



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Tel.: +1 514-954-8219 ext. 6141

Ref.: EC 6/3 - 20/58

12 May 2020

Subject: Nomination of a Subject Matter Expert for the Task Force on health issues outbreaks in aviation

Action required: Return Attachment B no later than 30 June 2020, along with a brief curriculum vitae and contact details of a nominated subject-matter expert

Sir/Madam,

I have the honour to inform you that a dedicated ad hoc Task Force on Health Issues Outbreaks in Aviation has been established, as one of the many actions taken by the International Civil Aviation Organization (ICAO) to address the COVID-19 pandemic, both in the short and long-term, in order to assist Member States in enhancing their preparedness planning for any future, similar health-related event. The mandate of the Task Force is to review and update, as required, existing “health-related” Standards and Recommended Practices (SARPs) of Annex 9 — *Facilitation to the Convention on International Civil Aviation* and related guidance material, as well as to recommend the adoption of new SARPs as deemed necessary.

The Task Force is expected to undertake such work under the supervision of the Air Transport Committee (ATC) and its Terms of Reference, which detail notably the mandate, working mode, deliverables and timelines (Attachment A).

Participation in the Task Force is open to subject matter experts (SMEs), nominated by Member States, the World Health Organization (WHO), the United Nations World Tourism Organization (UNWTO), and other relevant United Nations and Observer organizations, such as, but not limited to, the Airports Council International (ACI) and the International Air Transport Association (IATA).

Accordingly, States and organizations are urged to nominate one SME each for membership in the Task Force. Participation from all regions is strongly encouraged in order to ensure that there is, as much as practicable, a widespread regional representation engaging in the work of the Task Force.

You are kindly requested to submit the completed nomination form in Attachment B, along with a curriculum vitae, by 30 June 2020 to Dr. Narjess Abdennebi, Chief of the Facilitation Section of ICAO, either by email at fal@icao.int, with a copy to icaohq@icao.int or by fax to: +1 (514) 954-6077.

Accept, Sir/Madam, the assurances of my highest consideration.

Fang Liu
Secretary General

Enclosures:

- A — Terms of Reference of the Task Force on health issues outbreaks in aviation
- B — Nomination Form

**TERMS OF REFERENCE OF THE TASK FORCE ON
HEALTH ISSUES OUTBREAKS IN AVIATION**

Background

On 7 February 2020, the Secretariat delivered to the Air Transport Committee (ATC) at the First Meeting during the 219th Session, a presentation on the effects of the coronavirus on civil aviation. The presentation covered ICAO's regulatory framework (including relevant Annexes and documents), relevant Assembly Resolutions in force, economic impact, as well as coordination with other United Nations entities, in particular, the World Health Organization. Following the presentation and discussions, the Committee invited the Secretariat to, offer a short-term and long-term action plan with recommendations for urgent consideration by the ATC, including by written procedure if required (AT-SD 219/2, paragraph 9 a), refers)

On 2 March 2020, the Secretary General delivered to the Council at the First Meeting during the 219th Session, an Oral Report on ICAO's coordination activities related to the coronavirus (COVID-19) and the economic impact on civil aviation. The Oral Report included, inter alia, the issuance of related Electronic Bulletins EB 2020/06 (dated 24 January 2020) and EB 2020/9 (dated 30 January 2020), State letter AN 5/28-20/15, the launch of a COVID-19 single source aviation-specific website; and the economic impact of COVID-19 on aviation.

On Friday, 6 March 2020, the Council, during the Third Meeting of the 219th Session, emphasized the importance of global multilateral efforts, within which ICAO should continue to work closely with the World Health Organization (WHO), Airports Council International (ACI) and the International Air Transport Association (IATA) at all levels, in order to: coordinate efforts to respond to the COVID-19 outbreak; develop universal guidance materials based on existing protection arrangements, provisions and procedures; and, provide effective guidance to aviation authorities, airlines and other aircraft operators and airports on measures aimed to protect the health of the travelling public and reduce the risk of transmission (C-DEC 219/3, paragraph 4 c), refers).

Furthermore, the Council requested the Secretary General (C-DEC 219/3, paragraph 4 e), refers) *to establish a dedicated ad hoc taskforce, with terms of reference to be agreed upon by the Air Transport Committee (ATC), to review the existing "health-related" provisions, including the corresponding Standards and Recommended Practices (SARPs) of Annex 9 and guidance material and develop specific recommendations and actions aimed at assisting Member States to address any future such health related outbreaks.*

The same day, the Council also adopted a Declaration relating to the outbreak of the COVID-19, in which the Council affirmed *"the urgent need to reduce the public health risk of the spread of COVID-19 by air transport and protect the health of air travellers and aviation personnel; and stressed the importance of "providing reliable information to aviation authorities, airlines and other aircraft operators, airports and the public to help control the further spread of the virus".*

Mandate

In light of the above, the Task Force on Health Issues Outbreaks in Aviation mandate is to review all the health-related Annex 9 provisions and corresponding guidance material which are designed to provide the effective measures for States to implement through aviation authorities with requirements for aircraft and airport operators as well as other stakeholders. The implementation of these procedures is aimed at protecting the health of the travelling public and aviation personnel, mitigate the risk of transmission of communicable diseases by air transport, and minimize the impact on aviation operations,

while maintaining safety and security. The Task Force is expected to undertake such work under the supervision of the ATC.

The Task Force will:

- a) review, the relevant SARPs of Annex 9 - *Facilitation*, and develop appropriate proposals for amendments to the Annex to better protect the health of the travelling public and aviation personnel, while maintaining the necessary level of traffic for goods, cargo and passengers;
- b) review existing international regulations and provisions, as well as related guidelines on communicable disease posing a public health risk or public health emergency of international concern;
- c) review existing best practices and guidance material from aviation stakeholders' such as IATA and ACI as well as other relevant organizations and entities, in particular cargo and express cargo international organizations;
- d) develop as required, ICAO guidance material that would assist both Member States, and the relevant stakeholders such as aircraft operators and airport operators, to address the aviation specifics of any future health-related outbreaks;
- e) collect best practices related to the facilitation of the operations of all so-called "repatriation flights", whether designated as humanitarian flights, diplomatic flights or commercial repatriation flights, during health issues outbreaks and develop proposals for recommended practices on the operation of repatriation flights from which no one disembarks;
- f) in consultation with CAPSCA, develop proposals to improve the level of implementation of Annex 9 Standard 8.16, which directs States to develop a national plan in preparation for an outbreak of a communicable disease;
- g) revise, as appropriate and as required, Doc 10042, *Model National Air Transport Facilitation Programme*, to more specifically address a national aviation plan compliant with Standard 8.16, reflect the revised SARPs of Annex 9, and update accordingly Doc 9957, *The Facilitation Manual*;
- h) liaise, through the Secretariat, with the different panels involved in handling Annexes with health-related provisions regarding any outcome, in particular guidance material, that would be mature enough at any step of the process; and
- i) handle any urgent issue that may arise during the planned work plan of the task force, as directed by the ATC.

Membership

Participation is open to subject-matter experts (SME), nominated by Member States, WHO, UNWTO, and other relevant UN and Observer organizations, such as, but not limited to ACI and IATA. Participation from all regions is encouraged to ensure that, as much as practicable, there is widespread regional representation. In order to give the opportunity to all Member States and interested International Organizations to nominate SMEs to contribute to the work of the Task Force, a State Letter will be issued to receive such nominations.

As inter-bureaux cooperation and coordination is essential to the success of the Task Force, the work of the Task Force will be supported by Secretariat staff from ATB, ANB and LEB, including the expert to be recruited, to be funded by extra-budgetary means, or seconded.

Following the call for nominations and after consultation with the Chairperson of the ATC, the Secretariat will circulate the membership of the Task Force to all its members.

Working Mode

The Task Force will work in English only, by correspondence, including video teleconferencing. In-person meetings will be held, when necessary and possible, in order to finalize the work to be submitted to the FALP's review, including by written procedure or through an *ad hoc* meeting if need be, before being presented to the ATC's consideration. In this work:

- A Rapporteur of the Task Force on Health Issues Outbreaks in Aviation will be selected by the Secretariat in consultation with the Chairperson of the ATC, from the SMEs nominated by States to lead the Task Force and report on its behalf;
- conference (VTC) calls will be held at regular intervals;
- an e-mailing list of the Task Force members will be used for discussions and sharing of documents;
- ICAO Secretariat will maintain meeting/discussion notes to be shared through emails;
- ICAO Secretariat and the TF members will have joint consultations as often as needed, including for the preparation of the initial oral report and the final working paper; and
- a secure site will be set up to centralize the documents of the Task Force.

Deliverables

The Rapporteur of the Task Force will circulate the Task Force's report, including the new and/or revised Annex 9 provisions and draft guidance to the Facilitation Panel for its feedback, as needed, before being submitted to the ATC for approval and then to the Council for adoption. Planned timelines are presented in the Appendix.

**Approved by the Air Transport Committee,
[15 April 2020]**

APPENDIX**Planned Timelines**

1. 15 April 2020: Establishment of Task Force and Terms of Reference approved by the Air Transport Committee;
2. 12 May 2020: Issuance of the State Letter requesting nominations to the Task Force;
3. 30 June 2020: Nominations received for the membership, and for the Rapporteur;
4. 15 July 2020: Secretariat conference call with the Rapporteur;
5. 20 July 2020: Work initiated by Rapporteur, with the Task Force members;
6. Until December 2020: Work continues by correspondence, and if required, by teleconference;
7. December 2020: Draft proposals for new/revised guidance material collated by Secretariat and circulated amongst Task Force members for comments;
8. Mid-January 2021 (TBC): 1st in-person meeting of the Task Force (or other available means);
9. February 2021: Progress report to the ATC (222nd Session);
10. March 2021 (TBC): 2nd face-to-face meeting (or other available means) to finalize draft proposals and the report;
11. April 2021: Draft report circulated to the Task Force members for comments and to the Facilitation Panel members for feedback;
12. May 2021: ATC considers Task Force recommendations (223rd Session);
13. July 2021: Recommendations for amendments to Annex 9, if any, circulated for comments by Member States;
14. October 2021: Proposals for amendments to Annex, if any, submitted to Council for consideration (224th Session); and
15. March 2022: Amendment 29 of Annex 9 becomes applicable

ATTACHMENT B to State letter EC 6/3 - 20/58

**NOMINATION FORM: SUBJECT MATTER EXPERT FOR THE TASK FORCE
ON HEALTH ISSUES OUTBREAKS IN AVIATION**

NAME OF STATE:

SUBJECT MATTER EXPERT

Name (please print):

Position:

Department/Office:

E-mail:

Telephone:

This nomination form and curriculum vitae is to be sent to ICAO Headquarters no later than 30 June 2020, by email to fal@icao.int, with a copy to icaohq@icao.int, or by fax to: +1 (514) 954-6077.

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