



FACILITATION PANEL (FALP)

NINTH MEETING

Montréal, 4-7 April 2016

Agenda Item 6: Other matters

JOB-CARD CONCEPT

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper proposes the concept of “job-cards” to clearly define the work the Panel intends to undertake and to ensure that there is sufficient information on context, justification, milestones and clear deliverables for all work items of the Panel in order to facilitate monitoring and reporting. These job-cards will serve as a basis for the Facilitation work programme. It is proposed that the Facilitation (FAL) Panel regularly review and complete job-cards linked to the work programme of the Facilitation Section that will outline the tasks to be carried out by the Panel under its terms of reference.

Action by the FAL Panel is proposed in paragraph 5.

1. INTRODUCTION

1.1 As recorded in the report of the seventh meeting of the Facilitation Panel (FALP/7), with regards to the future direction of the Facilitation Programme, the Panel observed that there may be a need to focus as intensely on updating existing Annex 9 Standards and Recommended Practices (SARPs) as on the development of new provisions and to give more attention to the implementation of SARPs and efforts to address the non-compliance issues. Among the possible solutions envisaged on how to encourage compliance, improvements in working methods were emphasized through notably increased collaboration between the FAL Panel and other technical bodies such as the Aviation Security Panel and the Technical Advisory Group on Machine Readable Travel Documents (TAG/MRTD, renamed as TAG/TRIP) as well as enhanced cooperation between stakeholders.

1.2 It is noteworthy that there is a lack of harmonization of the various processes followed by the various ICAO Panels and Groups and a minimal coordination between their work programmes. Therefore, in order to achieve such improvements in working methods and, as a first step, it would be useful to organize the FALP’s work plan items for the next triennium in a way similar to the TAG/TRIP’s, based on the business and operating plans as proposed for endorsement by the thirty ninth session of the Assembly (A39).

2. BACKGROUND

2.1 The work of the various panels of the Air Navigation Bureau and the Aviation Security Panel are managed through a system of job-cards and “work plan” sheets, respectively. These two systems were implemented with the object of enhancing the transparency of the Panels’ work and to help the monitoring and tracking of progress of assigned tasks. Furthermore, this system serves as a communication tool between Panels and Expert Groups and supports the sharing of information on the evolution of ongoing tasks.

2.2 For the purposes of effective, efficient and coordinated management and governance, it is proposed that the work programmes of the FAL Panel (and the TAG/TRIP) be developed under a similar system and be coordinated under the umbrella of the Secretariat’s Operational Plan, in order to guide all stakeholders in their efforts.

2.3 This proposed concept of Job-cards will help to clearly define the work the Panel intends to undertake while ensuring that there is sufficient information on context, justification, milestones and clear deliverables for all work items of the Panel in order to facilitate monitoring and reporting.

3. THE JOB-CARD TEMPLATE

3.1 The template for the Job-cards (Appendix A) is similar to those used by the Panels of the Air Navigation Bureau. The relevant fields are explained below.

3.2 The format for **Job-Card reference No.** is specified as [PANEL.xxx.yy]. The first part of the reference is a text string, i.e. the Panel’s abbreviation followed by ‘xxx’ (a Serial No.) and ‘yy’ (the version number of a specific Job-card). For example, ‘FALP.010.01’ would be Job-card No. 10 of the Facilitation Panel (version 1). The next revision of the Job-card would be referred to as ‘FALP.010.02’, and so on.

3.3 A **work programme element (WPE)** number is a unique numerical identifier of an element (e.g. new provisions in Annex 9 concerning issue ‘Y’) that has been integrated in the Facilitation Section’s Operational Plan. In the event that a WPE does not yet appear in the work programme, this field would be left blank or simply entered as “# TBD” (“number to be determined”). Subsequent to approval of a Job-card, a WPE No. will be assigned when the element is added to the work programme.

3.4 A **Primary Expert Group** is the group responsible for the delivery of all WPEs listed in a particular Job-card. When applicable, a **Supporting Expert Group** could be established. This would be a group that the Primary Expert Group, the Secretariat and/or the ATC could consult on a specific WPE; however, it would not be responsible for the delivery of the specific WPE (since that responsibility would reside with the Primary Expert Group). Thus, the Primary Expert Group would be responsible for all the WPEs specified on a particular Job-card, assisted, when applicable, by input/support from a Supporting Expert Group.

3.5 A WPE would appear only in one Job-card, namely the Job-card of the Primary Expert Group. A Supporting Expert Group identified in the Job-card of the Primary Expert Group would not create an additional Job-card; however, the supporting task would be noted in its work programme

3.6 In order to make the Supporting Expert Group aware of its role, the Secretary of the Primary Expert Group and/or its Chair would establish an appropriate contact with the person(s)

responsible for the Supporting Expert Group, in order to outline the nature of the task(s), the expected deliverable(s) and the deadline(s).

3.7 Active (open) and completed (closed) Job-cards will be accessible via the FALPANEL website (or on the ICAO TRIP Platform, for the TAG/TRIP), both sites being restricted. The editable Word version of the Job-card template will be downloadable.

4. **PROPOSED PROCESS**

4.1 Ideally, Job-cards entries (both new and amendments) will be agreed upon during regular meetings of the Facilitation Panel (i.e. during a Plenary session). However, in light of significant new issues, Working Groups Rapporteurs may propose and submit additional entries during the inter-session to both the Panel Chairperson and Secretary who, at their discretion, may authorize the work to be carried out, pending confirmation of the Job-cards at the following Panel meeting.

4.2 A Job-card development process map is provided in Appendix B and two examples of Job-cards are in Appendix C and D.

5. **ACTION BY THE FALP**

5.1 The FALP is invited to:

- a) endorse the proposed Job-card concept based on the template in Appendix A; and
- b) approve the process map contained in Appendix B.

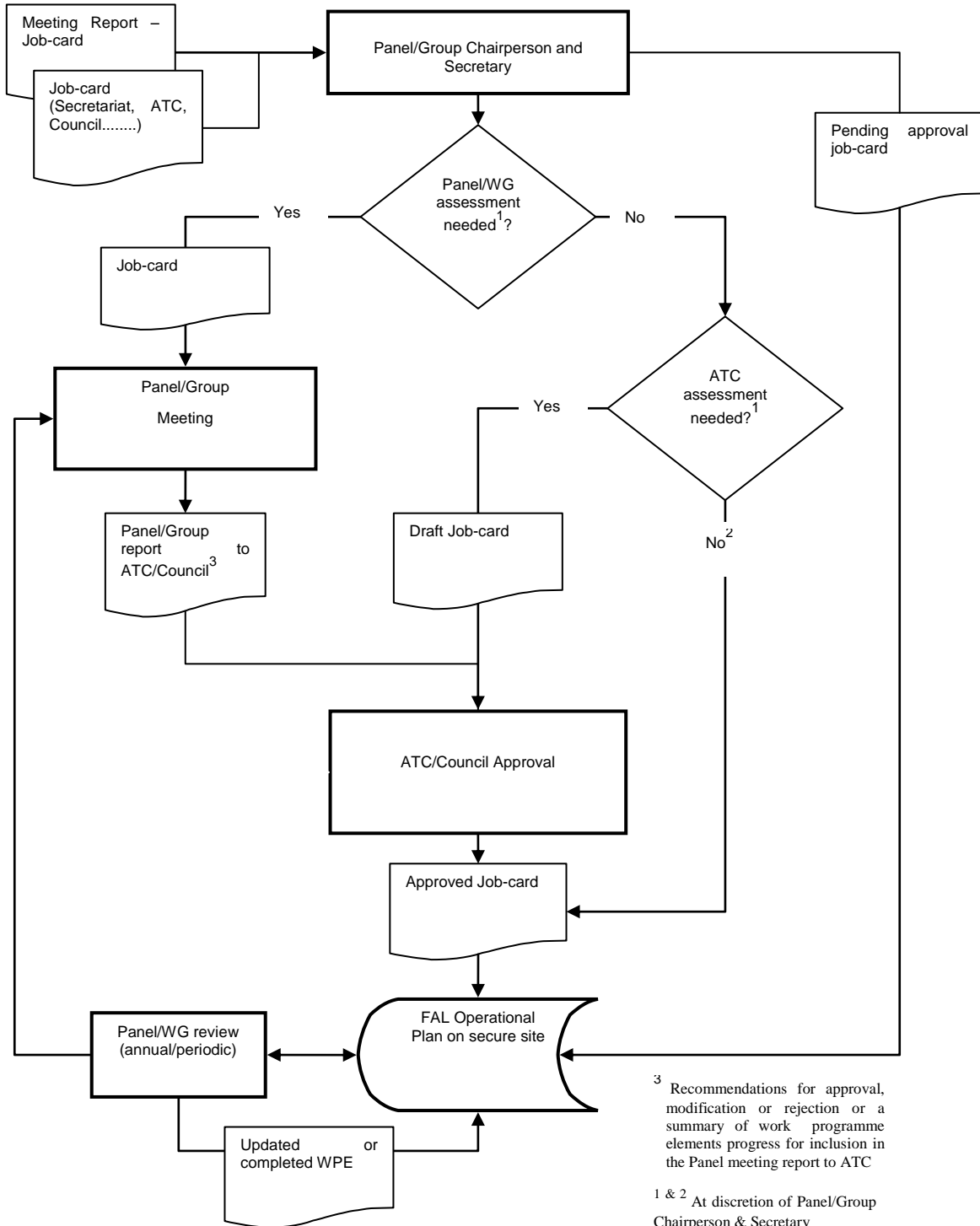
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APPENDIX A**JOB-CARD TEMPLATE**

Title				Reference:		
Source						
Problem Statement						
Specific Details (including impact statements)						
Expected Benefit						
Reference Documents					Attachments	
Primary Expert Group:						
WPE No.	Document affected	Description of Amendment proposal or Action	Supporting Expert Group	Expected dates:		
				Expert Group	Effective	Applicability
Initial Issue Date:		Date approved by ATC:		Session/Meeting:		

APPENDIX B

JOB-CARD PROCESS



APPENDIX C

FIRST EXAMPLE OF A JOB CARD

ANNEX 9-related

Title	Non-compliance with Annex 9 SARPs	Reference:	FALP.010.01			
Source	A38 and Air Transport Committee/Council (201/205)					
Problem Statement	The USAP audits have identified a number of SARPs with a high lack of effective implementation. Other issues of non-compliance with SARPs have also been identified.					
Specific Details (including impact statements)	The FAL Programme should determine the reasons for non-compliance with current SARPs. The first step required in this process is to develop an understanding of the reasons behind non-compliance. Suitable strategies to assist States could then follow, e.g. by further clarification of SARPs in manuals, capacity-building initiatives, and training.					
Expected Benefit	Greater compliance with SARPs and enhanced global standardization of Annex 9's provisions					
Reference Documents	A38-WP/3, para. 3.12; A38-WP/397; C.201.WP/14091	Attachment				
Primary Expert Group:	Facilitation Panel					
WPE No.	Document affected	Description of Amendment proposal or Action	Supporting Expert Group	Expected dates:		
				Expert Group	Effective	Applicability
1	N/A	Determine reasons for non-compliance with SARPs	TAG/TRIP			
2	Facilitation Manual	Revision of appropriate FAL Manuals to clarify SARPs		WGGM		
3	N/A	Assistance/capacity-building activities				
4	N/A	Promotion of SARPs in Regional Seminars				
Initial Issue Date:		Date approved by ATC:	Session/Meeting:			

APPENDIX D

SECOND DRAFT EXAMPLE OF A JOB CARD

ICAO TRIP STRATEGY related

Title	Holistic Traveller Identification Management	Reference:	TAG.001.01			
Source	A38 and Air Transport Committee/Council (201 / 204)					
Problem Statement	The importance of robust travel documents to international security cannot be overstated. The ability of terrorists and criminals to operate with anonymity across borders – beyond the knowledge of or suspicion on the part of a State and international authorities regarding their true identity and movements – is a powerful enabler for persons to advance unlawful and illegitimate activities.					
Specific Details (including impact statements)	States recognize that the ability to uniquely identify individuals requires a holistic and coordinated approach, which links the five interdependent elements of traveller identification and border control management into a coherent framework. Therefore foundational documents, tools and processes are required to ensure authentic evidence of identity in the travel documents are a matter of strategic importance for international civil aviation.					
Expected Benefit	To implement the ICAO TRIP Strategy in order to assist Member States to uniquely identify individuals, and to enhance the security and integrity of their travel documents and border controls.					
Reference Documents	A38-16 Appendix A and A38 –WP 11					Attachment
Primary Expert Group:	TAG/TRIP					
WPE No.	Document affected	Description of Amendment proposal or Action	Supporting Expert Group	Expected dates:		
				Expert Group	Effective	Applicability
1	Manual on Evidence of Identity	Determination of best practices for identification	NTWG	ICBWG		
2	Manual	Development of guidelines on Evidence of Identity (EOI)		ICBWG		
3	N/A	Promotion of these best practices and guidance material		ICBWG		
Initial Issue Date:		Date approved by ATC:	Session/Meeting:			

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