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Model National Air Transport Facilitation Programme

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and published under his authority**

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Foreword

This model National Air Transport Facilitation Programme (NATFP) was developed by the Facilitation (FAL) Panel's Working Group on Guidance Material. The working group presented its results to the eighth meeting of the FAL Panel, held in Montréal in November 2014. The panel endorsed the model NATFP, as contained in this manual.

The NATFP contains guidance on how States may comply with Standards 8.17, 8.18 and 8.19 of Annex 9 — *Facilitation* to the Convention on International Civil Aviation. In this regard, explanatory notes (in red typeface italics) are appended to relevant portions of the model NATFP as guidance. It is important to note that the model NATFP is not the only means of compliance. Other methods of meeting Standards 8.17, 8.18 and 8.19 in Annex 9 may be equally appropriate. Modification to the elements and content proposed in this model NATFP may be necessary to meet the varied legal and administrative structures within individual States.

The NATFP should define the roles, functions and responsibilities of all entities involved in air transport facilitation activities. A good practice could be to include also the security-related Standards of Annex 9 in the NATFP.

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MODEL

NATIONAL AIR TRANSPORT FACILITATION PROGRAMME

Chapter 1

INTRODUCTION

Explanatory note.— *A template for an introduction to the NATFP document is provided below. States may wish to develop their own introductory section of their NATFP. States should ensure that the NATFP is signed by the person/entity responsible for implementing the programme.*

FACILITATION

Facilitation may be defined as a combination of measures and human and material resources intended to improve and optimize aircraft, crew, passenger, cargo, baggage, mail and stores flows through airports while ensuring compliance with relevant international and national legislation.

PURPOSE OF THE NATIONAL FAL COMMITTEE AND THE NATFP

The establishment of the National Air Transport Facilitation Committee (hereafter the National FAL Committee) and of the NATFP is required by an ICAO Standard; see Standard 8.19 and 8.17, respectively, in Annex 9 — *Facilitation* (thirteenth edition, July 2011) to the Convention on International Civil Aviation.

The objective of both the committee and the NATFP is to maintain a safe, secure civil aviation environment in which services are delivered in a reliable and efficient manner.

The purpose of the NATFP is to provide a framework to guide the improvement and optimization of aircraft, crew, passenger and cargo flows through airports and to improve customer service, while maintaining appropriate security requirements. The committee provides a forum for consultation and information-sharing about facilitation matters amongst government stakeholders, government representatives of other air transport-related communities and the private sector.

While committed to facilitating efficient clearance for arriving and departing aircraft, [name State] shall maintain high-quality security, effective law enforcement and proficient customer service.

Activities aimed at accomplishing these and related tasks are described in the NATFP.

BENEFITS OF AN NATFP

The NATFP aims to address and harmonize the interests of all entities involved in facilitation, e.g. public authorities, aircraft operators, commercial air transport users and airports, etc., to promote the growth of a safe, reliable and viable air transport industry. The potential benefits it hopes to achieve are:

- a) to maintain or increase the quality of aircraft, crew, passenger and cargo flow;
- b) to maintain or increase the level of passenger service and the cost-effectiveness and efficiency of

processes and procedures;

- c) to facilitate, accommodate and encourage the growth of air transport; and
- d) to contribute to a positive experience meeting the needs of the travelling public.

The NATFP of [name State] is implemented through the activities of the National FAL Committee. [name entity] is the authority designated by [name State] within its administration to be responsible for the development, implementation and maintenance of the NATFP and for the establishment of a National FAL Committee.

The National FAL Committee is chaired by [name entity].

SIGNATURE AND VERSION NUMBER

This document is regularly updated, for example when national or international regulations (e.g. ICAO Annex 9 Standards and Recommended Practices) make this necessary. The coordinating body for amendments is [name entity]. Amendments will be recognizable in version numbers.

Signed on (date):

Director General or other title

Civil Aviation Authority/Ministry/Department

Explanatory note.— *The status and publication of the NATFP — Depending in part on the legal status of the NATFP (e.g. law, decree, ministerial decision, administrative arrangements), the State concerned may decide to make it public or to limit its circulation, for example, only to entities concerned. However, attention is drawn to the probable benefits of ensuring a large circulation of the NATFP as this would foster its implementation.*

Chapter 2

DEFINITIONS

Explanatory note.— *States may wish to define key terms to establish their meaning for the purpose of the NATFP.*

Chapter 3

OBJECTIVES OF THE NATIONAL AIR TRANSPORT FACILITATION PROGRAMME (NATFP)

Explanatory note.— *States should clearly define the objectives of their NATFP.*

The objectives of the NATFP are to coordinate between relevant ministries, agencies and industry in order to:

- ensure the implementation of the Standards and Recommended Practices (SARPs) contained in Annex 9 — *Facilitation* ;
- enhance processes and procedures to facilitate the movement of aircraft, crews, passengers, cargo, baggage, mail and stores by removing unnecessary obstacles and delays, in addition to enhancing efficiency, productivity and service quality of civilian air transport services; and
- proactively support the development of innovative strategies to address facilitation issues in the air transport industry and civil aviation environment.

Explanatory note.— *This does not mean that the NATFP provides for, or that the National FAL Committee is responsible for, the implementation of regulations. Neither does it imply a change in the responsibilities of the participating ministries or agencies and in their designated areas of competence. The purpose of the NATFP is primarily to organize the distribution of information and the coordination of the above-mentioned tasks.*

Chapter 4

LEGISLATION

Explanatory note.— *States may wish to list the various international conventions, regional and national legislation and regulations, where applicable, which provide the basis for implementation of the NATFP.*

The NATFP is based on international, [regional, if applicable] and national laws, regulations and recommendations. The establishment of the NATFP and the National FAL Committee is required by, and based on Standards 8.17, 8.18 and 8.19 of Annex 9 — *Facilitation* and is implemented in application of [insert reference to national legislation, regulation or decision as appropriate].

The following legislation, at the international, [regional, if applicable] and national levels are taken into account by the NATFP.

INTERNATIONAL REGULATIONS [EXAMPLES LISTED BELOW]

- ICAO — *Convention on International Civil Aviation*, in particular, Articles 10, 13, 14, 22, 23, 37 and 38 (Doc 7300) (Chicago Convention)
- ICAO — Annex 9 to the Chicago Convention — *Facilitation* (thirteenth edition, July 2011)
- ICAO — *Convention for the Unification of Certain Rules for International Carriage by Air* (Doc 9740) (Montreal Convention)
- WCO (World Customs Organization) — *International Convention on the Simplification and Harmonization of Customs Procedures* (Kyoto Convention)
- WCO — SAFE Framework of Standards
- World Health Organization (WHO) — *International Health Regulations* (IHR)
- [insert other international instruments, as relevant]

REGIONAL LEGISLATION AND RECOMMENDATIONS [IF APPLICABLE]

[list relevant regional legislation, per sector or subjects addressed. Alternatively, the legislation can be provided as an Annex that can be periodically updated as needed]:

- ...
- ...
- ...

NATIONAL LEGISLATION

[list relevant national legislation, per sector or subjects addressed]:

- ...
- ...
- ...

The NATFP is given legal force by virtue of [mention national legislation, regulation or decision]; or legal force is held by individual members of the NATFP.

Explanatory note.— Depending on the actual arrangements of the State, either of the two suggested sentences, or a different formulation may be used.

The National FAL Committee and its terms of reference are established by [provide reference of national legislation, regulation, or decision].

Chapter 5

ORGANIZATION AND MANAGEMENT OF THE NATIONAL AIR TRANSPORT FACILITATION PROGRAMME (NATFP)

Explanatory note.— *This section addresses Annex 9, Standard 8.19, on establishing a National Air Transport Facilitation Committee, and Airport Facilitation Committees, or similar coordinating bodies, for the purpose of coordinating facilitation activities. It addresses the responsibilities of the National Air Transport Facilitation Committee and how it can interact with Airport Facilitation Committees.*

NATIONAL AIR TRANSPORT FACILITATION COMMITTEE

The National FAL Committee is established to implement and manage the provisions of the NATFP in [name State (or States in case of National FAL Committee common to several States)].

Note.— *There are security bodies/committees which may address tasks also dealt with in the NATFP. As the aim is to prevent duplication, regular coordination should take place with the National FAL Committee and counterparts in the security committees, and through members participating in both groups. The security committees concerned should either form part of the National FAL Committee or be updated on the work of the National FAL Committee, which in turn may refer issues of common interest to securitycommittees for further consideration.*

TERMS OF REFERENCE

The National FAL Committee meets [frequency to be determined], or as often as the chairperson may determine to be necessary.

The responsibilities of the National FAL Committee are to:

- 1) Ensure coordination between relevant ministries, agencies and industry to remove unnecessary obstacles and delays and improve efficiency and service levels of civilian air transport services;
- 2) Develop and implement the provisions of the NATFP in accordance with the provisions of Annex 9 — *Facilitation*;
- 3) Consider recommendations to enhance facilitation of civil air transport made by relevant entities;

Explanatory note.— *Recommendations to enhance facilitation of civil air transport may be made to the National FAL Committee by entities which need not be members of the Committee.*

- 4) Encourage the development of best practices in all areas of facilitation of civil air transport (e.g. immigration, customs, handling of persons with disabilities);
- 5) Discuss proposed changes to regulations concerning facilitation of civil air transport (e.g. amendments to Annex 9);

- 6) Inform departments, competent agencies and other organizations concerned of significant relevant facilitation developments in the field of civil aviation (e.g. outcome of ICAO Facilitation Panel) and seek their consideration of, and make recommendations to them regarding issues related to the NATFP; and
- 7) Coordinate with the NCASC on security-related elements of facilitation matters.

Note.— As a good practice, the chairperson of the National FAL Committee could be a member of the NCASC and coordinate closely with the chairperson of the NCASC or, alternatively, the NCASC representative/member could be a regular member of the National FAL Committee.

There are various groups and forums which address several aspects of facilitation. Examples (not limited) are: airport User Committee (Airport or Aircraft Operators Committee), Airport Facilitation Committee, Airport Security Committee, etc. There should be interaction or information dissemination between these committees and members of the National FAL Committee.

MEMBERSHIP

The National FAL Committee is composed of government officials representing the main interests involved in the various domains of facilitation, representatives of the aviation industry and other representatives¹, permanent or temporary, that can assist in the work of the committee. Alternates may be designated by their respective organizations. Such persons should be given sufficient authority to speak on behalf of their organizations and to initiate necessary action in support of the National FAL Committee's work. Experts may be invited by the chairperson of the National FAL Committee to advise or contribute to specific subjects. To ensure the most effective communication between the government and the civil aviation industry (including foreign airlines), representation by the industry on the National FAL Committee is to be encouraged.

The following government departments or agencies may be members of the National FAL Committee: [\[choose/add relevant members; alternatively States may wish to list the designated members in an Annex\]](#)

- [designated authority responsible for the NATFP](#)
- [appropriate authority for security;](#)
- [customs authority;](#)
- [immigration authority/issuing authority;](#)
- [health authority;](#)
- [agriculture authority;](#)

1. "Other representatives" refer to other entities which may play an advisory role including governmental agencies or non-governmental organizations which promote international tourism and trade.

The following organizations may also be members of the National FAL Committee, represented either at an individual level or through a trade organization:

- [airline operators](#);
- [ground handlers](#);
- [forwarders and express carriers](#); and
- [airport operators](#);

For the National FAL Committee detailed work procedures see Attachment 1.

TASKS AND WORK PROGRAMME

Explanatory note.— *States may wish to exercise flexibility in their work programmes and tasks of the National FAL Committee to adapt to the changing civil aviation environment. Therefore, States may wish not to include the work programme within the NATFP. Alternatively, States may wish to refer to the work programme in a separate document. Nonetheless, an example of a work programme is included here to serve as guidance for States.*

The National FAL Committee shall:

- regularly review the level of civil aviation facilitation at international airports in the country;
- consider and recommend solutions to civil aviation facilitation issues;
- stay informed about the operations of the Airport Facilitation Committees to ensure that practices and procedures employed at the airports are in accordance with applicable legislation and ICAO SARPs;
- consider proposed changes in international legislation or in the recommended practices issued by international fora and give input to formulate the national policy position;
- review Annex 9 provisions and their implementation by way of practices and procedures at the national level, in order to establish compliance and/or file differences with Annex 9 SARPs by the designated authority
- **Explanatory note: Please refer to Page x of Annex 9 on the actions taken by Contracting States in relation to notification of differences, promulgation of information, and use of the text of the Annex in national regulations;**
- systematically review the differences filed with ICAO as regards Annex 9 as well as any legislation or regulations mandating the practices and procedures giving rise to such differences with a view to working to eliminate them, either by proposing changes in the practices and procedures concerned, or, where necessary, by proposing changes in the relevant legislation or regulations;
- identify and share information from each participating entity on developments in their respective work field which may affect facilitation;
- ensure Airport Facilitation Committees meet regularly to monitor and evaluate progress.

The National FAL Committee lays down its priorities and work agenda in a [frequency to be determined] work programme. The National FAL Committee defines and implements its work programme on a regular basis.

The National FAL Committee may organize its work in dedicated subgroup meetings for efficiency and effectiveness purposes. Results of subgroups are reported to the National FAL Committee.

AIRPORT FACILITATION COMMITTEES [OR INSERT NAME OF SIMILAR SET-UPS]

Explanatory note.— *Airport Facilitation Committees, or similar set-ups, should be established to implement the National Air Transport Facilitation Programme at the airport level.*

Airport Facilitation Committees should be established at each civil airport for the purpose of coordinating civil aviation facilitation matters at the airport level.

Terms of reference of the Airport Facilitation Committee (AFC) are:

- a) to implement the National Air Transport Facilitation Programme at the airport level;
- b) to examine problems arising in connection with the clearance of aircraft, crew, passengers, cargo, baggage, mail and stores and, where possible, provide and effect solutions to the problems which may arise at the airport concerned; and
- c) to make recommendations as appropriate to the National FAL Committee or ministry/agency/entity concerned, for the implementation of proposals which cannot be effected by the Airport Facilitation Committee.

The Airport Facilitation Committees (chaired by the airport operator) shall be composed of representatives of the major stakeholders in civil air transport facilitation at airports, which may include, but are not limited to, civil aviation authorities, immigration, customs, airlines, security agencies, postal and telecommunication services, and ground-handling agencies. The Airport Facilitation Committees shall meet at a [frequency to be determined].

The Airport Facilitation Committees shall provide updates of airport facilitation matters to the National FAL Committee and/or designate a representative to serve as a member of the National FAL Committee who may raise civil air transport facilitation issues which cannot be resolved at an operational level.

The respective organizations who are members of the National FAL Committee shall also provide updates of facilitation matters for which they are responsible, at the meetings of the National FAL Committee and raise any civil air transport facilitation issues faced by their organization(s) in the implementation of the NATFP.

COORDINATION OF THE NATIONAL AIR TRANSPORT FACILITATION PROGRAMME (NATFP)

Explanatory note.— *This section provides an example of how the implementation of the NATFP can be coordinated.*

For matters affecting both facilitation and aviation security, the NATFC shall coordinate and communicate with the NCASC and vice versa to ensure prompt resolution of issues.

The following figure illustrates the coordination framework that shall be adopted in the implementation of the NATFP:

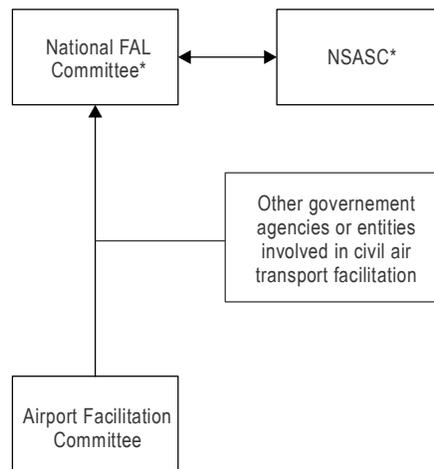


Figure 5-1. NATFP coordination framework

Chapter 6

ROLES, FUNCTIONS AND RESPONSIBILITIES OF AGENCIES INVOLVED IN AIR TRANSPORT FACILITATION

This section describes the allocation of responsibilities for the implementation of facilitation matters. It sets out the tasks relating to facilitation issues allocated, within their area of competence, to national authorities or agencies.

Explanatory Note 1.— *The organization of State services at the national level is a matter for the State concerned. Consequently, a State may decide to allocate responsibilities in facilitation matters in accordance with the organization of its services.*

Explanatory Note 2.— *This section is not meant as a mandatory allocation of responsibilities for States to adopt, or a prescriptive guideline. States may take another approach to how the tasks are managed and the approach can be reflected in the section accordingly.*

Explanatory Note 3.— *States may wish to include facilitation-related roles/functions of agencies/organisations under the NATFP. These roles/functions may include:*

- i) participation/coordination with the National FAL Committee;*
- ii) communication of National FAL Committee and ICAO-related material;*
- iii) implementation of Annex 9 SARPs;*
- iv) timely communication of planned differences to the National FAL Committee;*
- v) ensuring that every effort is made to ensure compliance with Annex 9 and avoid filing differences with Annex 9 SARPs;*
- vi) communication and coordination as required with representatives of ICAO.*

DESIGNATED AUTHORITY RESPONSIBLE FOR THE NATFP [INSERT EXACT NAME OF AUTHORITY]

[insert name of authority, e.g. CAA, Ministry of Transport (MOT)] is the designated authority and is the overall co-ordinator of the NATFP. The chairperson of the National FAL Committee is responsible for convening both the regular and ad hoc meetings of the National FAL Committee, and for ensuring that policies and/or regulations proposed by the National FAL Committee are considered in national legislation by the authority concerned. The designated authority coordinates with all responsible Ministries, who keep full responsibility for their specific areas of competence.

The facilitation responsibilities of the designated authority are therefore:

- a) to work with the chairperson/representative of the National Civil Aviation Security Programme (NCASP) to achieve and maintain consistency between the NATFP and NCASP;
- b) to provide secretariat support to the National FAL Committee;
- c) to periodically review full compliance with the SARPs within Annex 9 and, if necessary, file differences and notify ICAO;
- d) to ensure operations are carried out in such a manner as to accomplish effective compliance with the laws of States while maintaining a high level of productivity for the operators, airports and government (inspection) agencies involved.
- e) to undertake any other matters related to air transport facilitation as directed by the National FAL Committee chairperson.

APPROPRIATE AUTHORITY FOR SECURITY [INSERT EXACT NAME OF AUTHORITY]

Specific responsibilities in the area of civil air transport facilitation to be considered are:

- a) to establish and ensure the implementation of a National Civil Aviation Security Programme to safeguard civil aviation against acts of unlawful interference;
- b) to define and allocate tasks and coordinate activities between the departments, agencies and other organizations of the State, airport and aircraft operators, air traffic service providers and other entities concerned with, or responsible for, the implementation of various aspects of the National Civil Aviation Security Programme;
- c) to arrange for the supporting resources and facilities required by the aviation security services to be available at each airport serving civil aviation;
- d) coordinate and work closely with other government agencies and aircraft and airport operators in the application of aviation security measures in such a manner as to minimize unnecessary delays and inconvenience to the movement of passengers, baggage, cargo and aircraft;
- e) arrange for security controls and procedures to have minimal interference with, or delay to, the activities of civil aviation, whenever possible, provided the effectiveness of these security controls and procedures is not compromised;
- f) ensure the use of efficient screening and examination techniques in examination of travellers and their baggage, cargo and aircraft whenever possible to facilitate aircraft departure;
- e) allow the adoption of procedures, facilities and initiatives to facilitate movement of travellers, baggage, cargo and aircraft so long as all necessary security measures and other control requirements are met;
- h) coordinate with the immigration authority/issuing authority for travel documents/passports/visas to ensure the technologies incorporated into the travel document enhance the facilitation and security of the traveller.;

- i) to advise the chairperson of the NATFC on security processes or implications for consideration as and when required; and
- j) to participate in the National FAL Committee meetings.

CUSTOMS AUTHORITY [INSERT EXACT NAME OF AUTHORITY]

Specific responsibilities in the area of facilitation to be considered are:

- a) surveillance of arriving/departing travellers, cargo and mail in order to ensure adherence to national legislation;
- b) in pursuance of Annex 9 SARPs, the customs authority should provide for the provision of electronic submission of information required for arrival and departure of cargo;
- c) introduce simplified procedures for release of goods to exit or enter the country;
- d) seizure of all prohibited goods and detention of restricted goods (pending provision of relevant certificates where applicable);
- e) participation in the National FAL Committee and, if required, in other facilitation-related meetings; and
- f) provision of sufficient services without charge to operators during established working hours.

IMMIGRATION AUTHORITY/ISSUING AUTHORITY FOR TRAVEL DOCUMENTS/PASSPORTS/VISAS [INSERT EXACT NAME OF AUTHORITY]

Specific responsibilities in the area of facilitation to be considered are:

- a) Issuance of travel documents and ensuring that machine readable travel documents strictly adhere to the ICAO specifications in ICAO Doc 9303 — in order to ensure readability worldwide in machine readers of different manufacturers;
- b) Detection and non-issuance of travel documents to improperly identified or documented persons as they may pose a threat to civil aviation and the State;
- c) Coordinate with security authorities, where applicable, to ensure the technologies incorporated into the travel documents will enhance the facilitation and security of the traveller;
- d) Checking the validity and acceptability of travel documents at border control points;
- e) Examination of persons for entry into, and departure from, the State;
- f) [where embarkation/disembarkation cards are required] ensuring that the embarkation/disembarkation card conforms to the Standards of the ICAO format set out in Annex 9;
- g) Detection and prevention of travel by improperly documented persons, as they may pose a threat to civil aviation and the State;

- h) Should international or national legislation permit, develop and adopt an active information-sharing policy with relevant stakeholders and regional States to protect national borders against negative consequences of illegal immigration;
- i) Assist aircraft operators in the evaluation of travel documents;
- j) Inform the operators of the requirements by the designated authority regarding the entry/transit and departure of travellers;
- k) In case of aviation accidents, accept without delay the entry, on a temporary basis, of the experts required for search, rescue, accident investigation and repair or salvage of aircraft in conformity with Annex 12 — *Search and Rescue* and Annex 13 — *Aircraft Accident and Incident Investigation*, without having to produce any other travel document, when necessary, other than a passport;
- l) Where a visa is required for investigation experts on a mission related to an accident, the designated authority should, when necessary and exceptionally, issue such a visa on arrival or facilitate the experts on arrival;
- m) Ensure that the provisions of Annex 9 are applied with regard to inadmissible persons and deportees;
- n) Participate in the National FAL Committee and, if required, - in other facilitation-related meetings; and
- o) Provide sufficient services to operators without charge during established working hours.

HEALTH AUTHORITY [INSERT EXACT NAME OF AUTHORITY]

According to Article 14 of the *Convention on International Civil Aviation* (Doc 7300), effective measures are taken to prevent the spread of communicable diseases by air. In relation to facilitation, the health authority [insert exact name of authority] is responsible for, but not limited to:

- a) collaborating actively with the World Health Organization (WHO) and other countries to ensure that the International Health Regulations (IHR) are effectively implemented;
- b) detecting events involving disease or death above expected levels for a particular period of time in all areas of the State;
- c) reporting all available and essential information immediately to the appropriate level of health care response;
- d) implementing preliminary control measures (against the spread of the disease) immediately;
- e) responding promptly and effectively to public health risks and public health emergencies of international concern;
- f) ensuring disinsection, disinfection and decontamination of aircraft is done in accordance with the recommendation of WHO and in compliance with IHR;
- g) providing adequate facilities for vaccination, quarantine (where necessary) and issuing the necessary certificates;

- h) in collaboration with airport and aircraft operators, ensuring that food preparation, storage, service of food, and water supplies and other items intended for consumption at the airport or aboard aircraft are hygienic and meet the Standards set by WHO and the food and agriculture authority ;
- i) notifying WHO immediately and in accordance with IHR requirements of all essential information related to any health risk of an international nature;
- j) ensuring accessibility to appropriate medical services including diagnostic facilities so as to allow the prompt assessment and care of ill travellers/airport workers;
- k) establishing and maintaining a public health emergency contingency plan in order to ensure prompt response to a public health emergency of international concern;
- l) ensuring provision of appropriate space, separate from other passengers, to interview suspect or affected persons;
- m) assessing the health condition, and if necessary, organizing the quarantine of suspect travellers; and
- n) participating in the National FAL Committee meetings.

FOOD AND AGRICULTURE AUTHORITY [INSERT EXACT NAME OF AUTHORITY]

In terms of facilitation, the agriculture authority [insert exact name of authority] should ensure:

- a) plants and animals being exported from or imported into the country meet the regulations for carriage and carry the necessary certification from competent agencies;
- b) close consultations with international agencies/institutions regulating food, agriculture and animals are maintained in order to be abreast of the latest developments and to update the Airport Facilitation Committee and other stakeholders of developments that make an impact on civil aviation;
- c) when aircraft disinfection is required for animal health reasons, only those methods and disinfectants recommended by the International Office of Epizootics are used;
- d) declaration of extraordinary measures in case of threat of animal disease; and
- e) participating in the National FAL Committee meetings.

AIRCRAFT OPERATORS

Aircraft operators should:

- a) efficiently handle passengers and cargo;
- b) inform passengers of the specific requirements of the countries they intend to visit or transit through;
- c) take necessary precautions to ensure that passengers are in possession of the required travel documents at the time of embarkation;

- d) assume responsibility for custody and care of disembarking passengers and crew members from the time they leave the aircraft until they are accepted for examination;
- e) provide adequate assistance for passengers with special needs including minors or passengers with reduced mobility or disabilities;
- f) inform airport operators and relevant government agencies, in confidence, of their service, schedule and fleet plans at the airport, to enable rational planning of facilities and services in relation to the traffic anticipated; and
- g) participate in the National FAL Committee and, if required, in other facilitation-related meetings.

AIRPORT OPERATORS

The airport operators [insert names] are expected to constantly consult with aircraft operators, control agencies and other appropriate stakeholders in order to ensure that satisfactory facilities and services are provided for rapid handling and clearance of crew, passengers, cargo, baggage, mail and stores.

The specific facilitation tasks of airport operators include, but are not limited to:

- a) designing airports in such a manner as to enhance airport traffic flow arrangements;
- b) displaying internationally recommended signs to facilitate the movement/flow of passenger within airports;
- c) provision of flight information displays (FIDs);
- d) utilization of specialized security equipment, where necessary, in examining passengers so as to minimize the number of travellers that have to be examined by other means;
- e) provision of space for facilities required for implementation of public health maintenance, as well as animal and plant quarantine;
- f) provision of space and facilities for agencies in charge of clearance control on terms not less or more favourable than those which apply to the airport operators or users requiring space and facilities on a comparable scale;
- g) provision, maintenance and optimization of facilities and services for passengers with special needs including passengers with reduced mobility or disabilities;
- h) organization of Airport Facilitation Committees and/or Airport User Committees; and
- i) participation in the National FAL Committee and, if required, in other facilitation-related meetings.

GROUND HANDLING AGENTS

Ground handling agencies should:

- a) cooperate closely with government agencies to ensure the smooth flow of aircraft, crew, passengers, cargo, baggage, mail and stores through the airport facilities; and
 - b) participate in the Airport Facilitation Committee meetings, as appropriate.
-

Chapter 7

AGENCIES RESPONSIBLE FOR IMPLEMENTATION OF THE SECURITY-RELATED PROVISIONS OF ANNEX 9

Explanatory Note 1.— *As a good practice, States may wish to include a section addressing the security-related Standards of Annex 9. These provisions can be found in the Attachment to Annex 17. Alternatively, States may wish to move this section to an Annex, which would allow for sign off on the specific Annex by the applicable authority and update of responsibilities over time.*

Explanatory Note 2.— *The organization of State services at the national level is a matter for the State concerned. Consequently, a State may decide to allocate responsibilities in facilitation matters in accordance with the organization of its services.*

Explanatory Note 3.— *This section is not meant as a mandatory allocation of responsibilities for States to adopt, or a prescriptive guideline. States may take another approach to how the tasks are managed and the approach can be reflected in the section accordingly.*

ENTRY AND DEPARTURE OF AIRCRAFT

In developing procedures aimed at the efficient clearance of entering or departing aircraft, [insert relevant authority(s)] shall take into account the application of aviation security and narcotics control measures, where appropriate.

Explanatory note.— *This addresses Annex 9, Standard 2.2.*

ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE

In developing procedures aimed at the efficient application of border controls on passengers and crew, [insert relevant authority(s)] shall take into account the application of aviation security, border integrity, narcotics control and immigration control measures, where appropriate.

Explanatory note.— *This addresses Annex 9, Standard 3.2.*

[insert relevant Authority(s)] shall not extend the validity of their machine readable travel documents.

Explanatory note.— *This addresses Annex 9, Standard 3.4.*

[insert relevant authority(s)] regularly updates security features in travel documents. This helps deter fraudulent use of travel documents, including the detection of cases where such documents have been unlawfully altered or replicated.

Explanatory note.— *This addresses Annex 9, Standard 3.7.*

[insert relevant authority(s)] shall establish controls in the creation and issuance of travel documents in order to safeguard against the theft of their stocks and the misappropriation of newly issued travel documents.

Explanatory note.— *This addresses Annex 9, Standard 3.8.*

[insert relevant authority(s)] should incorporate biometric data in their machine readable passports using one or more optional data storage technologies to supplement the machine readable zone, as specified in Doc 9303 — *Machine Readable Travel Documents*.

Explanatory note.— *This addresses Annex 9, Recommended Practice 3.9.*

All passports issued by [insert relevant authority(s)] shall be machine readable in accordance with the specifications of Doc 9303, Part 1 — *Machine Readable Passports*.

Explanatory note.— *This addresses Annex 9, Standard 3.10.*

[insert relevant authority(s)] shall ensure that the expiration date of passports issued after 24 November 2005 and which are not machine readable falls before 24 November 2015.

Explanatory note.— *This addresses Annex 9, Standard 3.10.1.*

[insert relevant authority(s)] shall assist aircraft operators in the evaluation of travel documents presented by passengers, in order to deter fraud and abuse.

Explanatory note.— *This addresses Annex 9, Standard 3.31.*

Aircraft operators shall take necessary precautions at the point of embarkation to ensure that passengers are in possession of the documents prescribed by the States of transit and destination for control purposes.

Explanatory note.— *This addresses Annex 9, Standard 3.33.*

[insert relevant authority(s)] shall seize fraudulent, falsified or counterfeit travel documents together with documents used to impersonate the rightful owner of a document and return the document to the appropriate authorities of the State named as issuer or to the resident diplomatic mission of that State. [States which have implemented Advance Passenger Information (API) may wish to make a reference to API.]

Explanatory note.— *This addresses Annex 9, Standard 3.33.1.*

IDENTIFICATION AND ENTRY OF CREW AND OTHER AIRCRAFT OPERATORS' PERSONNEL

Crew member certificates (CMCs) shall be issued only after a background check has been carried out by or on behalf of [insert relevant authority(s)]. In addition, adequate controls such as a certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel, shall be placed on the issuance of CMCs.

Explanatory note.— *This addresses Annex 9, Standard 3.66.*

ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

Where practicable, in order to improve efficiency, modern screening or examination techniques shall be used to facilitate the physical examination of goods to be imported or exported.

Explanatory note.— *This addresses Annex 9, Standard 4.7.*

INADMISSIBLE PERSONS AND DEPORTEES

If [insert relevant authority(s)] has reason to believe that an inadmissible person might offer resistance to his/her removal, [insert relevant authority(s)] shall inform the aircraft operator concerned as far in advance as possible of scheduled departure so that the aircraft operator can take precautions to ensure the security of the flight.

Explanatory note.— *This addresses Annex 9, Standard 5.8.*

The removal of deportees from including all obligations, responsibilities and costs associated with the removal shall be the responsibility of [insert relevant authority(s)].

Explanatory note.— *This addresses Annex 9, Standard 5.18.*

[insert relevant authority(s)], when making arrangements with an aircraft operator for the removal of a deportee, shall make available the following information as soon as possible, but in any case not later than 24 hours before the scheduled time of departure of the flight:

- a) a copy of the removal order as required under the legislation;
- b) a risk assessment by the State and/or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight; and
- c) the names and nationalities of any escorts.

Note.— *In order to ensure coordination of facilitation and security Standards, attention is drawn to the applicable provisions of Annex 17, Chapter 4.*

Explanatory note.— *This addresses Annex 9, Standard 5.19.*

Attachment 1

NATIONAL AIR TRANSPORT FACILITATION COMMITTEE

Rules of Procedure

- 1) The chairperson of the National Air Transport Facilitation Committee (hereafter National FAL Committee) is the [position of the official from the designated authority for the National FAL Programme].
- 2) The [designated authority for the National FAL Programme] provides Secretariat services to the National FAL Committee.
- 3) Government ministries or agencies and other entities involved in the implementation of the NATFP designate their respective member to the National FAL Committee.
- 4) Members of the National FAL Committee shall participate in every meeting of the National FAL Committee. A member may be replaced by an alternate, who shall have the same responsibility and exercise the same rights as the regular member. [States may wish to list members of the National FAL Committee in a separate Annex.]
- 5) Experts with specific knowledge of potentially significant interest to the National FAL Committee may be invited by the chairperson to participate in one (or more) of the meetings of the National FAL Committee, or only a part thereof, on an ad hoc basis.
- 6) Members of the National FAL Committee as well as experts invited to meetings shall ensure the confidentiality of the specific content of meetings and decisions taken, as considered necessary by the chairperson of the National FAL Committee.
- 7) The National FAL Committee will meet [insert number] times a year. The National FAL Committee may hold ad hoc meetings whenever necessary for the purpose of reviewing a facilitation situation and attempting to resolve specific operational problems. The outcomes of the ad hoc meetings are reported to the National FAL Committee.
- 8) The Secretary of the National FAL Committee is responsible for:
 - i) making all administrative arrangements for the preparation of the meetings of the National FAL Committee in liaison with the chairperson; and
 - ii) disseminating the provisional agenda to the members of the National FAL Committee at least [insert number] working days in advance.
- 9) All papers shall be submitted to the Secretary at least [insert number] working days in advance of the meeting.
- 10) The Secretary prepares a Summary of Decisions after each meeting, to be circulated to the National FAL Committee within [insert number] working days after the meeting.

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