate Member	Cuba
Mrs. Marie Hauerová	Member	Czech Republic
Mr. Magdy Abdel-Malik Ibrahim Sobh	Member	Egypt
Mr. Fathy Aly Ahmed Ghonaiemy	Adviser	
Mr. Patrick Lansman	Member	France
Mr. Maxime Millefert	Alternate Representative on the Council	
Mrs. Catherine Hoffman	Member	Ghana
Mrs. Cinzia Mariani	Member	Italy
Mr. Antonino Bardaro	Alternate Representative on the Council	
Mr. David Philp	Member	New Zealand

Mrs. Mary Oluwakemi Adigun	Member	Nigeria
Ms. Teresa Antunes	Member	Portugal
Mrs. Maria Helena Faleiro de Almeida	Representative on the Council	
Mr. Fahad Dabsan Alqahtani	Member	Qatar
Mr. Mohammad Jamil Marabha	Adviser	
Mr. Dmitry V. Shiyan	Member	Russian Federation
Mr. Dmitry Mirko	Adviser	
Ms. Nadezhda Malikova	Adviser	
Mr. Douglas Yeo	Alternate Member	Singapore
Mr. Aiden Yeo	Adviser	
Ms. Rachel Zeng	Adviser	
Mr. Nicholas Lum	Adviser	
Ms. Mari Greyling	Member	South Africa
Mr. Welcome Makamo	Adviser	
Mr. Urs Haldimann	Member	Switzerland
Mr. Frédéric Rocheray	Alternate Member	
Mrs. Wafa Abdulla Al Obaidli	Member	United Arab Emirates
Mr. Joseph Wasike Makasi	Adviser	
Mr. Tariq Mohammed Al Marzouqi	Adviser	
Mr. Marion Meyer	Adviser	
Mr. Mohammad Al Dossari	Adviser	
Ms. Sara Harrison	Member	United Kingdom
Mr. Mark Rodmell	Representative on the Council	
Ms. Nichola Folley	Adviser	
Ms. Esta Rosenberg	Member	United States
Ms. Katie Logisz	Adviser	
Mr. Matt Cornelius	Adviser	
Ms. Barbara Kostuk	Adviser	
Mr. Andres Hirschfeld	Adviser	
Ms. Elizabeth Merritt	Adviser	
Mr. Ronald May	Adviser	
Dr. Roberto Perdomo Protti	Member	Uruguay
Mr. Carlos Daniel Amado Diaz	Representative to ICAO	
Mr. Vicente Foggia	Adviser	

Note.— The following Panel members did not attend the meeting:

Ms. An De Lange	Member, Belgium
Mr. Syed Muzaffar Alam	Member, Pakistan
Mr. Moussa Ndiaye	Member, Senegal

FALP/9 Report

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Appendix B – List of Participants

Dr. J. Meesomboon Member, Thailand

Note.— The following Panel members were not able to attend but were represented at the meeting:

Mrs. Mareike Bartkowski Member, Germany
 Mr. Anil Shrivastava Member, India
 Mr. Yu Ukawa Member, Japan
 Mr. Nicholas E. Bodo Member, Kenya
 Mr. Mubarak Al Shahrani Member, Saudi Arabia

Observers from States

Mr. Alex Santana Ambassador Carlos Antonio Veras Rosario	Observer Representative on the Council	Dominican Republic
Mr. Kertu Martshenkov	Observer	Estonia
Ms. Rhéa Grutter	Observer	Germany
Mr. Mynor Duvalier Meza Villatoro Mr. José Daniel Navas Zepeda	Observer Adviser	Guatemala
Mr. Lionel Isaac Mr. Arnold Franck Ms. Michaëlle Pierre	Observer Adviser Adviser	Haiti
Ms. Alana Marbella Colindres Hernandez	Observer	Honduras
Mr. Satyajit Dutta	Observer	India
Mr. Arif Budiman Mr. Andy Aron Mr. Harjoko	Observer Alternate Representative to ICAO Adviser	Indonesia
Ms. Naoko Ueda Mr. Masakazu Ishii	Representative on the Council Alternate Representative on the Council	Japan
Mr. Yasuhisa Arai	Adviser	
Ms. Harkamal Gahunia	Observer	Kenya
Mr. Yong Heng Lim	Representative on the Council	Malaysia
Mr. Dionisio Mendez Mayora Mrs. Dulce Maria Valle Álvarez	Representative on the Council Alternate Representative on the Council	Mexico
Mr. Ye Htut Aung	Observer	Myanmar

Ms. Diantha Raadgers	Observer	Netherlands
Ms. Ellen Okkersen	Adviser	
Mr. Ben Radstaak	Adviser	
Mr. Abdul Hakim Al-Kiyumi	Observer	Oman
Ms. Jennifer Hyunjoo Park	Observer	Republic of Korea
Mr. Abdullah Attall Al-Raddadi	Observer	Saudi Arabia
Mr. Mohammad Alahmadi	Adviser	
Mr. Mohammad Jamil Mahmoud	Adviser	
Mr. Victor Manuel Aguado	Representative on the Council	Spain
Mr. Angel Soret Lafraya	Observer	
Ms. Annelie Sjölund	Observer	Sweden
Mr. Yildirim Kemal Yillikçi	Adviser to the Representative to ICAO	Turkey

Observers from International Organizations

Mr. Antoine Rostworowski	Observer	ACI
Ms. Nina Brooks	Adviser	
Mr. Serge Yonke Nguewo	Adviser	
Ms. Patricia Reverdy	Observer	ECAC
Mr. José Maria Peral Pecharromán	Adviser	
Mr. Christopher Ross	Head of Office, Representative of the EU to ICAO	EU
Mr. Michael Hohm	Observer	IBAC
Mr. Robert Davidson	Observer	IATA
Mr. Chris Hornek	Adviser	
Mr. Dominique Antonini	Adviser	
Ms. Celine Canu	Adviser	
Mr. Arnaud du Bédât	Observer	IFALPA
Ms. Carole Couchman	Adviser	
Mr. Ghaith Zubi	Observer	UNITED NATIONS
Mr. Nikolaus Schultz	Observer	
Mr. Harri Humaloja	Observer	

APPENDIX C**LIST OF WORKING PAPERS AND INFORMATION PAPERS**

FALP/9 WP No.	Agenda item	Title of Paper	Presented by
Working Papers			
1	—	Agenda	Secretariat
2	3	Proposed Amendments to Annex 9: Standards and Recommended Practices (SARPs) on travel documents	Secretariat
3	3	Proposed Amendments to Annex 9: Standard 3.14, Recommended Practice 3.18 & Standard 5.28	Secretariat
4	3	Proposed Amendments to Annex 9: Recommended Practice 3.9	Secretariat
5	3	Proposed Amendment to Annex 9: Appendix 2: Passenger Manifest	The Netherlands
6	3	Passenger Data Exchange Systems	The Netherlands
7	6	Job card concept	Secretariat
8	6	Global Aviation Facilitation Plan (GAFP)	Secretariat
9	3	Single Window Concept for Passenger Data Exchange Systems	IATA
10	3	Proposed Amendments to ICAO Annex 9: Transport of Minors	ECAC
11	3	Advance Passenger Information (API)	IATA
12	3	Electronic Travel Systems	IATA
13	3	Passenger Name Record (PNR) Data	IATA
14	3	Automated Border Control	IATA
15	3	Airport Traffic Flow Arrangements	IATA
16	3	Proposed Amendment to Annex 9: Standard 3.35.1	ECAC
Information Papers			
FALP/9 IP No.	Agenda item	Title of Paper	Presented by
1	4	Update on Progress of Working to Improve Information Sharing on Passenger Data Requirements	Australia
2	5	Guidelines on Websites' Information to Passengers with Reduced Mobility (PRMs)	ECAC
3	3	Annex Amendments: Impact Assessment, Implementation Task List and Guidance Material	Secretariat
4	4	Working Group on Guidance Material: Update	Rapporteur, WGM