AVSEC/FAL/RG/4 — WP/18
28/05/14

FOURTH MEETING OF THE AVIATION SECURITY AND FACILITATION REGIONAL GROUP (AVSEC/FAL/RG/4)
ICAO NACC Regional Office, Mexico City, Mexico, 3 to 5 June 2014

Agenda Item 5:   **Programmes and Projects - Facilitation (FAL)**
5.2   Report on Facilitation Best Practices/Establishment of a Database Project

BOLIVIAN EXPERIENCE IN-HOUSE RULES

(Presented by Bolivia)

EXECUTIVE SUMMARY
This working paper presents the implementation of Facilitation Program for Air Operators and Airport Administrators for compliance with RAB on Facilitation.

Action:	Action is presented in Section 4.
Strategic Objectives:	• Security and Facilitation
References:	• Annex 9 – *Facilitation* • Doc 9957 – *Facilitation Manual* • Bolivian Aviation Regulations RAB and RAB 997 and 999 • Working Paper submitted by Chile AVSEC/FAL/RG/3-NE/23 17/05/13

1.   Introduction

1.1   Air Transport Facilitation comprises a series of problems and activities that States address according to the application of the Standards and Recommended Practices (SARPs) of Annex 9 to the Chicago Convention on Facilitation.

1.2   In this regard, Article 22 of the Convention, considered the obligation of each State to *"adopt, through the issuance of special regulations or otherwise, all possible measures to facilitate and expedite navigation by aircraft between the territories of the Contracting States and to prevent unnecessary delays to aircraft, crews, passengers and cargo, especially in the implementation of the laws on immigration, quarantine, customs and clearance".*

1.3   Moreover, the ICAO Doc 9957 – *Facilitation Manual*, provides support to States to achieve goals such as *"increase the level of knowledge of the issues and concepts of facilitation; improve outcomes of facilitation programs in the States; and increase compliance with Annex 9"*.

1.4   The working paper submitted by Chile 17/05/13 NE/23 during the Third Meeting AVSEC/FAL/RG/3 proposes to create a database with "Facilitation Best Practices " by the Member States.

2.   **Bolivian Experience Rules on Air Transport Facilitation**

2.1   The Directorate General of Civil Aviation (DGAC) of Bolivia established, adopted and implemented a National Facilitation Program Air Transport during the 2005 period. Additionally, in 2009 adopted two Bolivian Aeronautical Regulations (RAB) on Facilitation, RAB 997 "Regulations on Airport Facilitation Manager" and RAB 999 "Regulations for Air Operator Facilitation", both stipulate the obligation to develop Facilitation and Airport Manager Air Operators programs.

2.2   Whereas regulations had already been socialized and applied to Aeronautics Bolivian community is the need to begin with the development of specific programs for administrators and operators Facilitation.

2.3   In this regard, the FAA developed a "Model Program Facilitation ", whose index is attached as an **Appendix** to this paper, which sets out the methodology to be employed. During its development, the field technicians worked in coordination with the Directors of Airports to obtain the stated objective.

2.4   Currently has Facilitation Programs approved for Administrators Airports , documents that frame all the procedures that are used in the entry, transit and departure of passengers, crew, baggage, cargo and mail, also the detail of all the infrastructure, services and information provided by the Airport Manager, and coordination with these border control authorities. An important part of this program is Attachment A that develops all airport signage should have airports according to their infrastructure.

3.   **Proposal of Model Program Facilitation**

3.1   Having obtained favourable results for inspections on Facilitation through the National Facilitation Program, the Administrator of Bolivia puts in consideration of the States a "Model Program" to be considered and implemented in their States, if applicable.

4.   **Suggested Action**

4.1   Considering that this is a "Best Practice FAL", the meeting is invited to discuss the present working paper to be incorporated in the database established for this purpose.

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APPENDIX
MODEL PROGRAM FOR FACILITATION

I INTRODUCTORY SECTION

1. BACKGROUND

2. GENERAL

3. PROGRAM OBJECTIVE

4. LEGAL FRAMEWORK

II DEFINITIONS AND ACRONYMS

5. DEFINITIONS

III FACILITATION

6. FACILITATION ORGANIZATION WITHIN THE AIRPORT AND OTHER AUTHORITIES

6.1 Airport Organization

6.2 Facilitation Coordinator

6.3 Facilitation Staff

6.4 Institutions and Organizations involved in the Airport Facilitation Program

7. DESCRIPTION OF THE AIRPORT ACTIVITIES

7.1 Airport Manager Overview

8 GENERAL INFORMATION

8.1 Airport Name

8.2 Airport Location

8.3 Definition and description of the various areas and sectors of the airport

8.4 Hours of operation

8.5 Airport General Services

8.6 Air operators

9. FACILITATION MEASURES AT THE AIRPORT AND OUT OF PASSENGERS AND THEIR BAGGAGE

9.1 Procedures for unloading of passengers and their baggage

9.2 Procedures for entry of passengers and their baggage

9.3 Method of control that has administrator for Border Control services are present in the departure and arrival operations (single border)

9.4 Procedure and requirements for transit passengers

9.5 Procedure Manager for separate baggage of their owners

9.6 Identification and entry of crew

10. ENTRY AND EXIT OF CHARGE , INTERNATIONAL MAIL AND OTHER ITEMS AND NATIONAL

10.1 Procedures for entry of international cargo

10.2 Procedures for loading input National

10.3 Procedure for storing cargo and mail

10.4 vehicles input to platform

10.5 Procedure for storing containers or pallets

10.6 . Procedure for disembarkation of passengers and cargo in the same aircraft

10.7 Procedure for environmental review intended for transshipment cargo

11. PERSONS INELIGIBLE AND DEPORTED

11.1 Procedure for transfer or deported or persons inadmissible to the environment

12. FACILITIES AND SERVICES FOR TRAFFIC

12.1 Consultation procedure to Air Operators and Institutions of the State when there are plans to amend the air terminal

12.2 Description of the number of kennels in the institutions of output control

12.3 Description of the number of kennels in the institutions of input control

12.4 Procedures times higher

12.5 Method of sharing information with the efferent Air Lines flights the day

12.6 Adoption of Proposed airport expansion or remodeling of facilities for traffic

12.7 Procedure used to prevent the transit of passengers to the elements of time.

12.8 Procedures on Public Transport Service

12.9 Procedure for parking of vehicles for long

12.10 Procedure for assignment of parking and service of aircraft

12.11 Procedure to facilitate the loading of fuel

12.12 Procedure for the arrangements for the departure of passengers, crew and luggage

12.13 Procedure for provisions for the entry of passengers, crew and baggage

12.14 Procedures to authorize the entry of luggage to rooms gather national and international baggage.

12.15 Procedures for transit and transshipment of passengers and crew

12.16 Procedures for the transfer of aircraft

12.17 Procedure for those provisions to the facilities at the airport

12.18 Procedures for public health

12.19 Method for providing first aid

12.20 Provisions relating to facilities for currency exchange

13. PROCEDURES FOR PASSENGERS WITH REDUCED MOBILITY PMR

13.1 Procedure for use of parking for passengers PMR

13.2 Mechanisms for dealing with a PMR

13.3 Information procedure to PMR

13.4 Training Program officials carrying passengers with special assistance

13.5 Passenger Flow PMR

13.6 Emergency Procedures for PMR

14. REGULATION SIGNS FOR AIRPORT TERMINALS

16. ANNEX 1 PLANE AIRPORT

17. APPENDIX 2 MODEL FLIGHT ITINERARY

18. ANNEX 3 APPLICATION PMR

19. ANNEX 4 MANUAL ADS (louds peakers)

20. ANNEX 5 EMERGENCY EXITS

21. ANNEX 6 MANUAL SIGNALING

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