



International Civil Aviation Organization

WORKING PAPER

TAG/TRIP/5-WP/23

1/11/25

English only

**TECHNICAL ADVISORY GROUP ON THE
TRAVELLER IDENTIFICATION PROGRAMME (TAG/TRIP)**

FIFTH MEETING

Montréal, 12 to 14 November 2025

Agenda Item 3: Activities of the Implementation and Capacity Building Working Group (ICBWG)

**REDESIGNING THE GUIDE FOR ASSESSING SECURITY OF
HANDLING AND
ISSUANCE OF TRAVEL DOCUMENTS**

(Presented by the Implementation and Capacity Building Working Group)

SUMMARY

This working paper (WP) outlines the progress made by the Implementation and Capacity Building Working Group (ICBWG)'s subgroup reviewing and redesigning the *Guide for Assessing Security of Handling and Issuance of Travel Documents* (the Guide). The purpose of this ICBWG subgroup is to improve the content, style, and functionality of the Guide in its next version (Version 5).

Since the fourth meeting of the TAG/TRIP, the ICBWG subgroup has done an initial review of the Guide's current content for accuracy and relevance, partnered with ICAO member states to receive feedback on its current format, and has synthesized this feedback to inform the next version of the Guide.

Action by TAG/TRIP is in paragraph 4.

<i>Element of the ICAO TRIP Strategy:</i>	Document Issuance and Control
<i>Financial implications:</i>	Not determined.
<i>References:</i>	<i>Guide for Assessing Security of Handling and Issuance of Travel Documents</i> Doc 9303, <i>Machine Readable Travel Documents</i> , Part 8: <i>Emergency Travel Documents</i>

1. INTRODUCTION

1.1 The current version of the Guide (Version 4), published in 2016, consists of three parts: Part 1, *Best Practices on Secure Issuance of Travel Documents*, which outlines ICAO standards and recommended practices (SARPs) divided into twelve sections related to travel document issuance; Part 2, the *Assessment Guide*, providing member states with a self-assessment tool to review their travel document issuance programs and identify vulnerabilities; and Part 3, *A Guide for Experts*, which is intended for experienced and qualified assessors of travel document issuance programs assisting member states in the self-assessment process.

1.2 The ICBWG acknowledges that revisions to the Guide need to be made to improve its content, style, and functionality. All three parts of the Guide's current form total to 136 pages, which can be intimidating for Member States who do not have the capacity to assess their travel document issuance programs thoroughly without the assistance of subject matter experts. The ultimate objective of these revisions is to make the Guide more accessible to all ICAO member states through plain language, infographics, and updated formatting.

1.3 The ICBWG subgroup's initial review of the current version of the Guide found that most of the content is still accurate and relevant, however, the presentation of the material should be reformatted for clarity and ease of comprehension.

1.4 The subgroup then sought feedback from ICAO member states who have utilized the Guide to assess their travel document issuance program and/or requested assistance with the Guide. Tuvalu, under the expert guidance of Australia, and the Netherlands have informed the ICBWG subgroup of their recent experiences using the Guide, and their feedback has been collected for the subgroup's consideration.

2. ICBWG PARTNERSHIP WITH PAPUA NEW GUINEA

2.1 ICBWG subgroup also partnered with Papua New Guinea's Immigration and Citizenship Services Authority (ICSA) in October 2024 to assist in assessing its passport program using the current version of the Guide. After the assessment, ICSA also gave the subgroup feedback on its experience using the Guide, including its recommendations for the next version.

2.2 This partnership was mutually beneficial in that the ICBWG subgroup drafted a report, outlining recommendations for ICSA as it prepares to transition Papua New Guinea to ePassport, and the feedback from ICSA has been invaluable in determining the subgroup's path forward. One of the primary insights from this exercise was to create module-based guidance material to make the Guide easier to digest and more subject-oriented.

2.3 The ICBWG's partnership with Papua New Guinea has also led to additional capacity building efforts in the Pacific region. In August 2025, ICSA, in collaboration with the Pacific Immigration Development Community, hosted a Pacific Biometrics and ePassport Workshop, which included sessions highlighting use cases for ICAO's *Guide for Evidence of Identity* and the *Guide for Assessing Security of Handling and Issuance of Travel Documents*.

2.4 The ICBWG would like to thank Papua New Guinea for its hospitality and willingness to partner with the subgroup during this discovery phase of Guide revisions and hopes to continue this partnership as Papua New Guinea chairs the Small Island and Developing States subgroup within the ICBWG.

3. CURRENT STATUS AND NEXT STEPS

3.1 Following Papua New Guinea's recommendations, the ICBWG subgroup has adopted five modular themes that succinctly summarize the content of the Guide: Internal Controls, Secure Handling, Document Security, Secure Issuance, and National and International Stakeholder Engagement.

3.2 The adoption of a modular approach would merge Parts 1 and 2 of the Guide so that the self-assessment questions related to each module would immediately follow the presented information and infographics on best practices and SARPs. Part 3 will remain a separate entity but will also be revised to match the style of the modules.

3.3 The Guide will also incorporate content related to communicating and reporting travel document issues to customers and border authorities that will be likely housed under the National and International Stakeholder Engagement module.

3.4 The subgroup continues to review content currently contained in Part 1, with the intent of adding related visuals and infographics to enhance the user experience and review the assessment questions found currently in Part 2 for relevance and clarity.

3.5 The subgroup is researching pedagogical strategies that will inform how the modular approach to the Guide will be implemented.

3.6 The New Technologies Working Group (NTWG) has proposed the transfer of guidance material related to emergency travel document issuance currently housed under Doc 9303, *Machine Readable Travel Documents*, Part 8: *Emergency Travel Documents* to the ICBWG. The NTWG will retain information related to the technical specifications of emergency travel documents in Doc 9303, Part 8, but guidance material related to emergency travel document issuance would be transferred to the ICBWG, most likely in a future module of the Guide related to secure issuance.

4. ACTION BY THE TAG/TRIP

4.1 The TAG/TRIP is invited to:

- a) approve the ICBWG's modular approach to redesigning the *Guide for Assessing Security of Handling and Issuance of Travel Documents*; and
- b) approve the NTWG's proposal to transfer guidance material related to emergency travel document issuance from Doc 9303, Part 8 to the ICBWG's *Guide for Assessing Security of Handling and Issuance of Travel Documents*.