TECHNICAL ADVISORY GROUP ON MACHINE READABLE TRAVEL DOCUMENTS (TAG-MRTD)

NINETEENTH MEETING

Montréal, 7 to 9 December 2009

Agenda Item 3: **Activities of the ICBWG**
Agenda Item 3.2: **ICBWG Terms of Reference**

IMPLEMENTATION AND CAPACITY BUILDING WORKING GROUP (ICBWG) TERMS OF REFERENCE

(Presented by the Implementation and Capacity Building Working Group
(ICBWG))

1. **INTRODUCTION**

1.1 The formation of the ICBWG was approved at the eighteenth meeting of the ICAO Technical Advisory Group on Machine-readable Travel Documents (TAG/MRTD) in May 2008.

1.2 A draft Terms of Reference for the ICBWG was included at Appendix C of the TAG-MRTD/18 Report. This draft was amended at the first ICBWG meeting in Montreal (October 2008).

2. **ACTION BY THE TAG/MRTD**

2.1 The TAG/MRTD is invited to:

a) note the content of the ICBWG Terms of Reference at Appendix A of this WP;

b) endorse the ICBWG Terms of Reference as Final.

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APPENDIX A

Implementation and Capacity Building Working Group (ICBWG)

TERMS OF REFERENCE

Title

The Working Group shall be known with the title of Implementation and Capacity Building Working Group (ICBWG)

Mandate

(As approved by the TAG-MRTD/17 for UIMRTD and revised by the Secretariat for recommended adoption to the TAG-MRTD/18):

1) Assist the Secretariat implement the Operational Plan contained in the ICAO Business Plan 2008-2010 and any subsequent Business Plans, which implies:

• identify and implement projects related to the issuance and use of MRTDs and eMRTDs in States and regions, including training, technical assistance, technical cooperation and sources of financial assistance (MRTD projects will include but not be limited to those endorsed under the Universal Implementation of MRTD (UIMRTD) to meet the 2010 deadline).
• carry out capacity building outreach activities in conjunction with States, other international organizations, inter-governmental bodies and the private sector.
• develop guidance material for implementing MRTDs and eMRTDs standards and specifications

2) Serve as a forum for discussing and providing feedback on implementing and operating MRTD standards and specifications.

Membership

ICAO Secretariat, TAG members, observers and other organizations as deemed necessary.

Functions

1. Assist the Secretariat in establishing and implementing the strategy for the ICAO TAG/MRTD programme based on the ICAO Business Plan and Operational Plan that will support ICAO's strategic objectives in the field of MRTDs. This includes assistance to States in meeting ICAO mandates related to travel documents and border control, and further supporting States in the implementation of MRTD programs and use of MRTDs in border control functions.

2. Develop guidance material for implementing MRTD and eMRTD standards and specifications.

3. Coordinate and facilitate provision of assistance in the form of project planning, education and training, arrangements for financing, procurement assistance, start-up project management and/or system evaluations services upon requests from member States.

4. With prior approval of the Secretariat, promote partnership with International Organizations and Inter-Governmental forums in assisting States in implementing MRTD programmes and their use in securing borders and facilitating travel.

5.   Promote eMRTD programmes to ensure the full functionality of eMRTDs are utilised (e.g. the effective use of the Public Key Directory).

6.   Serve as a forum for providing feedback on implementing standards and technical specifications on MRTD or eMRTD issuance and border control matters.

7.   Other initiatives as directed by the ICAO Secretariat or TAG/MRTD

Governance

The ICBWG will report to the TAG/MRTD.

Meetings

Meetings will be called by the ICBWG Chair. Where possible, the location of meetings will rotate among member States however the timing and location of meetings will be at the discretion of the Chairperson. A minimum of four member States constitutes a quorum.

Chairperson

The ICBWG members, subject to endorsement by the TAG/MRTD, select the Chair of the ICBWG.

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