



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Tel.: +1 514-954-8219 ext. 8374

Ref.: EC 6/3 - 24/6

16 January 2024

Subject: ICAO 2024 Year of Facilitation and Seventy-fifth Anniversary of Annex 9 — *Facilitation* to the Convention on International Civil Aviation

Action required: a) share information in this letter with relevant government agencies and industry; b) provide voluntary contributions to support the initiatives in Attachment B; c) participate and engage in activities; d) provide promotional material, which can be showcased on ICAO's dedicated Platform; and e) notify interest to host an event to celebrate the 75th Anniversary of Annex 9 — *Facilitation* in 2024, by 16 February 2024

Sir/Madam,

I have the honour to inform you that the Council of the International Civil Aviation Organization (ICAO) during the Third Meeting of its 230th Session, reaffirmed the importance of air transport facilitation, and in this context, declared 2024 as the Year of Facilitation (FAL2024). The year 2024 will also mark the 75th Anniversary of Annex 9 — *Facilitation*, as the first Standards and Recommended Practices (SARPs) on facilitation became effective on 1st September 1949.

The COVID-19 pandemic has highlighted the pivotal role of Facilitation in the rapid response, resurgence, and ongoing resilience of air transport. The recent advancements in ICAO's Facilitation programmes reflect ICAO's commitment to adapting to the changing dynamics of air transport, addressing the needs of States, embracing technological innovations, managing the growth in passenger and cargo traffic, and emphasizing the need for States to enhance their air transport facilitation capabilities.

The 75th anniversary of Annex 9 in 2024 offers a prime opportunity for ICAO to work closely with its Member States and the wider aviation community to improve the air passenger experience. The main objective is to address the need for widespread implementation of the Annex 9 SARPs which are touching on different areas as described in the ten Chapters of Annex 9 as listed in Attachment A.

The Year of Facilitation will feature a range of activities to showcase the progress made in air transport facilitation and to stress its significance. Considering the above, ICAO is seeking voluntary

contributions from Member States to support and fund the initiatives listed in Attachment B, for which deposit to the AVSEC/FAL Voluntary Fund may be considered. States are also encouraged to actively participate by notably providing promotional materials, toolkits, and videos demonstrating best practices, which can be showcased on the dedicated platform. States interested in contributing content to the Platform, are requested to submit their material by email to: fal@icao.int.

Additionally, a global event is proposed to be held in the second or third quarter of 2024 to celebrate the 75th Anniversary of Annex 9. States are invited to express their interest in hosting a global facilitation event based on the list of requirements detailed in Attachment C. States interested in hosting such an event are requested to send an email to: fal@icao.int by 16 February 2024.

Further information on the Year of Facilitation can be found on the ICAO website at <https://www.icao.int/Security/FAL2024>.

Accept, Sir/Madam, the assurances of my highest consideration.

for Juan Carlos Salazar
Secretary General

Enclosures:

- A — Annex 9 Chapters
- B — Proposed activities for the Year of Facilitation (FAL 2024)
- C — ICAO Global Facilitation event sample requirements list

Annex 9 — Facilitation to the Convention on International Civil Aviation Chapters

CHAPTER 1. Definitions and general principles.

CHAPTER 2. Entry and departure of aircraft.

- A. General.
- B. Documents — requirements and use.
- C. Correction of documents.
- D. Disinsection of aircraft.
- E. Disinfection of aircraft.
- F. Arrangements concerning international general aviation and other non-scheduled flights.

CHAPTER 3. Entry and departure of persons and their baggage.

- A. General.
- B. Documents required for travel.
- C. Security of travel documents.
- D. Travel documents.
- E. Exit visas.
- F. Entry/re-entry visas.
- G. Embarkation/Disembarkation Cards.
- H. Inspection of travel documents.
- I. Departure procedures.
- J. Entry procedures and responsibilities.
- K. Transit procedures and requirements.
- L. Disposition of baggage separated from its owner.
- M. Identification and entry of crew and other aircraft operators' personnel.
- N. Civil aviation inspectors.
- O. Emergency assistance/entry visas in cases of *force majeure*.
- P. Minors.

CHAPTER 4. Entry and departure of cargo and other articles.

- A. General.
- B. Information required by the public authorities.
- C. Release and clearance of export and import cargo.
- D. Spare parts, equipment, stores and other material imported or exported by aircraft operators in connection with international services.
- E. Containers and pallets.
- F. Mail documents and procedures.
- G. Radioactive material.

CHAPTER 5. Inadmissible persons and deportees.

- A. General.
- B. Inadmissible persons.
- C. Deportees.
- D. Procurement of a replacement travel document.

CHAPTER 6. International airports — facilities and services for traffic.

- A. General.
- B. Airport traffic flow arrangements.
 - I. Common provisions.
 - II. Aircraft parking and servicing arrangements.
 - III. Outbound passengers, crew and baggage.
 - IV. Inbound passengers, crew and baggage.
 - V. Transit and transfer of passengers and crew.
 - VI. Miscellaneous facilities and services in passenger terminal buildings.
 - VII. Cargo and mail handling and clearance facilities.
- C. Facilities required for implementation of public health, emergency medical relief, and animal and plant quarantine measures.
- D. Facilities required for clearance controls and operation of control services.
- E. Unruly passengers.
- F. Passenger amenities.

CHAPTER 7. Landing elsewhere than at international airports.

- A. General.
- B. Short stopover.
- C. No resumption of flight.

CHAPTER 8. Facilitation provisions covering specific subjects.

- A. Bonds and exemption from requisition or seizure.
- B. Facilitation of search, rescue, accident investigation and salvage.
- C. Relief flights and repatriation flights.
- D. Marine pollution and safety emergency operations.
- E. Implementation of international health regulations and related provisions.
- F. Communicable disease outbreak national aviation plan.
- G. Establishment of national facilitation programmes.
- H. Facilitation of the transport of persons with disabilities.
- I. General.
 - II. Access to airports.
 - III. Access to air services.
- I. Assistance to aircraft accident victims and their families.
- J. Trafficking in persons.

CHAPTER 9. Passenger data exchange systems.

- A. General.
- B. Advance Passenger Information (API).
- C. Electronic Travel Systems (ETS).
- D. Passenger Name Record (PNR) data.

CHAPTER 10. Health-related provisions.

- A. International health regulations and related measures.
 - B. Inspection of health-related documentation.
 - C. Prevention and mitigation of communicable diseases.
-

PROPOSED ACTIVITIES FOR YEAR OF FACILITATION – FAL2024

ICAO	
1. Awareness and Advocacy:	
<ul style="list-style-type: none"> • As part of a broader multimedia global public outreach campaign, produce infographics and videos explaining the importance of air transport facilitation, with a focus on relevant International Days, as designated by the United Nations General Assembly. • Organize webinars and seminars with industry experts. • Research and develop outreach materials around the evolution of passports, border processes and digital identity management over the past 75 years and produce multimedia outreach materials. • Incorporate FAL-specific panels and sessions into ICAO conferences/meetings. 	
2. Education and Training:	
<ul style="list-style-type: none"> • Host virtual workshops for airport and airline staff on best practices in air transport facilitation. • Develop online and in class courses on the role and importance of air transport facilitation. • Sponsor student projects at universities focusing on innovations in facilitation. 	
3. Infrastructure and Technology:	
<ul style="list-style-type: none"> • Promote the adoption of biometric technology for seamless passenger transit. • Showcase demonstrations of new technologies improving facilitation, such as digital credentials, off airport verification, and government travel portals. 	
4. Partnerships and Collaborations:	
<ul style="list-style-type: none"> • Organize a global summit for air transport facilitation stakeholders under the auspices of the 75th Anniversary of Annex 9, to be hosted by a State. • Form alliances with tech companies and innovation labs to explore innovative solutions. • Collaborate with the United Nations World Tourism Organization (UNWTO) and global tourism boards to promote travel by air. • Collaborate / campaigns with disability advocates / influencers to promote accessible travel. 	
5. Regulatory Initiatives:	
<ul style="list-style-type: none"> • Advocate for learned visa policies and procedures to promote air travel. • Promote standardized health checks, government digital health platforms, and certifications, especially important post-pandemic, with the support of the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation and in close coordination the World Health Organization (CAPSCA / (WHO). 	
6. Cultural and Recreational Events, Recognition and Awards, Public Engagement:	
<ul style="list-style-type: none"> • Launch an "Air Facilitation video Contest" capturing moments of seamless air travel. 	
7. Sustainability and Environment:	
<ul style="list-style-type: none"> • Advocate for eco-friendly facilitation solutions like green terminals (e.g. Changi Airport, Vancouver Airport, other carbon-accredited airports). 	
8. Economic Impact Studies:	
<ul style="list-style-type: none"> • Host a series of panel discussions on the economic benefits of facilitated air transport. 	
<p>Theme for 75th Anniversary of Annex 9:</p> <p><i>"Past. Present. Future: 75 Years of Enabling Air Travel."</i></p>	

ATTACHMENT C to State letter EC 6/3 – 24/6

**ICAO GLOBAL FACILITATION EVENT SAMPLE REQUIREMENTS LIST
RESOURCES REQUIRED TO HOST THIS ICAO GLOBAL EVENT**

Proposed Date: TBD

Venue Familiarization Date: (can be scheduled weekend prior to the event)

Meet & Greet ICAO/Host State Team: (normally weekend (Saturday or Sunday prior to the event commencement))

Member State:

Items indicated below as “required” to be provided by the host Government.

1. CONFERENCE FACILITIES

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Capacity of conference facility	<i>Up to 500 persons (conference style)</i>	√	
Expected participants based on registration			
Internet: wireless access	In conference room	√	
Sound equipment (with large speakers on stands)	In conference room	√	
Fixed microphones (head table & podium)	Quantity: 6	√	
Wireless microphones (for audience)	Quantity: 4	√	
Remote (electronic for presentations)		√	
Projectors	Quantity: 2	√	
Monitor/screens (for head table to view presentations)	Quantity: 2	√	
Laptop(s) for presentations	Quantity: 2 (<i>with MS Windows XP</i>)	√	
Laptop software	MS Windows XP and Office Professional 2010	√	
Wireless mouse	Quantity: 1	√	
Projection screens (for PPT presentations)	Quantity: 2 (left & right side of room)	√	
Air conditioning	Access to control	√	
Flags (Country, CAA, etc.)	Quantity: 1 (of each)	√	
Flags (ICAO)	ICAO to provide	√	
Podium and head table	To accommodate up to 6 persons (moderators & speakers)	√	
Tables and chairs	Conference style setup (rows)	√	
Interpretation equipment	Interpretation cabins; microphones; participant headsets	√	
Country nameplates	ICAO to provide list of State names	√	
Paper and pens	Quantity: for each participant	√	

2. ICAO SECRETARIAT OFFICE & ICAO BI-LATERAL MEETING SPACE

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Computer for office space	Quantity: 1; Microsoft 365 (Word, PowerPoint and Excel)	√	
Printers	Quantity: 1 to 2; reliable and fast printers (30 pages per minute)	√	
Photocopy machine (if possible)	Quantity: 1 (30 pages per minute)	√	
Desks or tables for computers/meeting table for bi-lateral meetings	Quantity: 2 large for 2 computers; and 1 meeting table	√	
Electrical adapters/extensions	Quantity: 2 North American	√	
Electrical circuits	Quantity: 2 capacity for computers and printers	√	
E-mail/internet	High-quality internet access	√	
Cell phone(s), if possible	Quantity 2; Secretariat local communication	√	
Toner	Replacement units: printers and photocopy machine	√	

3. ONSITE REGISTRATION (prior to Symposium start)

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Registration tables and chairs	Quantity: 3 and 6	√	
Participant Symposium badges	Prepared by venue conference services (list provided by ICAO)	√	
List of participants registered	ICAO provides on regular basis	√	
Local staff registration assistance	ICAO to oversee; minimum 2 local staff members to assist		
On-site late registration forms	ICAO to provide	√	
Documentation folders	ICAO to provide paper pocket folders	√	
Presentations	ICAO to post presentations on Symposium website following event		√
Secretariat Office space	To be provided by host State	√	
Directional signage	indicating Symposium location	√	

4. COFFEE AND LUNCH PROVISION PARTICIPANTS

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Coffee Breaks	Sponsored by host State (2 per day)	√	
Lunches	Sponsored by host State (1 per day for 3 days)	√	

5. SOCIAL EVENTS (At the discretion of host State)**5.1 WELCOME RECEPTION**

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Location			
Participant transportation			
Catering services/supplies			

6. HUMAN RESOURCES ON SITE SUPPORT

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Interpreters	Host State to secure, in order to cover the six ICAO languages (E, F, S, R, A, C)	√	
Transportation	If the venue and staff accommodation in different locations	√	
Sound technician/conference services company	Host government to secure	√	
ICT Computer technician	Install equipment and support during Symposium	√	
Photographer	Photos: VIPs, group photo, Day 1	√	
Registration Assistants	Quantity: 2 for 4 days		
Room Assistants	Quantity: 2 for 4 days	√	

7. OTHER REQUIREMENTS**7.1 RESERVATIONS: HOTEL, AIR TRAVEL AND CONFERENCE FACILITY**

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Hotel accommodation (Single rooms)	Quantity TBD: Reservations (<i>provision to include breakfast, dinner, hotel room full internet</i>)	√	
Air Travel	Quantity TBD: Travel cost (ICAO staff in accordance with UN regulations)	√	
Reservation deadline:	Sample itineraries will be provided		
Venue	Reservation confirmed by Host State	√	

7.2 MISCELLANEOUS

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Speaker presentations	ICAO post on the event website following event	√	
Participation certificates			√
Logos	Require Government/Civil Aviation Authority high-resolution logos for ICAO Symposium website	√	

7.3 PAYMENTS

ITEM	DESCRIPTION	REQUIRED	
		YES	NO
Payments in advance: (hotel/conference center, all services)	Arranged by Host State	√	