



TAG-MRTD/18  
REPORT

# International Civil Aviation Organization

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**TECHNICAL ADVISORY GROUP  
ON  
MACHINE READABLE TRAVEL DOCUMENTS  
EIGHTEENTH MEETING**

Montréal, 5 - 8 May 2008

**REPORT**



**LETTER OF TRANSMITTAL**

To: Chairman, Air Transport Committee

From: Chairperson, Technical Advisory Group on Machine Readable Travel Documents

I have the honour to submit herewith the Report of the Eighteenth Meeting of the ICAO Technical Advisory Group on Machine Readable Travel Documents, which was held in Montreal from 5 to 8 May 2008.



Annette Offenberger  
Chairperson

May 2008



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**TECHNICAL ADVISORY GROUP**

**ON MACHINE READABLE TRAVEL DOCUMENTS**

**EIGHTEENTH MEETING**

(Montréal, 5 - 8 May 2008)

**1.1 INTRODUCTION**

1.1.1 **General.** The Eighteenth Meeting of the Technical Advisory Group on Machine Readable Travel Documents (TAG-MRTD) was held at ICAO Headquarters, Montréal, Canada, from 5 to 8 May 2008. Mr. John Begin, Deputy Director of the Air Transport Bureau, opened the plenary meeting and welcomed the participants. Recognizing the value of the expertise of the TAG-MRTD to ICAO, Mr. Begin expressed great satisfaction with its work and outcome such as the update of Doc 9303, Part 1 and the importance of the ICAO Public Key Directory (PKD).

1.1.2 **Attendance.** In attendance were 44 members/advisers of the TAG, as well as 35 observers from 15 Contracting States and 18 observers from 10 international and other organizations. The attendance list is set out in Appendix A.

1.1.3 **Officers and Secretariat.** Ms. Annette Offenberger (New Zealand) was elected Chairman of the Meeting. Mr. Mauricio Siciliano, MRTD Officer from the Aviation Security and Facilitation Policy (SFP) Section was the Secretary of the Meeting. He was assisted by Ms. Judy Poon. Mrs. Halina Biernacki, Acting Chief SFP, was present at the opening of the meeting.

**1.1.4 Agenda of the TAG**

The TAG adopted the agenda as shown hereunder:

- Agenda Item 1: Activities of the NTWG
- Agenda Item 2: Implementation of the Public Key Directory
- Agenda Item 3: ICAO Secretariat updates, strategy and working plan
- Agenda Item 4: Country and Organizations Reports

Agenda Item 5: Other business

1.1.5        **Documentation.** Fifteen (15) working papers and 5 information papers were submitted for consideration by the meeting, as listed in Appendix B.

1.1.6        **Working arrangements and procedures.** The meeting was conducted in English only.

2.        **Agenda Item 1**

**Activities of the NTWG**

2.1        **Report on the ongoing work of the NTWG since TAG/17, new work activities and future activities of the NTWG**

2.1.1        An overview of the various working papers and information papers presented by the working group, on its ongoing work, as well as its new work and future activities, were presented by the Chairman of the NTWG in WP/1. As the WPs were introduced, the Chairman referred to the persons responsible to present their respective papers, as reported below.

2.1.2        In addition to the above, the NTWG also continued to participate in a number of ongoing activities that have not necessarily resulted in the submission of a Working or Information Paper. Such is the case of the INTERPOL Lost and Stolen Travel Document database, a subject of interest to all member States. In another venue, the NTWG has continued its close working relationship with several organizations including the IATA Simplified Passenger Travel (SPT) initiative and has continued to liaise with the G-8 Roma-Lyons group on security and migration issues. Finally, the development of specifications for electronic visas continues to be one of the key activities of the NTWG, and the Working Group hopes to finalize the work and present a report during the next TAG meeting, in 2009

2.1.3        The TAG noted the work of the NTWG to date and the approach it had taken and approved the future direction and activities of the NTWG as outlined in WP/1.

2.2        ***Transliteration Rules (Arabic)***

2.2.1        The TAG noted, under WP/2, the report on the findings and conclusions of the technical report on the “Transliteration of Arabic Fonts in MRTDs”.

2.2.2        The representative from IATA expressed concern about Mr. Ellis's comment that aircraft operators might, in future, need to ensure that the transliterated Arabic name as it appears in the Passport's Machine Readable Zone is also reflected in that manner in the Airline's Passenger Name Record (PNR). The IATA representative asked that Panel participants not consider Mr. Ellis's comment on this matter as a viable option. IATA stated that the PNR served solely to support the "human" contact between the operator and the passenger, and that the data contained within that record, including the name, is that which the passenger (or his agent) would have provided at the time of reservation. PNRs support the commercial operation of air transport, and have never been intended to support governments' growing need for passenger data or the IT applications that drive data collection.

2.2.3        While the air transport industry has accepted various States' requirements for access to data contained in reservation systems, there is no support within the industry for changing the way in which airline reservation records are constructed purely in response to the needs of governments.

2.2.4 During the discussion on WP/2, there was a consensus that there was still a lot of work to be done in this field. There was also a need to talk to more border officials, stakeholders and large database system holders to try to resolve the problem of transition from the old, existing legacy databases to the new one.

2.2.5 The TAG approved the continuation of the work for eventual inclusion of Arabic transliteration rules in table form in the Supplement to Doc 9303 as a Normative Appendix.

2.2.6 The NTWG also proposed that an implementation strategy for the work was required, to ensure the support of the stakeholders.

2.2.7 The TAG agreed to look into how to communicate this information to all the other relevant agencies and stakeholders.

### 2.3 *Guidelines on eMRTDs and Passenger Facilitation*

2.3.1 The TAG suggested that this report would better be identified as a “guideline” and that it should broaden its scope to include systems based on ePassport functionality and not limit itself just to ‘enrolment’. The group also suggested that such guidelines could eventually be included in Chapter 6 of Annex 9. WP/3 informed the TAG about the final version of the guidelines.

2.3.2 The TAG took note of the work that had been done by the members of the sub-working group on the guidelines for eMRTDs & Passenger Facilitation.

2.3.3 The group agreed with the outline and content of the guideline and approved the necessary steps to start publication of the document.

2.3.4 The group also noted that the guideline should be communicated to other relevant agencies other than those mentioned during the discussions. .

### 2.4 *Guide for Assessing Security Standards for Handling and Issuance of Travel Documents*

2.4.1 The TAG recognized the importance of increasing the security of travel document issuance and handling, and approved the development of guidelines for assessing the implementation of security standards and best practices in these fields. WP/4 informed the TAG about the progress made to date in drafting the guide and the next steps.

2.4.2 The group noted the work done to date on the Guide for Assessing Security Standards for Handling and Issuance of Travel Documents, and approved the continuation of the on-going development of the guide, keeping in mind that it should not become too large, and to have just relevant reference points as to where to go to get further details.

### 2.5 *G8 Project on Use of ePassports in Border Processing*

2.5.1 The project’s objective is to compile and analyze the initiatives implemented (and those planned for implementation) by G8 and ICAO NTWG member States to incorporate ePassport functionality as part of their border control functions.

2.5.2 The group recognized the national and international security enhancements brought by reading ePassports at the border.

2.5.3 The TAG encouraged participation of NTWG members in the G8 Lyons/Roma-led project by requesting NTWG Member States to respond to the survey circulated by the organizers.

## **2.6 *Basic Access Control/Extended Access Control in ePassports***

2.6.1 WP/6 outlined the different concepts of access control.

2.6.2 The TAG was invited to investigate alternative means to protect against unauthorised reading of information from the eMRTD chip through skimming or eavesdropping.

2.6.3 The TAG confirmed the continuation of the study for a global standard for Extended Access Control as a Work Item for the next generation of MRTDs.

2.6.4 The TAG also confirmed evaluation of implementation experiences within the European Union as part of this study, and recognized the feasibility of Chip Authentication as a protocol, which can be used on its own for communications protection and as an electronic anti-copying mechanism. However, it was considered as not as yet been stable enough to be established as a global interoperable standard.

2.6.5 The TAG agreed that the study for a global standard for Extended Access Control (EAC) must not just cover the protection of sensitive data, but should also be seen as a contribution to authorization mechanisms for updates, writing visa information and travel records, and of other features to the chip after issuance.

## **2.7 *TD-1 Cards: Placement of Essential Information***

2.7.1 The TAG took note of the work done to date on the Technical Report attached to WP/7, and the presentation of the various options of essential information placement on the td-1 cards.

2.7.2 The TAG recognized the importance of reading eMRTDs at the border in an efficient and non-intrusive way by border officials, or by passengers themselves at a self-service kiosk. It also encouraged TAG Contracting States to look for solutions to create synergies in reading ICAO-compliant travel documents, and to submit to the sub-working group other options in order to find the most efficient way to address the automated processing issues relating to td-1 format cards.

2.7.3 The TAG approved the continuation of the on-going work in this area.

## **2.8 *Guidance to Border Control Authorities on Handling ePassports that Fail to Read***

2.8.1 With the increasing volume of ePassports that are now in circulation, the inclusion of the chip together with the existing physical security features in the book provide an increased degree of security to the overall book. It was acknowledged that there was a balance to be struck between facilitation of travellers and ensuring the security of the border inspection process. If there was a problem with the chip, say, one that failed to read, the ePassport technology should not be at the expense of traditional security safeguards in place, the values of which must be maintained and not be reduced.

2.8.2 WP/8 and the attached IP/3 Guidance Paper, which described the steps that should be taken when and why a chip might fail to read, provided an added security value to the travel documents.

2.8.3 The TAG approved the content of the paper attached to IP/3, approved its inclusion in the next Supplement to Doc 9303 and approved its inclusion as an informative annex to the said document.



## 2.9 ***Report on Test Methodology Being Developed for MRTDs and eMRTDs***

2.9.1 WP/9 described the work ongoing within ICAO and ISO SC17/WG3, to develop and standardize a test methodology for electronic machine-readable travel documents (eMRTDs). The two-Part layout for the Multi-Part Test Methodology Standard for MRTDs, was as followed:

- a) Part 1: Physical test methods for passport books
- b) Part 2: Test for application protocol and logical data structure

2.9.2 The TAG noted the work done to date on the test methodology and endorsed the approach to be taken by ICAO to transition the initial Technical Reports to International Standards. It also endorsed the continuing work plan on this topic.

## 2.10 ***Application of Photo Standards in the eMRTD Issuing Process***

2.10.1 The TAG acknowledged the adjustments made by a Technical Corrigendum to the ISO/IEC 19794-5, Biometric Data Interchange Format – Face Image Data, affecting the references to Doc 9303 Part 1 (6th Edition) for passport photographs. The way these adjustments were made guaranteed solid ground and backward compatibility for already issued MRTDs.

2.10.2 The TAG approved the continuation of on-going awareness and research in this area.

## 2.11 ***Informative Appendix 1 to Section III – Security Standards for MRTDs***

2.11.1 WP/11 was intended to apprise the TAG/MRTD on the need to update and rewrite the Informative Appendix 1 of 9303 Part 1 and to advise on steps that have been taken thus far to accomplish this.

2.11.2 The TAG approved the NTWG's proposal to publish the Appendix in the next issue of the Supplement to Doc 9303 and to incorporate such Appendix in Doc 9303 Part 1.

2.11.3 The group noted the further request to authorize incorporation into this Appendix, of the requirement for digitized photos as requested in WP/13.

## 2.12 ***UIMRTD Photos and Printing***

2.12.1 WP/13 examined the use of digital portraits as a mandatory requirement for issuing all machine readable passports concurrent with the Universal Implementation of Machine Readable Travel Documents (UIMRTD) program.

2.12.2 The TAG supported the request to approve, in principle, reiteration that the digital presentation of the portrait of the holder was a very valuable and highly recommended best practice.

2.12.3 The group supported the request to authorize the conduct of research to determine and assess the impacts, and related considerations, associated with making the use of digitized photos a Doc 9303 requirement. This research will focus on especially, but will not be limited to, the issuance of passports in overseas missions.

2.12.4 The TAG noted the request to authorize a statement to the travel document community, that digitized photos are highly recommended, and that ICAO was moving in the direction of making the

use of digitized photos mandatory on all passports. It also supported the suggestion that, for expeditious dissemination to the travel document community, the ICAO Secretariat use the Supplement to Doc 9303 as the vehicle to convey this information.

### **2.13 *The Strategic Focus for Future Work of the NTWG***

2.13.1 WP/12 described NTWG's strategy for ongoing work in the development of standards, using advanced technologies in travel documents and related systems to facilitate international travel, while maintaining appropriate levels of security.

2.13.2 Although there are many factors in the travel document environment that have remained constant since 2005, there have been more recent factors and issues that must be considered in the development of future NTWG work programmes. These have been grouped under the following broad headings: Mandatory Standards, ePassports and Biometrics, Information Sharing between States and Authorities, Travel Document Issuance and Identity Management, and Technology deployment.

2.13.3 The NTWG has a broad range of activities and strategies planned, to ensure that the continued evolution of eMRTDs and eMRTD-issuance processes, will be well-supported by technical expertise and specifications.

2.13.4 The TAG endorsed the continued maintenance activity and future focus of the NTWG with the notion that some issues mentioned as future NTWG work Programmes are to be reconsidered and possibly transferred to ICBWG. [See also agenda item 3.]

### **2.14 *Logical Data Structure and Security Framework***

2.14.1 IP/1 informed the TAG on the status with respect to the roadmap for the developments to be undertaken, to realize the next generation of specifications for the Logical Data Structure and the Security Framework for electronic Machine Readable Travel Documents (LDS & PKI Version 2).

### **2.15 *2007/08 ICAO Request for Information (RFI)***

2.15.1 This was an interim report to the TAG outlining the key areas of interest from the ICAO NTWG Request for Information (RFI) presentations that took place from 29 April to 2 May 2008.

2.15.2 Short-listed vendors were invited to make oral presentations at a special Government members only NTWG Meeting (29 April to 2 May 2008).

2.15.3 The TAG noted the content of the IP/2 and that a final working paper on the 2007/08 RFI will be prepared for the TAG-MRTD/19.

## **3. *Agenda Item 2***

### **Implementation of the Public Key Directory**

#### **3.1 *ICAO PKD Update***

3.1.1 IP/4 updated the TAG on the progress of the ICAO PKD. The ICAO PKD commenced operating in March 2007 to promote the global interoperability of a validation system for electronic travel documents.

3.1.2 The ICAO PKD Board is the standing body responsible for the ICAO PKD, appointed by the ICAO Council.

3.1.3 The ICAO PKD has grown to nine participants – Australia, Canada, Germany, Japan, New Zealand, Republic of Korea, Singapore, United Kingdom and the United States of America. France is expected to complete participation formalities shortly.

3.1.4 The ICAO PKD Board has implemented operational procedures which include:

- i) ICAO PKD Board Rules of Procedure
- ii) ICAO PKD Procedure for Handling Operational Complaints
- iii) Procedure for Proposing Amendments to the ICAO PKD MoU
- iv) ICAO PKD Rules and Procedure for Updating the PKD Fee Schedule

3.1.5 The current fee structure for the PKD has been revised and reduced by the Board. Further approval is required from the ICAO Council to make it effective.

3.1.6 The TAG noted the progress in establishing the ICAO PKD to support a globally interoperable scheme for the validation of eMRTDs.

### 3.2 ***Technical Report - CSCA Countersigning and Master List Issuance***

3.2.1 The TAG approved the Technical Report – CSCA Countersigning and Master List Issuance for inclusion into Document 9303, presented in WP/14.

3.2.2 The TAG noted that further work to develop business processes to support ePassport validation and to manage the exchange of PKI Certificates and Revocation Lists was required, and that this work will be undertaken by the PKD Board and the NTWG.

## 4. **Agenda Item 3**

### **ICAO Secretariat updates, strategy and working plan**

#### 4.1 ***ICAO Secretariat Business Plan and Strategy for the MRTD Programme***

4.1.1 The Secretariat presented, in WP/15, the consolidated vision and mission statement of ICAO, along with the Strategic Objectives and related Business Plan, which were approved by the Assembly for the 2008-2010 triennium.

4.1.2 Regarding the implementation of the Business Plan, it was highlighted that the Secretariat has developed an Action Plan, which in turn is further developed by the Operational Plan. The latter includes a series of critical tasks/strategies approaches identified in the Action Plan that need to be accomplished to meet the Strategic Objectives. These critical tasks are further broken down into one or more contributing tasks that have to be carried out to complete the critical task concerned. Contributing Tasks are sequential or parallel steps leading to a number of deliverables required to complete a critical task. Hence, each contributing task will have an output to be delivered at a specific (target) date.

4.1.3 The Secretariat stated that the objective of producing an Operational Plan is to provide management, at the Bureau/Office level, with a tool to plan and manage their programmes and to optimize the use of their resources during the triennium concerned. It was explained that the Operational Plan will need to be dynamic in nature in order to be effective. The Operational Plan shows, in addition to contributing tasks, an estimate of the resources required including the project leader and participating staff.

4.1.4 At present, the Operational Plan for the MRTD Programme for 2008 includes Critical Tasks as described in Appendix C to the WP.

4.2 WP/15 made clear that the TAG is a significant player in accomplishing the Critical and Contributing tasks established in the Operational Plan for the MRTD Programme. As a Secretariat expert group, the TAG and its working groups are also subject to the documents cited above. The Secretariat also explained that the TAG will also play a key role in establishing the strategies and goals in the field of MRTDs and eMRTDs, and will assist the Secretariat to coordinate resources to achieve them. In this sense, the work of the TAG and its working groups will also have to be aligned with the Operational Plan and will be regularly monitored based on these principles. This dynamic communication and reporting is required to ensure that the Performance Indicators are achieved, and will provide the Aviation Security and Facilitation Policy (SFP) Section support information to update and report to senior management on the status and accomplishments of the MRTD Programme. This scheme will also allow the Secretariat to update the group with the latest on the MRTD Programme, the Business Plan and the Operational Plan, and will serve to speedily react to any issues put forward by the TAG for the Secretariat's consideration.

4.3 The TAG noted the ICAO Strategic Objectives, the ICAO Business Plan and related documents, and was pleased to see that such a working structure has been established.

4.3.1 To assist implementing the ICAO Business Plan and related Operational Plan, and to equally distribute the workload established therein, the Secretariat proposed to the TAG the creation of two new working groups: The Implementation and Capacity Building Working Group (ICBWG) (Terms of Reference included in Appendix D to WP/15), and the Education, Promotion and Communication Working Group (EPCWG) (Terms of Reference included in Appendix E to WP/15). The Secretariat also proposed a Work Programme for each of these as established in the ICAO Business Plan for the MRTD Programme.

4.3.2 After some debate, the TAG expressed support only for the creation of one new working group, the Implementation and Capacity Building Working Group (ICBWG) along the lines of its draft terms of reference, and encouraged TAG members and observers to participate in this group.

4.3.3 WP/15 also proposed the establishment of a Steering Committee, formed by TAG members, to assist the Secretariat to review and propose an update to the Terms of Reference for the TAG and the NTWG and to establish a strategy and implementation plan for the TAG and its working groups, based on the ICAO Business Plan. However, the TAG could not agree on the creation of such a steering committee. Nevertheless, after some debate, following explanations on the Secretariat's needs, the TAG approved that the tenure of the present TAG chairperson would be carried over to the next TAG meeting. It was also agreed that the TAG Chairperson, the chairpersons of the NTWG and the ICBWG, members of the working groups and the Secretariat would work together, and in line with the ICAO Strategic Plan, develop and refine the terms of reference for the TAG, the NTWG and the ICBWG.

4.3.4 The TAG also agreed that the TAG Chairperson will update TAG members on any review to the ICAO Business Plan and related documents.

4.3.5 Finally, the TAG requested the Secretariat to acknowledge the importance and give priority to communicating and promoting key messages and outcomes of the TAG and working groups meetings to Contracting States and pertinent stakeholders.

## 5. **Agenda Item 4**

### **Country and Organizations Reports**

5.1.1 Mrs. Francine Hanna, from the Inter-American Committee Against Terrorism (CICTE) of the Organization of American States (OAS), gave a brief presentation about the Organization. She highlighted the work of OAS, the coordination being achieved with ICAO in the field of aviation security and MRTDs, and the coordination for the upcoming joint workshop with ICAO on security of travel documents, in El Salvador, in June 2008.

5.1.2 Mr. Christopher Hornek, from the Organization for Security and Co-operation in Europe (OSCE), gave a presentation on Travel Document Security. Mr. Hornek stressed that the OSCE's platform was to build political support, raise awareness and capabilities, capacity building and technical assistance, as well as donor coordination. The OSCE supported the creation of the new working group and other TAG issues, in particular WP/2 Transliteration and WP/4 Handling and Issuance of Travel Documents.

5.1.3 Mr. Denis Nihill, from the International Organization for Migration (IOM), gave a presentation on IOM and its position on achieving full co-operation with ICAO, INTERPOL and other international organizations, and to assist countries that do not issue MRTDs according to ICAO standards and specifications. The IOM supported the creation of the newly formed ICBWG and will contribute to the work of the new working group.

5.1.4 Ms. Ivanka Spadina, from INTERPOL, gave a presentation on the Stolen/Lost Travel Documents (SLTD) Project, providing law enforcement with instant worldwide access to INTERPOL's databases. She said that the FIND/MIND platforms gave integrated real time access to SLTD. She spoke about how important it was to have timely and accurate data, and that there was a serious lack of communication between international organizations. Mrs Spadina urged participants to put all their resources together to resolve and improve border security issues for all countries, at all levels.

5.1.5 Ms. Silvia Kolligs, from the European Commission, gave an update and outlook on European initiatives related to documents and border control.

5.1.6 The Secretariat gave an update on the latest news and the work achieved by ICAO in relation to the MRTD Programme.

5.1.7 The Secretariat also announced that the Third Edition of Doc 9303 Part 3 was expected to be published in Summer 2008, in two volumes.

5.1.8 Further, it announced the coordination and strengthening partnership with international organizations such as INTERPOL, the European Commission, IATA, ACI, the Organization for Security and Co-operation in Europe (OSCE), the United Nations Counter Terrorist Committee Executive Directorate (UN CTC), the Inter-American Committee Against Terrorism of the Organization of American States (OAS CICTE, the Pacific Island Forum (PIF), the International Organization for

Migration (IOM), and the Asia Pacific Economic Cooperation (APEC), the last with which discussions were to begin in the Summer of 2008.

5.1.9 The Secretariat also reported on the 3rd MRTD and Biometric Symposium and exhibition held in October 2007, and that preparations for the 4th Symposium were well underway. For this, the Secretariat has been allocated extraordinary resources to hire the services of a former ICAO staff to prepare and coordinate the content of such event, and to pay for the cost of bringing some of the speakers.

5.1.10 Regarding MRTD events, the Secretariat is organizing a Seminar co-organized with the OAS CICTE for the Central American States, Mexico and Dominican Republic, with participation from several TAG members and observers representatives coming from INTERPOL, ISO, OSCE, Canada, Chile and the US. It will also be organizing a regional event in Nigeria at the end of the year, and would, *inter alia*, highlight the importance of securing breeder documents, and the implementation of ICAO standards, specifications and best practices in the issuance of travel documents. The Secretariat aims to organize this and other events with its partner organizations. Finally, during the second or third quarter of 2009, the Secretariat plans to organize a regional seminar in cooperation with the OAS CICTE and other partner organizations.

5.1.11 Since TAG/17, the ICAO Secretariat has participated in several events, such as the OSCE Workshop on the Implementation of Ministerial Council Decision No. 7/03 on Travel Document Security in Vienna, and the Travel Document Security Workshop for the Mediterranean Region held in Madrid. It also participated in the 6th Government Discussion Forum on Electronic Identity Documents organized by the Government of Australia and the Asia Pacific Smart Card Association, which was held in Brisbane, and participated in the UN CTC meetings held in New York and Nairobi on the “Prevention of Terrorist Movement and Effective Border Security.” Finally, the Secretariat also participated in the VIII Session Meeting of the Inter-American Committee Against Terrorism of the OAS CICTE in Washington.

5.1.12 During 2007, the Secretariat organized and participated in providing assistance to States: In this sense, the Secretariat participated in an assessment mission to Ecuador, the cost of which was fully provided by ICAO Technical Cooperation Bureau and in cooperation with the Air Transport Bureau. This assistance project and the documentation issued were established as a template for projects to come. Assistance has also been requested by Eritrea, which is on-going, as is the case with Mauritius. Also, in conjunction with the UN CTC and the PIF, a regional project has been proposed for the assisting the Pacific Islands, and, as a result, a formal proposal has been sent to Kiribati. Finally, the Secretariat organized a mission to assist the United Nations Headquarters develop and implement a system to issue a state-of-the-art Laissez Passer, according to ICAO standards and specifications.

5.1.13 The MRTD Report will now be issued 3 times a year. The Secretariat has been provided with additional resources to prepare, edit and publish the magazine. The MRTD web site will be updated as part of an organization-wide initiative, using MS SharePoint. The new version should be available during the Summer of 2008. With the new web system, the Secretariat will be able to provide web resources to the TAG, the working groups and the ICAO PKD, and aims to provide other facilities for on-line discussions, if required.

5.1.14 For the coming year, the Secretariat will continue to provide expert assistance and technical cooperation assistance with its partner organizations, and will establish a training strategy and implementation plan for a “train-the-trainer” test pilot package, in conjunction with the ICAO TRAINAIR Section, based on training packages already developed in some of the TAG members and observers States.

5.1.15 Finally, the Secretariat announced that Switzerland has become a TAG Member, and that it has received requests for membership from Chile and Portugal, which are being processed.

## 6. Agenda Item 5

### Other business

6.1.1 Mr. David Philp, adviser from New Zealand, made a presentation on the importance of having transparency rules for attendance at the working groups.

6.1.2 Mr. Gary McDonald, the member from Canada, supported Mr. Philp's comments on the need for transparency, and he reviewed the rules for attendance at the NTWGs: *"The working group is made up of a body of government officials and associated international organizations that have a formal relationship with ICAO, principally ISO, which has a working agreement with ICAO. The government officials have to be full time employees of a government."* Mr. McDonald also said that, lately, the working groups have been getting too large. For example, at the last meeting the attendance was about 60 participants. It was highlighted that when the number gets too big, it is no longer a working group, as it would become too large to be effective. Mr. McDonald also reiterated that all attendants at these working groups should be prepared to work, to give their time, effort and resources to produce output. These meetings are not intended for observers, and that if the private sector wanted to participate, they could do so through the ISO mechanism in place.

6.1.3 TAG members raised concerns about the limited resources available in the Secretariat to effectively support the work of the TAG and its working groups, mainly in view of the increase of work as established in the Business Plan. The Group wished to see more resources to be added to the present MRTD management team, which has been for many years limited to only one. The additional resources may come from within the Secretariat or from outside.

6.1.4 Mr. Gilles Courrègelongue, from France, commented on the importance and need for interpretation to get the full benefits from these meetings. This comment was broadly supported by TAG members.

6.1.5 The TAG also highlighted the need to post the working papers at least a week prior to the meeting, if there were no hard copies made available at the meeting. This will enable member States to prepare properly for TAG or Working Group meetings.

6.1.6 The Implementation and Capacity Building Working Group (ICBWG) was created with the following member States and Organizations: Canada, United Kingdom, New Zealand, Sweden, Ireland, Japan, United States and the ISO. The Netherlands, Switzerland, Portugal, Germany, the Russian Federation and IOM will confirm their participation at a later date. Mr. David Philp of New Zealand was elected the first Chairman of the group.

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**APPENDIX A**

**TECHNICAL ADVISORY GROUP ON  
MACHINE READABLE TRAVEL DOCUMENTS**

**Eighteenth Meeting**

(Montréal, 5 - 8 May 2008)

**ATTENDANCE LIST**

**MEMBERS AND ADVISERS**

**AUSTRALIA**

Mr. Ross M. Greenwood	Member	Assistant Secretary, Passport Business Improvement and Technology Branch Dept. of Foreign Affairs & Trade
Mr. Ashley Hannon	Adviser	Passport Business Manager Note Printing Australia Ltd

**CANADA**

Mr. Gary K. McDonald	Member	Director General, Policy and Planning Passport Canada
Ms. Stephanie Brodeur	Adviser	International Policy Analyst Passport Canada
Ms. Leslie Crone	Adviser	Director, International Programs Division Passport Canada
Mrs. Julie L'Ecuyer	Adviser	Project Manager, Passport Canada
Ms. Marie Simoneau	Adviser	Senior Project Manager Department of Foreign Affairs & International Trade

**CZECH REPUBLIC**

Mr. Miloš Vacek	Member	Deputy Director, Alien Police Service
Mr. Libor Pokorný	Adviser	Head of Unit, Department of eGovernment Project Realization

## FRANCE

Mr. Yann Dumareix	Member	Section Chief, Titres et Identité et de Voyage Ministère de l'Intérieur
Mr. Gilles Courrègelongue	Adviser	Chief Information Division Ministere des Affaires étrangères et européennes
Mr. Joel Rouchon	Adviser	Police Captain , Immigration
Mr. Dominique Gatinet	Adviser	Standardization Manager French Secure Documents Agency ANTS (Agence Nationale des Titres Sécurisés)

## GERMANY

Dr. Eckart Brauer	Member	Federal Ministry of Interior Alt-Moabit 101D, 10559 Berlin
Dr. Uwe Seidel	Adviser	Senior Scientist Bundeskriminalamt, Forensic Science Institute
Mr. Michael Hegenbarth	Adviser	Senior Director
Mr. Joachim Werger	Adviser	Federal Police
Dr. Dennis Kuegler	Adviser	Senior Scientist

## INDIA

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Dr. B. N. Shetty	Adviser	Senior Technical Director

## JAPAN

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Miss Noriko Nishimura	Adviser	Official, Passport Division Consular Affairs Bureau Ministry of Foreign Affairs

Mr. Chitao Saeki	Adviser	Official, Foreign Nationals' Affairs Division Consular Affairs Bureau Ministry of Foreign Affairs
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Mr. Makoto Furuie	Adviser	Researcher, Research Institute National Printing Bureau
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Mr. Fons Knopjes	Adviser	Research & Development Adviser Ministry of Justice, Immigration and Naturalization Service
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Mr. David Philp	Adviser	Manager, Passport Operations, Identity Services Department of Internal Affairs
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**RUSSIAN FEDERATION**

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Mr. Vladimir Michailovich Prostov	Expert	
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Mr. Sergey Victorovich Ripny	Expert	
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Mr. Vasily Egorov	Adviser	Chief of Depart. Management
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**SWEDEN**

Mr. Staffan Tilling	Member	Chief Superintendent Expert Travel Documents Swedish National Police Board
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Mr. Stephan Hofstetter	Adviser	Senior Consultant

**UNITED KINGDOM**

Mr. Robin Chalmers	Member	Head of International Policy Identity and Passport Service
Mr. Charles Stevens	Adviser	HM Inspector, UK Immigration Services National Document Fraud Unit

**UNITED STATES**

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Mr. Reynold Schweickhardt	Adviser	Chief Technology Officer United States Government Printing Office

**OBSERVERS FROM STATES****AUSTRIA**

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Mrs. Claudia Hager	Expert	

**BAHRAIN**

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Shawaqi Mohammed Hassan	Observer	Director of Ports of Entry
Sh. Isa Bin Ali Al Khalifa	Observer	Directorate of Passports
Mrs. Lutgarde Colen	Observer	Attaché

**CHILE**

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Mr. Juan V. Delgado Cartagena	Observer	2nd. Commissioner, Police Department
Mrs. Maria S. Mancilla Pizarro	Observer	Chief, Personal Data Section
Mr. Hector Ulloavalle	Observer	Police Chief, International Airport

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Ms. Gilda Rueda	Observer	Permanent Representative of Colombia Delegation of Colombia to the Council of ICAO
Mr. Cesar Bejarano	Observer	Legal Adviser

**DOMINICAN REPUBLIC**

Mr. Eddian Méndez Ramos	Observer	Representante Alterno de la Misión de la República Dominicana ante la OACI
Ms. Nathalie Teatín	Observer	Technical Coordinator

## **ESTONIA**

Mr. Helar Laasik	Observer	Leading Expert
Mr. Stephan Hofstetter	Observer	Estonian contractual partner in field of national identity cards

## **IRELAND**

Ms. Deirdre Fannin	Observer	Passport Officer, Passport Office Department of Foreign Affairs
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## **LATVIA**

Ms. Raimonda Admine	Observer	Chief Inspector Latvian Ministry of the Interior
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## **PORTUGAL**

Ms. Isabel Baltazar	Observer	Inspectora, Chefe de Departamento/DIPD Departamento de Identificação e Peritagem Documental
Mr. Carlos Gonçalves	Observer	Deputy Director
Mr. Nelson Gonçalves	Observer	Inspector Immigration, Forgery Unit

## **REPUBLIC OF KOREA**

Mr. Kim Gyu-young	Observer	Director, ePassport Division Ministry of Foreign Affairs & Trade
Mr. Ko Sung-min	Observer	2 <sup>nd</sup> Secretary, ePassport Division Ministry of Foreign Affairs & Trade
Mr. Moon Jae-hyuk	Observer	3rd Secretary, Passport Division Ministry of Foreign Affairs & Trade
Mr. Yoon Cheol-min	Observer	Executive Officer, Authentication Section Incheon Airport Immigration Office
Mr. Jung Young-yook	Observer	Executive Officer, Passenger Information Analysis Team Incheon Airport Immigration Office
Mr. Hong Jin-ki	Observer	Research Engineer, IT Research Department

		Korea Minting & Security Printing Corporation
Mr. Kim Jongseong	Observer	Team Manager of ID Business Team Korea Minting & Security Printing Corporation
<b>SAUDI ARABIA</b>		
Mr. Abdulaziz Zarra	Observer	Technical Expert
<b>SINGAPORE</b>		
Mr. Eric Tan Chong Sian	Observer	Commissioner Immigration & Checkpoints Authority (ICA)
Mr. Tan Kok Guan	Observer	Senior Manager, Citizen Services Centre
Ms. Moon Tan	Observer	IT Consultant Project Manager for Singapore Biometric Passport project
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Ms. Natenapa Kongsri	Observer	Councillor Passport Division MFA
<b>TURKEY</b>		
Ms. Yesim Gundogdu	Observer	Legal Councillor, Turkish Delegation

## **OBSERVERS FROM INTERNATIONAL ORGANIZATIONS**

### **ACI (Airports Council International)**

Ms. Anne McGinley	Observer	Director, Liaison Bureau Airports Council International, Canada
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### **EC (European commission)**

Ms. Silvia Kolligs	Observer	Policy Officer Directorate-General Justice & Home Affairs Unit B-1: Borders and visas Belgium
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### **IATA (International Air Transport Association)**

Mr. Robert A. Davidson	Observer	Assistant Director Security & Facilitation, Canada
Ms. Nina Mitchell	Observer	Assistant Director Security & Facilitation, Canada

### **ICAO (International Civil Aviation Organization)**

Mr. Rod Heitmeyer	Observer	Consultant
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### **INTERPOL**

Mrs. Ivanka Spadina	Observer	SLTD Project Manager
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### **IOM (International Organization for Migration)**

Mr. Jozef M.J. Broekhaar	Observer	Training Officer/Tech. Specialist
Mr. Denis Nihill	Observer	Special Adviser to the Director General on Technical Cooperation (Asia Pacific)



**ISO (International  
Organization for  
Standardization)**

Mr. Joel F. Shaw	Observer	Convener, ISO WG 3 ISO/IEC JTC1/SC17 – MRTDs
Mr. Barry Kefauver	Observer	Principal Consultant – Task Force 1 (NTWG)
Mr. Michael Ellis	Observer	Managing Director Dynjab Technologies Pty. Ltd.
Mr. Junichi Sakaki	Observer	Manager, Panasonic Matsushita Electric Industrial Co. Ltd.
Mr. Robert Balderston	Observer	Vice President, R&D Canadian Bank Note Company Ltd.
Mr. Thomas Kinneging	Observer	Senior Project Manager SDU Identification
Mr. Michael Hegenbarth	Observer	Senior Director Standardization and Business Relations Infineon Technologies AG

**OAS CICTE  
(Inter-American Committee  
Against Terrorism of the  
Organization of American  
States)**

Francine Hanna	Observer	Program Manager for Evaluation and Document Security
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**OSCE  
(Organization for Security  
and Co-operation in Europe)**

Mr. Christopher Hornek	Observer	Assistant Programme Officer Action Against Terrorism Unit Austria
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**UNITED NATIONS**

Ms. Elizabeth McCrosson	Observer	Computer Information Systems Assistant Travel and Transportation Section
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## APPENDIX B

### TECHNICAL ADVISORY GROUP ON MACHINE READABLE TRAVEL DOCUMENTS

#### Eighteenth Meeting

(Montréal, 5 - 8 May 2008)

#### LIST OF WORKING AND INFORMATION PAPERS SUBMITTED TO THE MEETING

Working Paper (WP) Information Paper (IP)	Powerpoint presentation  Agenda #	Subject / Work Item	Presented by
WP/1	Yes 1, 1.1	Activities of the NTWG	NTWG
WP/2	Yes 1, 1.2	Transliteration Rules (Arabic)	NTWG
WP/3	Yes 1, 1.3	Guidelines eMRTD & Passenger Facilitation	NTWG
WP/4	Yes 1, 1.4	Guide for Assessing Security Standards for Handling & Issuance of Travel Documents	NTWG
WP/5	Yes 1, 1.5	G8 – Project – The Use of ePassports in Border Processing	NTWG
WP/6	Yes 1, 1.6	BAC/Extended Access Control (EAC) in ePassport	NTWG
WP/7	Yes 1, 1.7	TD-1 Cards: Placement of essential information	NTWG
WP/8 + IP/3	Yes 1, 1.8	Guidance to Border Control Authorities on Handling ePassports that Fail to Read	NTWG
IP/2	Yes 1, 1.14	Request for Information (RFI) 2008	NTWG
WP/9	Yes 1, 1.9	Test Methodologies for eMRTDs	NTWG
IP/1	No 2, 2.1	Logical Data Structure and Security Framework	NTWG
WP/10	Yes 1, 1.10	<i>Update TAG 17</i> Application of Photo Standards in the eMRTD Issuing Process	NTWG
WP/11	No 1, 1.11	Informative Appendix on Security for MRTDs	NTWG
WP/12	Yes 1, 1.12	Strategic Focus	NTWG
WP/13	Yes 1, 1.13	UIMRTD Photos & Printing	NTWG
WP/14	Yes 2, 2.2	Technical Report CSCA countersigning and Master List issuance	PKD Board
WP/15	Yes 3	ICAO Secretariat Business Plan and Strategy for the MRTD Programme	Secretariat

IP/4	Yes 2, 2.3	PKD Update	PKD Board
1P/5	No 4, 4.1	Regional Movement Alert System (RMAS) Update	Australia

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## **APPENDIX C**

### **Implementation and Capacity Building Working Group (ICBWG)**

#### **Draft TERMS OF REFERENCE**

##### **Title**

The Working Group shall be known with the title of Implementation and Capacity Building Working Group (ICBWG)

##### **Mandate**

(As approved by the TAG-MRTD / 17 for UIMRTD and revised by the Secretariat for recommended adoption to the TAG 18):

1) Assist the Secretariat implement the Operational Plan contained in the ICAO Business Plan 2008-2010 and any subsequent Business Plans, which implies :

- identify and implement projects related to the issuance and use of MRTDs and eMRTDs in States and regions, including training, technical assistance, technical cooperation and sources of financial assistance. The projects will include but not be limited to those endorsed under the Universal Implementation of MRTD (UIMRTD) to meet the 2010 deadline.
- carry out capacity building outreach activities in conjunction with States, other international organizations, inter-governmental bodies and the private sector.
- develop guidance material for implementing MRTDs and eMRTDs standards and specifications

2) Serve as forum for discussing and providing feedback on implementing and operating MRTD standards and specifications.

##### **Membership**

ICAO Secretariat, TAG members, observers and other organizations as deemed necessary.

##### **Functions**

1. Assist the Secretariat in establishing and implementing the strategy for the ICAO TAG MRTD programme based on the ICAO Business Plan and Operational Plan that will support ICAO's strategic objectives in the field of MRTDs. This includes assistance to Contracting States in meeting ICAO mandates and further supporting States in implementation of MRTD programs and use of MRTDs in border control functions.
2. Develop guidance material for implementing MRTD and eMRTD standards and specifications.
3. Provide assistance in the form of project planning, education and training, arrangements for financing, procurement assistance, start-up project management and/or system evaluations services upon requests from member States.

4. With prior approval of the Secretariat, promote partnership with International Organizations and Inter Governmental forums in assisting States in implementing MRTD programmes and their use in securing borders.
5. Promote the use of the ICAO Public Key Directory (ICAO PKD) in support of document authentication and automated identity confirmation.
6. Serve as a forum for providing feedback on implementing standards and technical specifications on MRTD or eMRTD issuance and border control matters.
7. Other initiatives as directed by the ICAO Secretariat or TAG/MRTD

### **Relationship**

The ICBWG will report to the TAG/MRTD.

### **Membership**

TAG members, observers and other organizations as deemed necessary.

### **Meetings**

Meetings will be called by the ICBWG Chair. Where possible, the location of meetings will rotate among member States however the timing and location of meetings will be at the discretion of the Chairperson. A minimum of four member States constitutes a quorum.

### **Chairperson**

The ICBWG members, subject to endorsement by the TAG/MRTD, select the Chair of the ICBWG.

— END —