



ICAO EUR/NAT AVSEC AND FAL Group
(ENAVSECFALG)

PROCEDURAL HANDBOOK
DOCUMENT

THIRD EDITION – JUNE 2025

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ICAO EUR/NAT AVSECFAL Group

ESTABLISHMENT:

The ICAO EUR/NAT AVSEC Group (ENAVSECG) was established based on the recommendations of the EUR/NAT Regional Conference on Aviation Security held in 2011 (Moscow, Russian Federation).

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During the ENAVSECG/12 Meeting, conducted in June 2025, it was decided to broaden the scope of the Group to incorporate Facilitation. Consequently, the Group had been renamed as the “EUR/NAT Aviation Security and Facilitation Group” (ENAVSECFALG) and the Handbook has been updated accordingly.

TERMS OF REFERENCE:

1. MEMBERSHIP

1.1 **MEMBERS** - Contracting States within the area of accreditation of the European and North Atlantic (EUR/NAT) Office of ICAO.

1.1.1 Members are entitled to participate in the following:

- a) Election of the ENAVSECFALG Chairperson and Vice-Chairpersons,
- b) Decisions regarding the ENAVSECFALG work programme; and
- c) Adoption of any decision, conclusion or statement of the ENAVSECFALG

1.2 **OBSERVERS** - ICAO endorsed aviation security training centres (ASTCs), and regional organizations within the area of accreditation of the EUR/NAT office of ICAO, as well as Non-contracting States in the area of accreditation and States outside the accreditation area of the ICAO EUR/NAT Regional Office), international organisations and aviation industry representatives that have an important role in the field of aviation security and facilitation.

1.2.1 Observers are invited to participate and contribute to the work of the ICAO EUR/NAT AVSECFAL Group.

1.2.2 The joint commitment of ENAVSECFALG Members and Observers is fundamental for ensuring the highest benefit of activities carried out and contributing to the improvement of aviation security.

2. OBJECTIVES OF THE ENAVSECFALG

- a) to support the implementation of relevant ICAO provisions, Assembly resolutions and declarations on Aviation Security and Facilitation as well as commitments and guidelines given at Regional Conferences;
- b) to build on the work already performed by States, International and Regional Organizations, promoting its continuation and development.

3. WORKING ARRANGEMENTS

3.1 Relations with Members and Observers

3.1.1 The ENAVSECFALG Members and Observers should ensure necessary co-ordination, follow-up and monitoring of any implementation activity within their organisations.

3.1.2 The ENAVSECFALG Members and Observers should ensure communication and coordination amongst each other to the extent possible and avoid duplication of efforts while ensuring consistency of any activities conducted in the joint endeavour to strengthen Aviation Security and Facilitation in the EUR/NAT area.

3.2 Administration of the ICAO EUR/NAT AVSECFAL Group

3.2.1 The ICAO EUR/NAT AVSECFAL Group shall be administered by:

- a) a Chairperson and two Vice-Chairperson elected from the ENAVSECFALG Members; and
- b) the ICAO EUR/NAT Regional Director, who serves as Secretary of the ENAVSECFALG, assisted by appropriate ICAO staff.

3.2.2 The ICAO EUR/NAT Regional Officer, Aviation Security and Facilitation, is the designated officer (Focal Point) to conduct and coordinate the day-to-day activities of the ENAVSECFALG.

3.2.3 The ENAVSECFALG Chair-team, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Group.

3.2.4 Unless otherwise decided due to special circumstances, the ENAVSECFALG Chairperson and Vice-Chairpersons shall assume their functions at the conclusion of the meeting during which they are elected.

3.2.5 The ENAVSECFALG Members may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda. However, regular elections shall be held every five years.

3.3 Work Programme

3.3.1 To ensure alignment with its Terms of Reference (TORs), the ENAVSECFALG conducts its work based on a structured Work Programme. This programme consists of activities, each with specific deliverables, target dates and responsibilities. The activities should encompass the main implementation domains outlined in the TORs.

3.3.2 The ENAVSECFALG work programme can be executed through various methods between the annual in-person meetings, including teleconferences and email correspondence, as appropriate. Progress in the implementation of the work programme should be reviewed on a regular basis to ensure that target dates

are met, and deliverables meet the expected standards of quality. The ICAO EUR/NAT AVSECFAL Group will serve as a forum to exchange knowledge and best practices, bridge gaps and enhance Aviation security and facilitation over the wide EUR/NAT Regions with the target to decrease differences and promote high AVSEC and FAL standards. Coordination will be aimed for with existing regional and global programmes such as but not limited to training and assistant programmes, oversight activities and policy development.

4. PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE ENAVSECFALG

4.1 General

4.1.1 The ENAVSECFALG should work with a minimum of formality and paperwork (paperless meetings) and the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The ENAVSECFALG is expected to conduct its business through consensus among of all interested parties. Consequently, the following provisions do not include any procedures for handling motions or voting.

4.1.2 Meeting reports should not include statements by specific members or participants. However, differing views expressed regarding decisions or conclusions reached shall be documented as an integral part of the report.

4.2 Convening of the ENAVSECFALG meetings

4.2.1 The ENAVSECFALG shall meet annually, with the possibility of additional meetings if deemed necessary. During each meeting, the ENAVSECFALG should agree on the date, duration and venue for its next meeting.

4.2.2 A convening letter for each ENAVSECFALG meeting shall be issued by the ICAO secretariat, normally 90 days prior to the meeting. The convening letter should include a provisional agenda.

4.3 Establishment of the provisional agenda of the ICAO EUR/NAT AVSECFAL Group

4.3.1 The Secretary of the ENAVSECFALG Group, in consultation with the Chair-team, shall establish a provisional agenda.

4.3.2 At the opening of the meeting any ENAVSECFALG Member or Observer may propose the inclusion of additional items on the agenda, subject to the agreement by most participants present at the meeting.

4.4 Roles and Responsibilities

ENAVSECFALG Chair-team

4.4.1 The Chairperson, assisted when required by the vice-chairpersons, will:

- a) chair meetings effectively;
- b) keep focus on high priority items;
- c) ensure that agendas are aligned with the objectives of enhancing aviation security and facilitation;
- d) provide leadership for on-going projects and accomplishments;

- e) promote consensus among Members and Observers;
- f) coordinate closely with the Secretariat and ensure follow-up on meeting outcomes and actions.

ENAVSECFALG Secretariat

4.4.2 The Secretariat will support the Chair-team by providing administrative, coordination and technical support. In particular, the Secretariat will:

- a) coordinate meeting logistics;
- b) develop meeting agendas;
- c) ensure that meeting agendas, documentation and summaries are distributed to ENAVSECFALG Members and Observers;
- d) ensure meeting summaries, notices, and related documents are posted in a timely manner on the ENAVSECFALG secure website of the ICAO portal;
- e) track, monitor and facilitate follow-up on action items and report progress to the ENAVSECFALG;
- f) maintain communication with ENAVSECFALG Members and Observers;
- g) identify and coordinate required administrative support; and
- h) ensure that all work aligns with the objectives of the ENAVSECFALG.

ENAVSECFALG Members and Observers:

4.4.3 ENAVSECFALG Members and Observers will:

- a) provide active support by identifying and deliberating on relevant issues;
- b) contribute to the achievement of goals and objectives through timely and active communication with the ENAVSECFALG; and
- c) share relevant information, best practices, and developments related to aviation security and facilitation.

4.5 Supporting documentation

4.5.1 The following documentation, including proposed action as required, may be presented to the ENAVSECFALG meetings by States, Regional and International Organizations, ASTCs, Industry representatives or the Secretariat:

- a) Working Papers: they normally contain material with a draft decision, conclusion, or inviting action by the meeting. Working papers shall be submitted at least two weeks prior to the meeting.
- b) Information papers: they are submitted to provide the meeting with information on which no action is required and will normally not be discussed at the meeting. Information papers shall be submitted at least one week prior to the meeting.

- c) Flimsies: they are documents (such as papers or PowerPoint presentations) which are prepared on an ad-hoc basis during a meeting with the purpose to assist the meeting in the discussion on a specific matter or in the drafting of a text for a Conclusion or Decision.

4.5.2 Working papers, information papers, flimsies and Power Point Presentations shall be presented in a standardized format. They should contain, as appropriate, introduction of the matter, brief discussion and – in the case of a working paper - conclusions with specific proposals for action.

4.6 Language

4.6.1 English, French and Russian languages are used for the conduct of the ENAVSECG meeting's discussions. States and Organizations will be invited to offer financial and /or in-kind support for interpretation services.

4.6.2 Documentation (including working papers, information papers, flimsies and PowerPoint presentations) may be submitted either in the English language or - if in an ICAO working language other than English - accompanied by a translated version of the documentation in the English language.

4.6.3 Meeting reports shall be prepared in the English language.

4.7 Conclusions and Decisions of the Meetings

4.7.1 Action taken by the ENAVSECFALG shall be recorded in the form of:

- a) Conclusions, which deal with matters which, in accordance with the terms of reference of the ENAVSECFALG merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures; and
- b) Decisions, which deal with matters of concern only to the ENAVSECFALG.

4.8 Conduct of business for ENAVSECFALG meetings

4.8.1 The meetings of the ENAVSECFALG shall be conducted by the Chairperson, or, in his/her absence, by one of the vice-chairpersons.

4.8.2 At each meeting, the ENAVSECFALG shall review outstanding conclusions and decisions from the previous meeting to ensure they remain current and to minimize their number, in line with the progress achieved in implementation.

4.9 Reports

4.9.1 Meeting reports shall be concise and follow a simple layout. They shall include:

- a) a brief overview of the meeting, including its duration, attendance and agenda;
- b) a list of the conclusions and decisions made during the meeting; and
- c) an outline of the work programme and the future actions to be taken by the ENAVSECFALG.

4.9.2 A summary of the agreed conclusions and decisions will be provided at the end of each meeting. A full summary of discussions will be circulated after the meeting and subsequently posted on the ENAVSECFALG secure website of the ICAO portal.

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1. APPENDIX A –

1. ENAVSECFALG members:

| | | |
|------------------------|-----------------|---------------------|
| Albania | Germany | Poland |
| Algeria | Greece | Portugal |
| Andorra | Hungary | Republic of Moldova |
| Armenia | Iceland | Romania |
| Austria | Ireland | Russian Federation |
| Azerbaijan | Israel | San Marino |
| Belarus | Italy | Serbia |
| Belgium | Kazakhstan | Slovakia |
| Bosnia and Herzegovina | Kyrgyzstan | Slovenia |
| Bulgaria | Latvia | Spain |
| Croatia | Lithuania | Sweden |
| Cyprus | Luxembourg | Switzerland |
| Czech Republic | Malta | Tajikistan |
| Denmark | Monaco | Tunisia |
| Estonia | Montenegro | Türkiye |
| Finland | Morocco | Turkmenistan |
| France | Netherlands | Ukraine |
| Georgia | North Macedonia | United Kingdom |
| | Norway | Uzbekistan |

2. ENAVSECFALG observers:

- A. Non-Contracting States within the EUR/NAT accreditation area:
 - Liechtenstein

- B. International and regional Organizations:
 - Airports Council International (ACI)
 - Civil Air Navigation Services Organization (CANSO)
 - International Air Transport Association (IATA)
 - International Federation of Air Line Pilots' Associations (IFALPA)
 - European Aviation Safety Agency (EASA)
 - European Civil Aviation Conference (ECAC)
 - European Commission (EC)
 - EUROCONTROL
 - Interstate Aviation Committee (IAC)

- C. Contracting States outside the EUR/NAT accreditation area:
 - United States

- D. Other stakeholders: Regional Organizations.
 - Association of European Airlines (AEA)
 - European Express Association (EEA), etc.

- E. Aviation Security Training Centres (ASTCs) within the EUR/NAT accreditation area.