



## **FACILITATION PANEL (FALP)**

### **FIFTH MEETING**

**Montréal, 31 March to 4 April 2008**

#### **Agenda Item 4: Other matters**

#### **KEY PRINCIPLES FOR CREW MEMBER CERTIFICATES**

(Presented by the European Civil Aviation Conference<sup>1</sup>)

#### **SUMMARY**

This paper presents ECAC key principles for Crew Member Certificates.

#### **Action by the FAL Panel:**

The Panel is invited to note the contents of this paper.

#### **1. CREW MEMBER CERTIFICATES – KEY QUESTIONS**

##### *a) What are the principal problems in states not issuing/ accepting CMCs?*

While a number of States use alternative options to issuing CMCs that benefit the swift processing of crew, others are reluctant to issue CMCs because there is no universal recognition of the document. Many States refuse to accept CMCs because of concerns over the quality of the product. A common format encompassing security features (ideally including biometrics) would go a long way towards improving the credibility of this document.

---

<sup>1</sup> Albania, Armenia, Austria, Azerbaijan, Bosnia and Herzegovina, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden Switzerland, The former Yugoslav Republic of Macedonia, Turkey, Ukraine and the United Kingdom.

At the very least States should seek to comply with ICAO Annex 9 Recommended Practice 3.68, which states that “Contracting States should issue the certificates referred to in 3.67, 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) How can CMCs be made more secure?*

Background checks; the possibility of data sharing and the use of biometrics would considerably enhance the security of CMCs.

This would be in line with ICAO Annex 9 Standard 3.70, which states “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.”

*c) What benefits should be available to holders of CMCs?*

Holders of CMCs should benefit from expedited arrival and departure procedures. If the CMCs contained biometric information, it could be possible to provide automated gates for access to and egress from secure airside zones. ICAO Annex 9 Standard 3.66 states that “Contracting States shall establish measures, with the cooperation of aircraft operators, to expedite the inspection of crew members and their baggage, as required at departure and arrival.”

*d) Should all CMC holders who are visa nationals benefit from visa waiver?*

The value of CMCs is significantly reduced if operating crewmembers who are visa nationals are unable to benefit from visa waiver. ICAO Annex 9 Standard 3.71 states that “Contracting States shall waive the visa requirement for arriving 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”.

It should also be noted that ICAO Annex 9 Recommended Practice 3.71.1 states that “Contracting States should waive the visa requirement for arriving crew members presenting CMCs, when arriving on another aircraft operator or another mode of transport and seeking temporary entry for the period allowed by the receiving State in order to join their assigned flight in a duty status.”

*e) Can CMCs be used as travel documents?*

The purpose of CMCs is to expedite arrival and departure processes for operational crew members. Crew members travelling as passengers should use passenger channels and present valid national passports or identity cards.

There is no reference in ICAO Annex 9 to CMCs being used instead of travel documents. Section 2.2 of ICAO FALP Memo/02-05 dated 20 November 2002 from the Secretary of the Panel to Members of the Facilitation Panel stated that “rather than eliminate passports and formal travel documents, the main objective now is to standardise them and make them more secure. It would seem that the requirement for a crew member who works international flights to have a passport is no longer considered to be unduly onerous.”

## 2. **ECAC KEY PRINCIPLES**

2.1 A survey conducted in 2007 among ECAC forty-two (42) Member States indicated that there were various practices on the use and characteristics of CMCs among ECAC Member States. While a number of States use alternative options to issuing CMCs that benefit the swift processing of crew, others are reluctant to issue CMCs because there is no universal recognition of the document (e.g. the CMC is not considered sufficient by local authorities to exempt its holder from visa requirements). Some States do not accept CMCs because of the concerns over the quality of the document (e.g. not tamper-proof).

2.2 For the aforementioned reasons, the ECAC Facilitation Working Group agreed that the issuance of CMCs should remain a national prerogative. The issuance of CMCs should remain an option for Member States and not become an obligation. However, should an ECAC Member State decide to issue CMCs, a number of principles should be respected.

2.3 The ECAC Facilitation Working Group adopted key principles to be respected should a Member State decide to offer CMCs in February 2008. These principles aim at strengthening the security features of CMCs (e.g. background checks, the possibility of using biometrics) and their global acceptance. These principles were adopted by the ECAC Directors General (DGCA/129, 18 March 2008) and incorporated in ECAC regional Facilitation Manual, i.e., Doc 30, Part I, as a new Annex. A copy of these key principles is attached for the information of the ICAO Facilitation Panel (see **Appendix**).

## 3. **ACTION BY THE FALP**

3.1 The FALP is invited to note the content of this paper.

-----



## APPENDIX

### KEY PRINCIPLES FOR CREW MEMBER CERTIFICATES

- In as far as national legislation allows, Member States are encouraged to consider offering Crew Member Certificates (CMCs) and attention is drawn to ICAO Standards and Recommended Practices contained in Annex 9 Chapter 3 Section N *Identification and entry of crew and other aircraft operators' personnel*.
- Where Member States offer CMCs, these should be in the form of plastic machine readable cards in accordance with the specifications in ICAO Doc 9303, Part 3 – Size 1 and Size 2 Machine Readable Official Travel Documents. If a Member State already produces an identity card to the above standards, any CMC issued by this State should also meet these specifications.
- Where Member States offer CMCs, consideration should be given to incorporating biometrics into the card. Interoperability of CMCs is a key goal and Member States should conform to the standards set out in Doc 9303.<sup>2</sup>
- Member States should waive the visa requirement for arriving on duty crew members presenting CMCs in machine readable format; attention is drawn to ICAO Annex 9 Standard 3.71
- Member States should undertake to accept CMCs issued by ICAO Contracting States where these documents are produced in machine readable form in accordance with the specifications in ICAO Doc 9303.<sup>3</sup>
- Where Member States offer CMCs, a secure database to maintain CMC records and a mechanism for recording the issue, suspension and withdrawal of CMCs should be established.
- CMCs should be issued by a government department of the Member State.
- Where Member States offer CMCs, regular background checks of applicants should be undertaken.
- Where Member States offer CMCs, these should be made available for both licensed flight deck crew and cabin crew.
- Member States should undertake to improve the benefit of CMCs by promoting their acceptance in third countries.

— END —

---

<sup>2</sup> If a Member State already produces an identity card meeting Doc 9303, Part 3, which includes biometrics any CMC issued by this State should also contain biometrics

<sup>3</sup> In order to be acceptable to Member States a CMC should bear the name of the issuing State in the form internationally recognised by the United Nations.