



**TECHNICAL ADVISORY GROUP ON MACHINE READABLE
TRAVEL DOCUMENTS (TAG/MRTD)**

TWENTY-FIRST MEETING

Montréal, 10 to 12 December 2012

Agenda Item 1: ICAO Secretariat Updates

**ISSUANCE OF THREE-LETTER CODES TO
INTERGOVERNMENTAL ORGANIZATIONS (IGOs)**

(Presented by the ICAO Secretariat)

1. INTRODUCTION

1.1 At the Twentieth Meeting of the Technical Advisory Group on Machine Readable Travel Documents (TAG/MRTD/20), held in Montreal from 7 to 9 September 2011, the ICAO Secretariat presented TAG/MRTD/20-WP/19, *Issuance of Three-Letter Codes to Intergovernmental International Organizations*. The paper proposed criteria against which applications from Intergovernmental Organizations (IGOs) for an ICAO-issued three-letter code would be evaluated.

1.2 The TAG/MRTD/20, agreeing that there was a need to establish criteria for granting three-letter codes to IGOs, approved the on-going work on developing such criteria.

1.3 As a result, this paper puts forward some additional criteria supplementary to those presented in TAG/MRTD/20-WP/19, for the TAG's consideration.

**2. PROPOSED CRITERIA FOR THE ISSUANCE OF 3-LETTER CODES
AND SUBSEQUENT FOLLOW-UP BY ICAO**

2.1 ICAO would issue a three-letter code to an IGO for use in its Machine Readable Travel Documents (MRTDs) only if the conditions set out in 2.1.1 to 2.1.6 below are fulfilled.

2.1.1 The IGO (was) is established by a multilateral treaty that is:

- a) registered with the United Nations, in New York; and
- b) in force.

2.1.2 The treaty, or any subsequent amendment or protocol (also registered and in force, as above), explicitly provides for the issuance of travel documents to the Secretariat staff of the organization in question.

2.1.3 Member States of the IGO have accepted such documents as valid for travel into, or departure from, their territories. The IGO shall provide proof of such acceptance, at the time of the application for the three-letter code.

2.1.4 Such proof could include, *inter alia*, the indication of appropriate entries in the *Travel Information Manual* (published by the International Air Transport Association).

2.1.5 The IGO shall submit, along with its application for a three-letter code, letters of support for the issuance of the code, from as many of its Member States as possible, which shall not be less than ten Member States or twenty-five per cent of the total membership of the IGO, whichever is greater.

2.1.6 The IGO shall have at least one governing body, such as an Assembly or a Council.

2.2 It shall be the applicant organization's responsibility to meet the terms of the above criteria, including the provision of relevant evidence.

2.3 The following additional conditions shall apply subsequent to the allocation of a three-letter codes:

2.3.1 The IGO's Secretariat shall deposit one or more specimen copies of the MRTD(s) issued with the ICAO Secretariat so that the latter may make a determination, if necessary, that the MRTD(s) in question comply with the applicable and/or relevant travel document security-related provisions of Annex 9 — *Facilitation* and with the specifications of Doc 9303.

2.3.2 If, after subsequent examination/evaluation of the MRTD(s), ICAO concludes that the documents are not compliant with Annex 9 and/or Doc 9303, as in 2.3.1, it shall have the right to withdraw/cancel the three-letter code.

2.3.3 In the interests of travel document security and integrity, ICAO shall have the right to request any IGO to whom it has issued a three-letter code to submit specimen copies of the latter's MRTDs for examination/evaluation, and of appropriate action, as set out in 2.3.1 and 2.3.2.

3. ACTION BY THE TAG/MRTD

3.1 The TAG/MRTD is invited to:

- a) consider the criteria set out in paragraph 2 and revise them, if required;
- b) suggest any additional criteria, as appropriate; and
- c) endorse the criteria established under 3.1 (a) and (b) for the allocation of three-letter codes by ICAO to IGOs, for subsequent consideration and approval by the Secretary General.