



ICAO

# INTERNATIONAL CIVIL AVIATION ORGANIZATION

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# ICAO Annex 9 – Facilitation

## National Air Transport Facilitation Programme



# Establishment of National Facilitation Programmes

- ❑ Annex 9 SARPs
- ❑ Background
- ❑ Overview of Doc 10042 “*Model National Air Transport Facilitation Programme (NATFP)*”
- ❑ How to develop a NATFP – Implementation Steps
- ❑ How to establish a National Air Transport Facilitation Committee (NATFC)



# Establishment of National Facilitation Programmes

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## □ Annex 9 SARPs: Establishment of NATFP

 **\*Std. 8.18:** Each State to establish a NATFP

→ FAL requirements of Conv. & Annex 9

 **Std. 8.19:** Objective of NATFP to facilitate movement by air

 **RP 8.19.1:** *Use guidance of Appendix 12*

# Establishment of National Facilitation Programmes

## □ Annex 9 SARPs: Establishment of National and Airport FAL Committees:

📖 **\*Std. 8.20:** NATF Committee ... or similar coordinating bodies ...  
[coordinate] FAL activities ... various aspects of international civil aviation ...

📖 **RP 8.21:** *Coordination between FAL & AVSEC Programmes*

📖 **RP 8.22:** *Guidance material in Appendices 11 & 12 for NATF & Airport Committees*

# NATFP & NATFC: Objective

- The objective of both the Facilitation Programme and the Facilitation Committee is to maintain a safe, secure civil aviation environment in which services are delivered in a reliable and efficient manner.



# NATFP: Purpose

- Provides framework to guide the improvement and optimization of aircraft, crew, passenger and cargo flows through airports and to improve customer service, while maintaining security requirements.



## NATFP: Purpose (cont.)

- ❑ Means of coordinating activities between departments or agencies of the State concerned with or responsible for various aspects of facilitation of national civil aviation.



# Facilitation Committee(s): Purpose

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- ❑ **NATFC:** provides a forum for consultation and information-sharing about facilitation matters amongst government stakeholders, government representatives of other air transport-related communities and the private sector
- ❑ The committee considers recommendations to enhance facilitation
- ❑ **Airport Facilitation Committee:** coordinates operational FAL activities at the airport level

# Facilitation covers a broad range of issues

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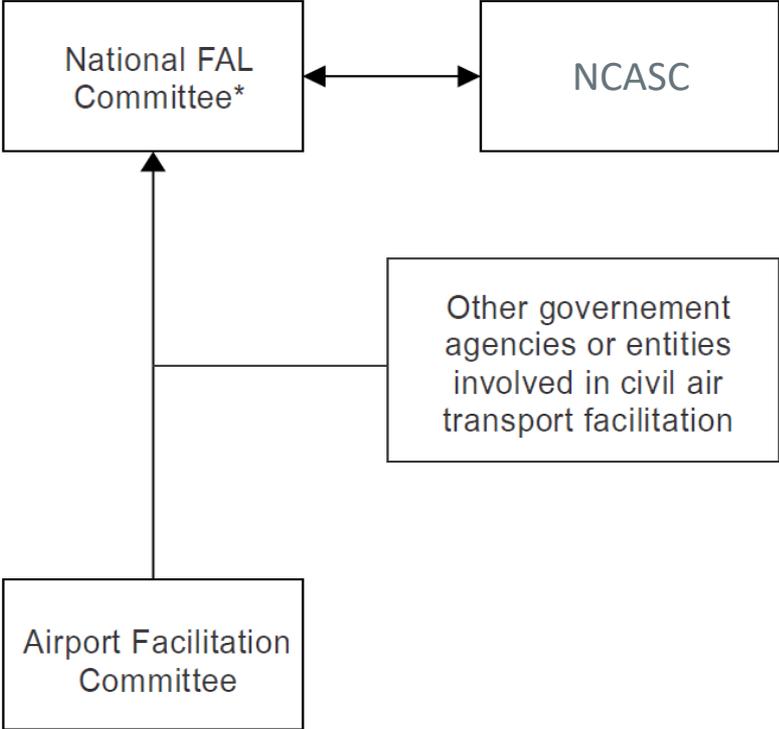
- ❑ **Contracting States** → compliance with laws and regulations
- ❑ **Aircraft Operators** → increase productivity
- ❑ **Airport Operators** → reduce congestion
- ❑ **Customers** → quality service
  
- ❑ Main issues include **Immigration, Customs, Quarantine/Health and Cargo**

# NATFP/NATFC: Chicago Convention

## Supporting Interagency Cooperation

<b>Article 10:</b> Landing at customs airport	[CAA↔CUSTOMS]
<b>Article 13:</b> Entry and clearance regulations	[↔all BORDER CONTROLS]
<b>Article 14:</b> Prevention of spread of disease	[↔HEALTH]
<b>Article 22:</b> Facilitation of formalities	[↔I, Q, C, CLEARANCE]
<b>Article 23:</b> Customs and immigration procedures	[↔C, I]
<b>Article 24:</b> Customs duty	[↔CUSTOMS]
<b>Article 29:</b> Documents carried in aircraft	[↔C, I]
<b>Article 35:</b> Cargo restrictions	[↔C, OTHER]

# Cooperation and coordination



**Figure 5-1. NATFP coordination framework**

# Establishment of National FAL Programmes

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## Model Facilitation Programmes

-  **Appendix 11 to Annex 9: Model Airport Facilitation (FAL) Programme**
-  **Appendix 12 to Annex 9: Model National FAL Programme**
-  **Doc 10042 “Model National Air Transport Facilitation Programme”  
(NATFP)**

# Appendix 11: Model Airport FAL Programme

- ❑ **Purpose**: pursue the objectives of Annex 9 at the **operational level**
- ❑ **Scope**: encompasses **border clearance processes** at the airport, as well as the **planning** for and **management** of those processes
- ❑ **Organization & management**:
  - Airport FAL Committee: **day-to-day** problem-solving and implementation of Annex 9
  - **Membership**: Airport manager + Senior officers of inspection agencies + managers of aircraft operators

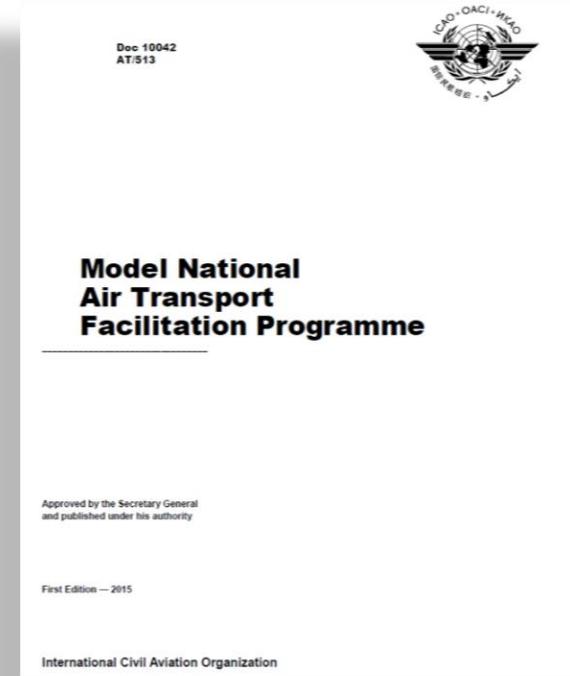
# Appendix 12: Model National FAL Programme

- ❑ **Purpose**: Implement the Chicago Convention mandate that States provide for a **facilitation of formalities** at border control
- ❑ **Scope**: Applicable Articles of Convention; Activities at accomplishing these & related tasks constitute the **National FAL Programme**
- ❑ **Organization & Management**:
  - ➔ CAA + other appropriate agencies + airport & aircraft operators
  - ➔ Vehicle for carrying out the National FAL Programme is the **National FAL Committee**
  - ➔ **Membership**: FAL-related Ministries and agencies on national level

# Overview of Model NATFP (Doc 10042)

PPT 7.15

- Background
- Definitions
- Objectives
- Legislation
- Organization and Management
- Roles, functions & responsibilities of agencies



# Doc 10042: Background

- ❑ Developed to provide guidance on Standards 8.18, 8.19 & 8.20
- ❑ NATFP to **define roles** of all entities involved in FAL activities
- ❑ NATFC is the **vehicle** for carrying out the programme
- ❑ The programme will help States to complete their ICAO Compliance Checklist (Electronic Filing of Differences System)
- ❑ The committee is to guide the input to the Compliance Checklist

# Doc 10042: Definitions

## □ Choice of State to:

- ✓ define key terms used in NATFP document
- ✓ reproduce definitions found in Annex 9, Chapter 1



# Doc 10042: Objectives

- ❑ State to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores, by removing unnecessary obstacles and delays (**Std. 8.19**)
- ❑ Coordination between government agencies (mapped out by NATFP)
- ❑ Distribution & coordination of tasks (steered by NATFC)



# Doc 10042: Legislation

- ❑ CAA or other authority should initiate the process to obtain political mandate
- ❑ Lists of international conventions, regional agreements, national legislation, regulations, etc. that provide the basis for NATFP
- ❑ Chicago Convention, Annex 9 + Annexes 15, 17, 18
- ❑ Instruments of the WCO + WHO + EU + UN (e.g.):
  - UN Convention Against Transnational Organized Crime + Protocols (UNODC)
  - Conventions Relating to the Status of Refugees & Stateless Persons
  - Convention on the Rights of Persons with Disabilities

# Doc 10042: Organization and Management

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- ❑ States should use the guidance material in the ICAO Model National FAL Programme (Annex 9, Appendix 12) and the Model National Air Transport FAL Programme (Doc 10042) (**RP 8.19.1**);
- ❑ CAA and/or the Ministry of Transport have **primary responsibility for the programme**;
- ❑ Participation of other agencies & airport and aircraft operators crucial;
- ❑ Tasks *vis-à-vis* Articles of Chicago Convention.

# Doc 10042: Organization and Management (cont.)

- ❑ **National FAL Committee - NATFP implemented through NATFC's activities:**
  - ➔ Chair: top CAA manager
  - ➔ Members: Heads of nominated Government agencies + CEOs of aircraft/airport operators (represented by mid-management)
- ❑ **Scope:** SARPs of Annex 9 concerning border clearance processes
- ❑ **Purpose:** coordinate implementation of NATFP at national level
- ❑ **Terms of Reference of NATFC:**
  - ➔ Ensure coordination between relevant agencies & industry
  - ➔ Consider recommendations to enhance facilitation
  - ➔ Discuss proposed changes to regulations: Annex 9 changes
  - ➔ Coordinate with AVSEC (NCASC)



# Doc 10042: Organization and Management (cont.)

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## ❑ Airport FAL Committee:

- ✈ Chair: airport operator

- ✈ Members: CAA, immigration, customs, airlines, security, ground-handling, quarantine/health and other FAL-related agencies

## ❑ Scope: SARPs of Annex 9 concerning border clearance processes

## ❑ Purpose: coordinate implementation of NATFP at the airport level

## ❑ Terms of Reference:

- ✈ examine problems relating to clearance

- ✈ provide solutions to problems

- ✈ make recommendations to NATFC or relevant agency



# Doc 10042: Roles, functions and responsibilities of agencies

PPT 7.23

## COORDINATION, COOPERATION BETWEEN/AMONG:

- |   |                                      |
|---|--------------------------------------|
| 1. <b><u>CIVIL AVIATION AUTHORITY</u></b> | 2. CUSTOMS                           |
| 3. IMMIGRATION                            | 4. HEALTH                            |
| 5. QUARANTINE                             | 6. POLICE/LAW-ENFORCEMENT            |
| 7. FOREIGN AFFAIRS                        | 8. PASSPORT/VISA-ISSUING AUTHORITIES |
| 9. AGRICULTURE/HORTICULTURE               | 10. AVIATION SECURITY                |
| 11. NARCOTICS CONTROL                     | 12. TOURISM AUTHORITIES              |
| 13. SPORTS AUTHORITIES                    | 14. DISABILITY-RELATED AGENCIES      |
| 15. . . . .                               |                                      |



# NATFP benefits: Examples

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## API STANDARD

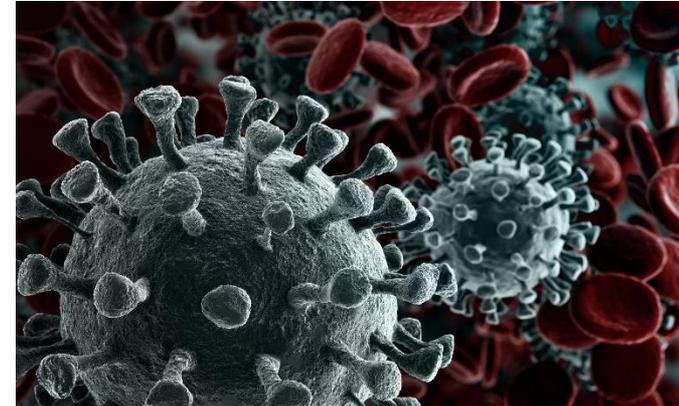
- ❑ API programme — Legal framework — Needs of all involved agencies
- ❑ Immigration, Customs, Border police, Law enforcement, Health, CAA, Department of Transport, Aviation Security, etc.
  - ✈ Need for a coordinating body (NATFP)
- ❑ NATFP:
  - a) legal framework
  - b) implementation



# NATFP benefits: Examples

## HEALTH EMERGENCIES

- Severe Acute Respiratory Syndrome (SARS)
- “Swine flu”
- Ebola
- Plague
- COVID-19



- CAA + Health Agency + Aircraft operators + Airport operators
- <http://www.capsca.org/> (Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation)

# How to develop a NATFP – Implementation Steps

11/26

**Step 1**: Designate a lead to coordinate the development of the Programme

**Step 2**: Establish planning team

**Step 3**: Write the Programme

**Step 4**: Approval and publication of the NATFP

**Step 5**: Maintenance of the NATFP

# Step 1 – Designate a lead to coordinate

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- As the agency primary responsible for the NATFP, the CAA/Ministry of Transport shall designate an appropriate person to coordinate the development of the programme
- That person is assigned to coordinate the task of a team
- He is not assigned to write the Programme single-handedly, but should do so in coordination with a planning team

## Step 2 – Establish planning team

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- ❑ In order for the Programme to be developed input will be required from government agencies that play a role in Facilitation
- ❑ In order to foster interaction and cooperation, the team will be required to meet at different levels including formal meetings, informal discussions and working group sessions



## Step 2 – Establish planning team (cont.)

- ❑ The team consist of representatives of entities that play a role in facilitation:
  - ➔ CAA
  - ➔ customs authority
  - ➔ immigration authority
  - ➔ issuing travel documents/civil register authority
  - ➔ health authority
  - ➔ agriculture/environment authority
  - ➔ tourism and foreign affairs
  - ➔ appropriate authority for security



## Step 2 – Establish planning team (cont.)

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- The team consist of representatives of entities that play a role in facilitation(cont.):
  - airline operators
  - ground handlers
  - forwarders and express carriers
  - airport operators



## Step 2 – Establish planning team (cont.)

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- ❑ An official act (as appropriate) shall be issued to establish the coordinator and the team assigned to develop the programme
- ❑ Logistics, documents and office supply have to be made available for the team

# Step 3 – Writing the programme

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- ❑ The NATFP shall comply with the provisions of Annex 9 - Facilitation and relevant ICAO Documents
- ❑ Adjustment shall be done with Regional regulations, national laws and requirements

## Step 3 – Writing the programme (cont.)

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- ❑ The team established to develop the programme may be divided into sub teams
- ❑ Member of the CAA and airport operator should be in each sub team
- ❑ Each sub team should be tasked to develop a part of the NATFP according to the backgrounds/responsibilities of its members

## Step 3 – Writing the programme (cont.)

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- ❑ After completion, the different parts of the programme must be integrated into a single programme
- ❑ The drafted programme shall be reviewed by the team to ensure its consistency

# Step 4 – Approval and publication of NATFP

- ❑ After the team review, the draft NATFP should be approved in order to gain legal status:
  - ➔ e.g. law, decree, ministerial decision, administrative arrangements
- ❑ The State concerned may decide to make the NATFP:
  - ➔ public; or
  - ➔ to control its circulation, for example, only to entities concerned
- ❑ Wider circulation of the NATFP fosters its implementation

# Step 5 – Maintenance of the NATFP

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- ❑ The NATFP must be regularly updated according to the evolution of the:
  - provisions of ICAO Annex 9 or associated documents
  - national and regional regulations
  - specific issues or implementation needs



# How to establish a National Air Transport Facilitation Committee (NATFC)

PPT 7.37

- Roles
- Membership
- Terms of Reference (ToR)



# NATFC: Roles

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- ❑ **NATFC** provides a forum for consultation and information-sharing about facilitation matters amongst government stakeholders, government representatives of other air transport-related communities and the private sector.



# NATFC: Membership

- ❑ The National FAL Committee is composed of government officials representing the main interests involved in the various domains of facilitation, representatives of the aviation industry and other representatives, permanent or temporary, that can assist in the work of the committee.



# NATFC: Membership (cont.)

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- ❑ It is vital that the authority for a National FAL Programme and the membership of the National FAL Committee be established through legislation, regulation, or executive action from an authorized person, in order to ensure the participation of the various agencies and industry groups involved and to make provision for continuity.



# NATFC: Terms of Reference

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## The NATFC shall:

- Regularly review the level of civil aviation facilitation at international airports in the country
- Consider and recommend solutions to civil aviation facilitation issues
- Stay informed about the operations of the Airport Facilitation Committees to ensure that practices
- Ensure procedures employed at the airports are in accordance with applicable legislation and ICAO SARPs



# NATFC: Terms of Reference(cont.)

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## The NATFC shall (cont.):

- consider proposed changes in international legislation or in the recommended practices issued by international fora and give input to formulate the national policy position
- review Annex 9 provisions and their implementation by way of practices and procedures at the national level, in order to establish compliance and/or file differences with Annex 9 SARPs by the designated authority



# NATFC: Terms of Reference(cont.)

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## The NATFC shall (cont.):

- ❑ systematically review the differences filed with ICAO as regards Annex 9 as well as any legislation or regulations mandating the practices and procedures giving rise to such differences with a view to working to eliminate them, either by proposing changes in the practices and procedures concerned, or, where necessary, by proposing changes in the relevant legislation or regulations

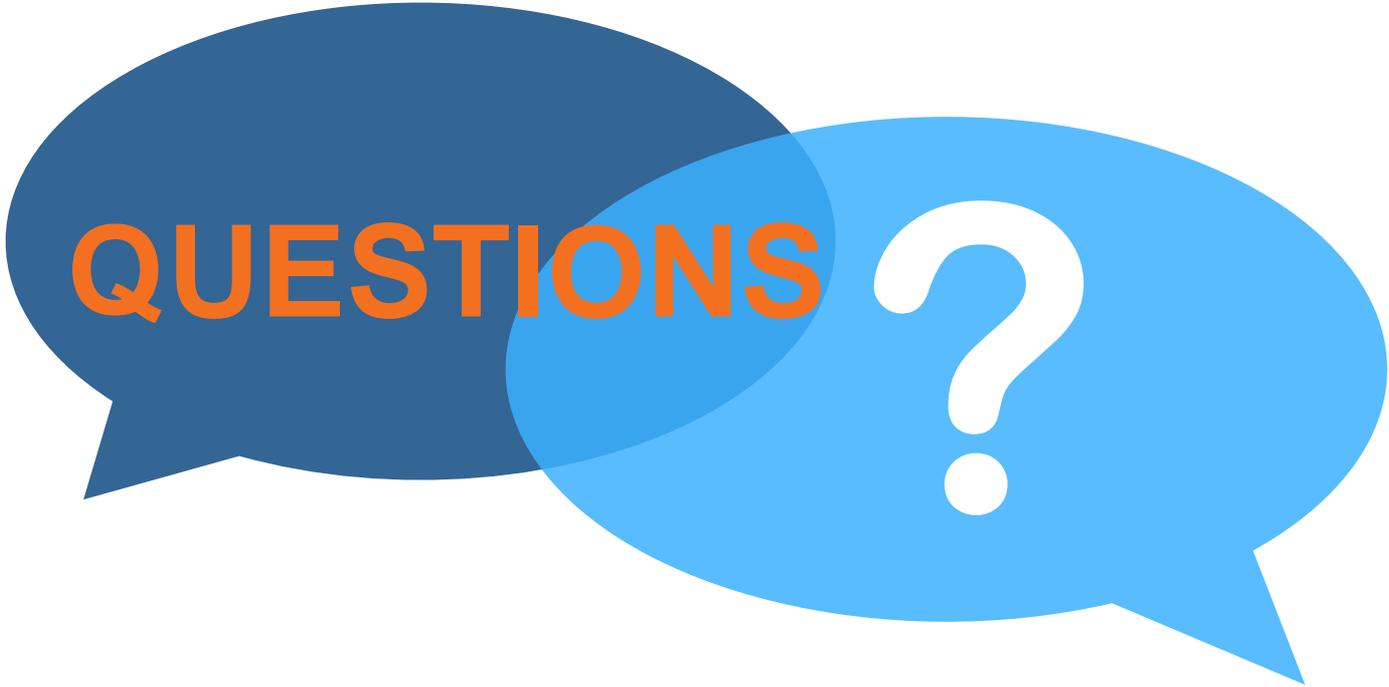
# NATFC: Terms of Reference(cont.)

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## The NATFC shall (cont.):

- identify and share information from each participating entity on developments in their respective work field which may affect facilitation
- ensure Airport Facilitation Committees meet regularly to monitor and evaluate progress







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HQ

MEXICO CITY  
Office

LIMA  
Office

PARIS  
Office

BEIJING  
Sub-office

CAIRO  
Office

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Office

DAKAR  
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Thank You