



WORKING PAPER

FACILITATION PANEL (FALP)

FOURTEENTH MEETING

Montréal, 20 to 24 April 2026

Agenda Item 4: Reports of the Facilitation Panel's Working Groups

REPORT OF THE WORKING GROUP ON GUIDANCE MATERIAL (WGGM)

(Presented by the Rapporteur of the WGGM)

SUMMARY

This paper summarises the work done by the Facilitation Panel's Working Group on Guidance Material (WGGM). Following the last report during FALP/13, the WGGM has completed the review of the *Guidelines on Passenger Name Record Data* (Doc 9944), and Chapters 1 to 3 of the *Facilitation Manual* (Doc 9957). The WGGM will continue working with the relevant expert groups who proposed changes incorporated in Amendment 30 of Annex 9 to ensure relevant corresponding guidance is updated.

Action by the FAL Panel:

The actions of the Facilitation Panel are in paragraph 3 of the paper.

1. INTRODUCTION

1.1 The Facilitation Panel Working Group on Guidance Material (FALP WGGM) is composed of experts from Australia, Brazil, Canada, Czechia, France, Ghana, Kenya, Netherlands, New Zealand, Nigeria, Qatar, Senegal, Singapore, Switzerland, United Kingdom, Uruguay and the United States, as well as industry partners from the Airports Council International (ACI), the International Air Transport Association (IATA) and the International Federation of Airline Pilots' Associations (IFALPA). From time to time, other experts and stakeholders such as the World Customs Organisation (WCO) and the International Coordinating Council of Aerospace Industries Associations (ICCAIA) also attend meetings to provide operational expertise in their relevant fields in their capacity as observers. The ICAO Secretariat provides advice and support at the working group meetings.

1.2 At the 13th meeting of the Facilitation Panel (FALP/13), WGGM reported that the Second edition of the Facilitation Manual based on the Standards and Recommended Practices (SARPs) contained in the Sixteenth edition of Annex 9 — *Facilitation* was published. Following the conclusion of FALP/13,

the Panel had assigned WGGM to work on four work items, namely (i) complete the review of the *Guidelines on Passenger Name Record* (Doc 9944); (ii) consider including references to the IATA Control Authorities Working Group (CAWG) Best Practice for Government Digital Health Platforms in the *Facilitation Manual* (Doc 9957); (iii) work with the Working Group on Accessibility in International Civil Aviation (WGAA) to consider the need to establish SARPs and/or guidance to assist States in developing quality oversight of assistance to persons with disabilities; and (iv) continue the periodic review of existing guidance within the *Facilitation Manual* (Doc 9957).

2. DISCUSSION

2.1 The WGGM held a virtual meeting from 9 to 11 July 2024 and held an in-person meeting in Singapore from 10 to 11 February 2025 to work on the work items assigned to the group after FALP/13. Members from Australia, Brazil, Canada, France, Italy, Ghana, Kenya, Nigeria, Netherlands, New Zealand, Nigeria, Qatar, Senegal, Singapore, Switzerland, United Arab Emirates, United Kingdom, the United States, Uruguay, ACI and IATA participated in the virtual and/or in-person meetings. Revisions to Chapters were circulated to WGGM Members for comments via email after each WGGM meeting.

2.2 The review of the *Guidelines on Passenger Name Record* (Doc 9944) was completed following the in-person meeting held in Singapore in February 2025 and submitted to ICAO Secretariat for editorial review. Noting the applicable date for Amendment 30 to Annex 9 was on 11 July 2025, the WGGM started reviews of existing guidance within the *Facilitation Manual* (Doc 9957) to ensure guidance material was updated in tandem to the changes incorporated in Amendment 30. The following sets of guidance material in the *Facilitation Manual* (Doc 9957) were updated based on expertise of members of the WGGM:

- a) Chapter 1 – Introduction;
- b) Chapter 2 – Entry and departure of aircraft; and
- c) Chapter 3 – Entry and departure of persons and their baggage

2.3 To ensure that the revised guidance material proposed is in line with the intent of the original proposers of new/amended SARPs, proposed changes to the guidance material would be sent for to the proposers for further review before incorporation. Accordingly, the proposed changes of Chapter 3 in the *Facilitation Manual* (Doc 9957) were referred to the Implementation Capacity Building Working Group (ICBWG) for further review.

2.4 The WGGM will continue to work on the work items assigned at FALP/13, including incorporating references to the IATA CAWG Best Practice for Government Digital Health Platforms, as well as working with WGAA to review and determine if additional guidance is needed to be introduced to assist States in developing quality oversight of assistance to persons with disabilities when ready. In addition to items tasked by the Facilitation Panel, the WGGM will also review additional guidance materials and best practices for incorporation within the *Facilitation Manual* (Doc 9957), including the *Model National Air Transport Facilitation Programme* (Doc 10042). Suitable prioritisation of the work items assigned to the WGGM would be conducted to ensure that key priorities and deliverables of the WGGM are progressed by the next Facilitation Panel.

3. **RECOMMENDATIONS**

3.1 The Facilitation Panel is invited to:

- a) acknowledge the work done by the WGGM in completing the review of *Guidelines on Passenger Name Record Data* (Doc 9944);
- b) note the progress made by the WGGM in conducting periodic review of existing guidance material in consultation with other Annex 9 Working Groups and proposers of new/revised SARPs; and
- c) recognise the importance of prioritising its work programme to ensure that key priorities and deliverables are progressed ahead of the next Panel meeting.

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