

Department of Transport & Infrastructure

PAPUA NEW GUINEA

NATIONAL AIR TRANSPORT FACILITATION PROGRAMME

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Distribution List

The National Air Transport Facilitation Programme (NATFP) has been designed to support broad distribution among relevant aviation industry participants. No information in the NATFP is of a security sensitive nature and as such this document is **UNCLASSIFIED**.

Copies of the NATFP will be provided to aircraft operators, airport operators, airport tenants, key civil aviation stakeholders and new entrants to the civil aviation system.

In the event that future amendments contain security sensitive information, the information will be attached as an annexure which will be classified and distribution will be in accordance with a distribution.

A nominal distribution list of key stakeholders has been included at Attachment 1.

A record of amendments has been included at Attachment 2.

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1. Introduction

Papua New Guinea (PNG) is a signatory to the Convention on International Civil Aviation (Chicago Convention) and Annex 9 to the Convention contains a series of Standards and Recommended Practices with which contracting States are expected to comply. These include a requirement for the development, implementation and maintenance of a National Air Transport Facilitation Programme.

The NATFP has been developed in accordance with the requirements of:

- ICAO – Annex 9: Facilitation
- ICAO – Annex 17: Security
- Relevant ICAO guidance material
- Relevant national legislation

1.1 Purpose of the NATFP and the National FAL Committee

The establishment of the National Air Transport Facilitation Committee (hereafter the National FAL Committee or the Committee) and of the NATFP is required by an ICAO Standard; Standard 8.18 and 8.19, 8.20 respectively, in the latest revision of Annex 9 — *Facilitation* to the Convention on International Civil Aviation.

The NATFP provides a framework to guide the improvement and optimization of aircraft, crew, passenger and cargo flows at airports and to improve customer service. This is achieved while maintaining appropriate security requirements and ensuring compliance with relevant international and national legislation.

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

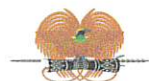
The Committee provides a forum for consultation and information-sharing about facilitation matters amongst government stakeholders, government representatives of other air transport-related agencies. While committed to facilitating efficient clearance for arriving and departing aircraft, Papua New Guinea shall maintain smooth and seamless travel with effective security requirements. Activities aimed at accomplishing these and related tasks are described in the NATFP.

1.2 Benefits of the NATFP

The NATFP aims to address and harmonise the interests of all entities involved in facilitation, including Government agencies, aircraft operators, commercial air transport users and airports, to promote the growth of a safe, reliable and viable air transport industry. The potential benefits and objectives it hope to achieve are:

- (a) to maintain or increase the quality of aircraft, crew, passenger and cargo flow.
- (b) to maintain or increase the level of passenger service and the cost-effectiveness and efficiency of processes and procedures.
- (c) to facilitate, accommodate and encourage the growth of air transport; and
- (d) to contribute to a positive experience meeting the needs of the travelling public.

The Papua New Guinea NATFP is implemented through the activities of the National FAL Committee. The Department of Transport & Infrastructure (DOT) is the authority designated by Papua New Guinea within its administration to be responsible for the development, implementation and maintenance of the NATFP and for the establishment of a National FAL Committee. The National FAL Committee is chaired by the Secretary of Transport.



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1.3 Signature, Date and Version Number

This document is regularly updated, for example when national or international regulations (e.g. ICAO Annex 9 Standards and Recommended Practices) make this necessary. The coordinating body for amendments is the Secretary of Transport. Amendments will be recognizable in version numbers.

Deputy Secretary of Transport
Department of Transport & Infrastructure

14. 05. 2025

Date

2. Definitions and Acronym

2.1 Acronym

ABC	Automated Boarder Control
AEO	Authorized Economic Operator
AFC	Airport Facilitation Committee(s)
API	Advance Passenger Information
CASA PNG	Civil Aviation Safety Authority of Papua New. Guinea
DoT	Department of Transport & Infrastructure
ETS	Electronic Travel System
FAL	Facilitation
ICA	Immigration and Citizenship Authority
ICAO	International Civil Aviation Organization
ICAO PKD	ICAO Public Key Directory
MRTD	Machine Readable Travel Documents
NATFC	National Air Transport Facilitation Committee
NATFP	National Transport Facilitation Programme
NCASC	National Civil Aviation Security Committee
NAQIA	National Agriculture Quarantine Inspection Authority
OSCA	Office of Security & Coordination Assessments



2.2 Definitions

When the following terms are used in the Standards and Recommended Practices on Facilitation, they have the following meanings, for the purposes of Annex 9:

Accompanying person. An adult who is travelling with a minor. This person will not necessarily be the parent or legal guardian of the minor.

Note. — It is to be noted that this definition might need to be applied in light of any obligation resulting from the application of national regulations on border checks.

Admission. The permission granted to a person to enter a State by the public authorities of that State in accordance with its national laws.

Advance Passenger Information (API) System. An electronic communications system whereby required data elements are collected and transmitted to border control agencies prior to flight departure or arrival and made available on the primary line at the airport of entry.

Aircraft equipment. Articles, including first-aid and survival equipment and commissary supplies, but not spare parts or stores, for use on board an aircraft during flight.

Aircraft operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Aircraft operators' documents. Air waybills/consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charges orders (M.C.O.), damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents, for use by aircraft operators.

Airline. As provided in Article 96 of the Convention, any air transport enterprise offering or operating a scheduled international air service.

Authorized agent. A person who represents an aircraft operator and who is authorized by or on behalf of such operator to act on formalities connected with the entry and clearance of the operator's aircraft, crew, passengers, cargo, mail, baggage or stores and includes, where national law permits, a third party authorized to handle cargo on the aircraft.

Authorized Economic Operator. AEO is a party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards. AEOs may include manufacturers, importers, exporters, brokers, carriers, consolidators, intermediaries, ports, airports, terminal operators, integrated operators, warehouses, distributors and freight forwarders.

Note. — The definition is aligned with that found in the World Customs Organization's "SAFE Framework of Standards to Secure and Facilitate Global Trade."

Automated Border Control (ABC). An automated system which authenticates the electronic machine-readable travel document or token, establishes that the passenger is the rightful holder of the document or token, queries border control records, then determines eligibility for border crossing according to pre-defined rules.

Baggage. Personal property of passengers or crew carried on an aircraft by agreement with the operator.



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Border security. The enforcement, by a State, of its laws and/or regulations concerning the movement of goods and/or persons across its borders.

Cargo. Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

Civil aviation inspector. A civil aviation inspector is an individual, designated by a Contracting State, who is charged with the inspection of the safety, security or related aspects of air transport operations as directed by the appropriate authority.

Note.— Examples of civil aviation inspectors include inspectors responsible for airworthiness, flight operations and other safety-related aspects, and security-related aspects, of air transport operations.

Clearance of goods. The accomplishment of the customs formalities necessary to allow goods to enter home use, to be exported or to be placed under another customs procedure.

Commencement of journey. The point at which the person began a journey, without taking into account any airport at which the person stopped in direct transit, either on a through-flight or a connecting flight, if the person did not leave the direct transit area of the airport in question.

Commissary supplies. Items, either disposable or intended for multiple use, that are used by the aircraft operator for provision of services during flights, in particular for catering, and for the comfort of passengers.

Contact tracing. Contact tracing is the practice of identifying, notifying, and monitoring individuals who may have had close contact with or who have been exposed to, and possibly infected by, a person having a confirmed or probable case of an infectious disease as a means of controlling the spread of infection. The confirmed or potentially infected person's identity is not discussed with contacts, even if asked.

Crew member. A person assigned by an operator to duty on an aircraft during a flight duty period.

Declarant. Any person who makes a goods declaration or in whose name such a declaration is made.

Deleterious effects. Effects that are capable of posing a hazard to the health of passengers, personnel, live cargo or on the structure of the aircraft.

Deportation order. A written order, issued by the competent authorities of a State and served upon a deportee, directing the deportee to leave that State.

Deportee. A person who had legally been admitted to a State by its authorities or who had entered a State illegally, and who at some later time is formally ordered by the competent authorities to leave that State.

Direct transit area. A special area established in an international airport, approved by the public authorities concerned and under their direct supervision or control, where passengers can stay during transit or transfer without applying for entry to the State.

Direct transit arrangements. Special arrangements approved by the public authorities concerned by which traffic which is pausing briefly in its passage through the Contracting State may remain under their direct control.

Disembarkation. The leaving of an aircraft after a landing, except by crew or passengers continuing on the next stage of the same through-flight.



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Disinfection. The procedure whereby health measures are taken to control or kill infectious agents on a human or animal body, in or on affected parts of aircraft, baggage, cargo, goods or containers, as required, by direct exposure to chemical or physical agents.

Disinfection. The procedure whereby health measures are taken to control or kill insects present in aircraft, baggage, cargo, containers, goods and mail.

Electronic Travel Systems (ETS). The automated process for the lodgement, acceptance and verification of a passenger's authorization to travel to a State, in lieu of the standard counterfoil paper visa.

Embarkation. The boarding of an aircraft for the purpose of commencing a flight, except by such crew or passengers as have embarked on a previous stage of the same through-flight.

eMRTD. An MRTD (passport, visa or card) that has a contactless integrated circuit embedded in it and the capability of being used for biometric identification of the MRTD holder in accordance with the standards specified in the relevant Part of Doc 9303 — Machine Readable Travel Documents.

Escort. An individual authorized by a Contracting State or an aircraft operator to accompany inadmissible persons or deportees being removed from that Contracting State.

Facilitation

Facilitation may be defined as a combination of measures and human and material resources intended to improve and optimize aircraft, crew, passenger, cargo, baggage, mail and stores flows through airports while ensuring compliance with relevant international and national legislation

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Free zone. A part of the territory of a Contracting State where any goods introduced are generally regarded, insofar as import duties and taxes are concerned, as being outside the customs territory.

General aviation operation. An aircraft operation other than a commercial air transport operation or an aerial work operation.

Ground equipment. Articles of a specialized nature for use in the maintenance, repair and servicing of an aircraft on the ground, including testing equipment and cargo- and passenger-handling equipment.

Health-related documentation. Documentary evidence required by Contracting States, including those standardized by the World Health Organization (WHO) International Health Regulations (IHR) (2005), to indicate that passengers and crew members have fulfilled the requirements for preventing and mitigating the spread of communicable diseases for the purposes of transiting or entering a Contracting State.

ICAO Public Key Directory (ICAO PKD). The central database serving as the repository of Document Signer Certificates (CDS) (containing Document Signer Public Keys), CSCA Master List (MLCSCA), Country Signing CA Link Certificates (ICCSCA) and Certificate Revocation Lists issued by Participants, together with a system for their distribution worldwide, maintained by ICAO on behalf of Participants in order to facilitate the validation of data in eMRTDs.

Immigration control. Measures adopted by States to control the entry into, transit through and departure from their territories of persons travelling by air.



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Import duties and taxes. Customs duties and all other duties, taxes or charges, which are collected on or in connection with the importation of goods. Not included are any charges which are limited in amount to the approximate cost of services rendered or collected by the customs on behalf of another national authority.

Imposter. A person who impersonates the rightful holder of a genuine travel document.

Improperly documented person. A person who travels, or attempts to travel: (a) with an expired travel document or an invalid visa; (b) with a counterfeit, forged or altered travel document or visa; (c) with someone else's travel document or visa; (d) without a travel document; or (e) without a visa, if required.

Inadmissible person. A person who is or will be refused admission to a State by its authorities.

Interactive API (iAPI) system. An electronic system that transmits, during check-in, API data elements collected by the aircraft operator to public authorities who, within existing business processing times for passenger check-in, return to the operator a response message for each passenger and/or crew member.

International airport. Any airport designated by the Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

Lading. The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight.

Mail. Dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union (UPU).

Minor. A person who has not attained the age of majority as determined under the law applicable to the person.

Mishandled baggage. Baggage involuntarily, or inadvertently, separated from passengers or crew.

Narcotics control. Measures to control the illicit movement of narcotics and psychotropic substances by air.

Necessary precautions. Verifications carried out by adequately trained staff members of the aircraft operator or the company operating on behalf of the aircraft operator, at the point of embarkation, in order to ensure that every person holds a valid travel document and, where applicable, the visa or residence permit required to enter the State of transit and/or receiving State. These verifications are designed to ensure that irregularities (e.g. obvious document alteration) are detected.

Passenger amenities. Facilities provided for passengers which are not essential for passenger processing.

Passenger Data Single Window. A facility that allows parties involved in passenger transport by air to lodge standardized passenger information (i.e. API, iAPI and/or PNR) through a single data entry point to fulfil all regulatory requirements relating to the entry and/or exit of passengers that may be imposed by various agencies of the Contracting State.

Note. — The Passenger Data Single Window facility to support API/iAPI transmissions does not necessarily need to be the same facility used to support PNR data exchange.



Person with disabilities. Any person whose mobility is reduced due to a physical incapacity (sensory or locomotor), an intellectual deficiency, age, illness or any other cause of disability when using transport and whose situation needs special attention and the adaptation to the person's needs of the services made available to all passengers.

Pilot-in-command. The pilot responsible for the operation and safety of the aircraft during flight time.

Public authorities. The agencies or officials of a Contracting State responsible for the application and enforcement of the particular laws and regulations of that State which relate to any aspect of these Standards and Recommended Practices.

Public health emergency of international concern. An extraordinary event which is determined, as provided in the International Health Regulations (2005) of the World Health **Organization:** (i) to constitute a public health risk to other States through the international spread of disease and (ii) to potentially require a coordinated international response.

Public health risk. A likelihood of an event that may affect adversely the health of human populations, with an emphasis on one which may spread internationally or may present a serious and direct danger.

Quarantine. The restriction of activities and/or separation from others of suspect persons who are not ill or of suspect baggage, containers, conveyances or goods in such a manner as to prevent the possible spread of infection or contamination.

Release of goods. The action by the customs authorities to permit goods undergoing clearance to be placed at the disposal of the persons concerned.

Relief flights. Flights operated for humanitarian purposes which carry relief personnel and relief supplies such as food, clothing, shelter, medical and other items during or after an emergency and/or disaster and/or are used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven in the same State or another State willing to receive such persons.

Removal of a person. Action by the public authorities of a State, in accordance with its laws, to direct a person to leave that State.

Removal order. A written order served by a State on the operator on whose flight an inadmissible person travelled into that State, directing the operator to remove that person from its territory.

Repatriation flights. Special flights organized, facilitated or supported by a State for the exclusive purpose of transporting that State's nationals, and other eligible persons, from foreign countries to that State, or a safe third country, through operations by State aircraft, humanitarian flights or chartered/non-scheduled commercial flights.

Risk assessment. The process of hazard identification, risk analysis and risk evaluation.

Risk management. The systematic application of management procedures and practices which provide border inspection agencies with the necessary information to address movements or consignments which represent a risk.

Security equipment. Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.



Single Window. A facility that allows parties involved in trade and transport to lodge standardized information and documents with a single-entry point to fulfil all import, export, and transit-related regulatory requirements. If information is electronic then individual data elements should only be submitted once.

Spare parts. Articles, including engines and propellers, of a repair or replacement nature for incorporation in an aircraft.

Standardized health documents. Documents standardized by the World Health Organization (WHO) under the International Health Regulations (IHR) (2005).

State of Registry. The State on whose register the aircraft is entered.

Stores (Supplies). a) Stores (supplies) for consumption; and b) Stores (supplies) to be taken away.

Stores (Supplies) for consumption. Goods, whether or not sold, intended for consumption by the passengers and the crew on board aircraft, and goods necessary for the operation and maintenance of aircraft, including fuel and lubricants.

Stores/Supplies to be taken away. Goods for sale to the passengers and the crew of aircraft with a view to being landed.

Temporary admission. The customs procedure under which certain goods can be brought into a customs territory conditionally relieved totally or partially from payment of import duties and taxes; such goods must be imported for a specific purpose and must be intended for re-exportation within a specified period and without having undergone any change except normal depreciation due to the use made of them.

Through-flight. A particular operation of aircraft, identified by the operator by the use throughout of the same symbol, from point of origin via any intermediate points to point of destination.

Travel document. A passport or other official document of identity issued by a State or organization, which may be used by the rightful holder for international travel.

Unaccompanied baggage. Baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unaccompanied minor. A minor travelling alone or travelling only in the company of another minor.

Note. — It is to be noted that this definition might need to be applied in light of any obligation resulting from the application of national regulations on border checks.

Unclaimed baggage. Baggage that arrives at an airport and is not picked up or claimed by a passenger.

Unidentified baggage. Baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger.

Unlading. The removal of cargo, mail, baggage or stores from an aircraft after a landing.

Visitor. Any person who disembarks and enters the territory of a Contracting State other than that in which that person normally resides; remains there lawfully as prescribed by that Contracting State for legitimate non-immigrant purposes, such as touring, recreation, sports, health, family reasons, religious pilgrimages, or business; and does not take up any gainful occupation while staying in the territory visited.



3. Objectives of the National Air Transport Facilitation Programme

The PNG Air Transport Facilitation Program (NATFP) has been developed to coordinate between relevant Government ministries, agencies and industry participants in order to:

- (a) ensure the implementation of the Standards and Recommended Practices contained in Annex 9 – Facilitation.
- (b) enhance processes and procedures to facilitate the movement of aircraft, crews, passengers, cargo, and stores by removing unnecessary obstacles and delays, in addition to enhancing efficiency, productivity and service quality of civilian air transport services; and
- (c) proactively support the development of innovative strategies to address facilitation issues in the air transport industry and civil aviation environment.

A written version of the NATFP will be made available to relevant civil aviation stakeholders through a controlled distribution list.

To facilitate this objective, the NATFP should be considered a ‘live’ document and subject to regular review.

4. Legislation

The NATFP is based on international, regional, and national laws, regulations and recommendations.

The establishment of the NATFP and the National FAL Committee is required by, and based on Standards, 8.18 and 8.19 and 8.20. of Annex 9 — Facilitation and is implemented in application of [insert reference to national legislation, regulation or decision as appropriate].

The following legislation, at the international, [regional, and national levels are taken into account by the NATFP.

4.1 International Regulations

4.1.1 Chicago Convention

The “Convention on International Civil Aviation”, signed at Chicago on 7 December 1944, sets forth certain principles and arrangements in order that international civil aviation may be developed in a safe, secure and orderly manner. It is designed to ensure that international air transport is established on the basis equality of opportunity and operated soundly and economically.

PNG became a signatory to the Chicago Convention 1975.

The applicable Articles of the Chicago Convention and the tasks involved in implementing each one are contained in the following table and provide the basis for this National Air Transport Facilitation Programme.

Chicago Convention Mandate	Implementing Tasks
Article 10 – <i>Landing at customs airport</i> ... every aircraft which enters the territory of a contracting State shall, if the regulations of that State so require, land at an airport designated by that State for the purpose of customs and other	– Establish customs airports and open new ones as appropriate. – Develop procedures by which operators of scheduled and non-scheduled services may request permission to land or depart from customs airports.



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Chicago Convention Mandate	Implementing Tasks
examination. On departure from the territory of a contracting State, such aircraft shall depart from a similarly designated customs airport. ...	– Arrange for border inspection services at customs airports.
Article 13 – Entry and clearance regulations The laws and regulations of a contracting State as to the admission to or departure from its territory of passengers, crew or cargo of aircraft, such as regulations relating to entry, clearance, immigration, passports, customs, and quarantine shall be complied with by or on behalf of such passengers, crew or cargo upon entrance into or departure from, or while within the territory of that State.	– Support the interested border control agencies in the establishment and maintenance of effective inspection systems at airports, and in their efforts to rationalize their respective procedures. – Develop programmes for control of security problems such as document fraud, illegal migration and smuggling. – Coordinate preparations for clearing large numbers of international visitors for special events, e.g. international athletics competitions.
Article 14 – Prevention of spread of disease Each contracting State agrees to take effective measures to prevent the spread by means of air navigation of cholera, typhus (epidemic), smallpox, yellow fever, plague, and such other communicable diseases as the contracting States shall from time to time decide to designate, ...	– Establish, review and amend as necessary the national policies regarding prevention of the spread of contagious diseases by air, for example, aircraft disinfection, disinfection, public health-related quarantine programmes, and screening measures to be applied in a health emergency.

Chicago Convention Mandate	Implementing Tasks
Article 22 – Facilitation of formalities Each contracting State agrees to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of contracting States, and to prevent unnecessary delays to aircraft, crews, passengers and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance.	– Establish, review and amend as necessary the national regulations which implement the State's customs, immigration and quarantine laws pertaining to international movements by air.
Article 23 – Customs and immigration procedures Each contracting States undertakes, so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established	– Establish and amend as appropriate, customs and immigration procedures carried out at airports, to harmonize them with the Standards and Recommended Practices set forth in Annex 9. – Support and advocate the national issuance of passports and other travel documents in



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Chicago Convention Mandate	Implementing Tasks
or recommended from time to time, pursuant to this Convention. ...	accordance with ICAO specifications in Doc 9303 – Machine Readable Travel Documents.
Article 37 – Adoption of international standards and procedures Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation. ... (j) Customs and immigration procedures	– Participate in ICAO development of Annex 9. – Review national procedures periodically in order to ensure harmonization with the provisions of Annex 9.
Article 38 – Departures from international standards and procedures Any State which finds it impracticable to comply in all respects with any such international standard or procedure, or to bring its own regulations or practices into full accord with any international standard or procedure after amendment of the latter, or which deems it necessary to adopt regulations or practices differing in any particular respect from those established by an international standard, shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established in the international standard. ...	– Periodically review conformity by all relevant agencies with the provisions of Annex 9 and notify ICAO of differences between national practices and the relevant Standards.

4.1.2 Other International Conventions, Annexes and Regulations

There are a number of other international conventions, annexes and regulations relating to facilitation, namely:

- **Montreal Convention**
“Convention for the Unification of Certain Rules for International Carriage by Air” done at Montreal on 28 May 1999.
- **Kyoto Convention**
“Convention on the Simplification and Harmonization of Customs Procedures” done at Kyoto on 18 May 1973.
- **Annex 9 to the Convention on International Civil Aviation**



“Facilitation” (16th Edition, July 2022)

- **International Health Regulations**
(An international legal instrument that is binding on all Member States of the World Health Organisation)
- **The SAFE Framework of Standards to Secure and Facilitate Global Trade**
(A non-binding instrument that contains supply chain security and facilitation standards for goods being traded internationally)

4.2 Regional Legislation and Recommendations

Reserved

4.3 National Legislation

The purpose and intent of the National Air Transport Facilitation Program (NATFP) and the responsibilities assigned to various agencies derive primary legislative support from the following:

- (a) **Civil Aviation Act 2000** (as amended)
- (b) **Aerodrome (Business Concession) Act**
- (c) **Customs Act (1951)**
- (d) **Customs Tariff Act (1990)**
- (e) **Immigration and Citizenship Service Authority Act (2010)**
- (f) **Migration Act (1978)**
- (g) **Passport Act (1982)**
- (h) **Citizenship Act (1971)**
- (i) **Citizenship Act (1975)**
- (j) **Departure Tax Act (1980)**
- (k) **National Agriculture Quarantine and Inspection Authority Act (1997)**
- (l) **Animal Disease and Control Act (1952)**
- (m) **Public Health Act (1973)**
- (n) **National Pandemic Act 2020**

Whilst the NATFP provides the framework for coordination between relevant Government ministries and agencies, legal force is held by individual ministries and agencies who are members of the NATFP.

The National FAL Committee and its terms of reference in paragraph 5.2, are established to meet PNG's International obligations under the ICAO Convention 1944 (the 'Chicago Convention') and with Annex 9 to the Convention. Specifically, Standards 8.17, 8.18 and 8.19 of Annex 9 and provides guidance on PNG's obligation to implement a National Air Transport Facilitation Programme (NAFTP).



5. Organization and Management of the National Air Transport Facilitation Programme (NATFP)

5.1 National Air Transport Facilitation Committee

The National Air Transport Facilitation Committee is established to implement and manage the provisions of the National Air Transport Facilitation Program (NATFP) in Papua New Guinea.

Note.— There are security bodies/committees which may address tasks also dealt with in the NATFP. As the aim is to prevent duplication, regular coordination should take place with the National FAL Committee and counterparts in the security committees, and through members participating in both groups. The security committees concerned should either form part of the National FAL Committee or be updated on the work of the National FAL Committee, which in turn may refer issues of common interest to security committees for further consideration.

5.2 National FAL Committee - Terms of Reference (TOR)

The National FAL Committee meets as often as the chairperson may determine to be necessary.

The responsibilities (terms of reference) of the National FAL Committee are to:

- (1) Ensure coordination between relevant ministries, departments, agencies and industry to remove unnecessary obstacles and delays and improve efficiency and service levels of civilian air transport services.
- (2) Develop and implement the provisions of the NATFP in accordance with the provisions of Annex 9 – *Facilitation* to the International Convention on Civil Aviation;
- (3) Consider recommendations to enhance facilitation of civil air transport made by relevant entities;
- (4) Encourage the development of best practices in all areas of facilitation of civil air transport (e.g. immigration, customs, handling of persons with disabilities);
- (5) Discuss proposed changes to regulations concerning facilitation of civil air transport (e.g. amendments to Annex 9);
- (6) Inform departments, competent agencies and other organizations concerned of significant relevant facilitation developments in the field of civil aviation (e.g. outcome of ICAO Facilitation Panel) and seek their consideration of, and make recommendations to them regarding issues related to the NATFP; and
- (7) Coordinate with the National Civil Aviation Security Committee (NCASC) on security related elements of facilitation matters.

Note.1— As a good practice, the chairperson of the National FAL Committee could be a member of the NCASC and coordinate closely with the chairperson of the NCASC or, alternatively, the NCASC representative/member could be a regular member of the National FAL Committee.

Note 2: There are various groups and forums which address several aspects of facilitation. This may include: Airport

User Committee (Airport or Aircraft Operators Committee), Airport Facilitation Committee, Airport Security Committee, etc. There should be interaction or information dissemination between these committees and members of the National FAL Committee.



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- (1) regularly review the level of civil aviation facilitation at international airports in the country;
- (2) consider and recommend solutions to civil aviation facilitation issues;
- (3) stay informed about the operations of the Airport Facilitation Committees to ensure that practices and procedures employed at the airports are in accordance with applicable legislation and ICAO SARPs;
- (4) consider proposed changes in international legislation or in the recommended practices issued by international fora and give input to formulate the national policy position;
- (5) 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
- (6) 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;
- (7) identify and share information from each participating entity on developments in their respective work field which may affect facilitation;
- (8) ensure Airport Facilitation Committees meet regularly to monitor and evaluate progress.

The National FAL Committee lays down its priorities and work agenda in an annual work programme. The National FAL Committee defines and implements its work programme on a regular basis.

The National FAL Committee may organize its work in dedicated subgroup meetings for efficiency and effectiveness purposes. Results of subgroups are reported to the National FAL Committee.

5.7 Airport Facilitation Committee (AFC)

Where appropriate, the Airport Facilitation Committee(s) are established at airports for the purpose of coordinating civil aviation facilitation matters at an operational level.

The Airport Facilitation Committees shall provide updates of airport facilitation matters to the National FAL Committee and/or designate a representative to serve as a member of the National FAL Committee who may raise civil air transport facilitation issues which cannot be resolved at operational level.

Terms of reference of the Airport Facilitation Committee (AFC) are:

- (1) implement the National Air Transport Facilitation Programme at the airport level;
- (2) examine problems arising in connection with the clearance of aircraft, crew, passengers, cargo, baggage, mail and stores and, where possible, provide and effect solutions to the problems which may arise at the airport concerned; and
- (3) make recommendations as appropriate to the National FAL Committee or ministry/department/agency/entity concerned, for the implementation of proposals which cannot be affected by the Airport Facilitation Committee.

5.7.1 AFC Chairperson

The Airport Facilitation Committee will be chaired by the Airport Operator.

The Airport Facilitation Committees shall meet as often as the chairperson may determine to be necessary.



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The respective organizations who are members of the National FAL Committee shall provide updates of facilitation matters which they are responsible for, at the National FAL Committee Meetings and raise any civil air transport facilitation issues faced by their organization(s) in the implementation of the NATFP.

5.7.2 AFC Membership

The Airport Facilitation Committee will be composed of representatives of the major stakeholders in civil air transport facilitation at airports which may ~~include but not limited to~~; civil aviation safety authority, immigration, customs, airlines, security agencies, postal and telecommunication services, ground handling agencies.

5.7.3 AFC Designated Representative to National FAL Committee

The Airport Facilitation Committees shall provide updates of airport facilitation matters to the National FAL Committee and/or designate a representative to serve as a member of the National FAL Committee, who may raise civil air transport facilitation issues which cannot be resolved at operational level.

5.7.4 Other AFC members of National FAL Committee

The respective organisations who are members of the National FAL Committee shall also provide updates of facilitation matters for which they are responsible, at the meetings of the National FAL Committee and raise any civil air transport issues faced by their organization(s) in the implementation of the NATFP.

5.8 Coordination of the National Air Transport Facilitation Programme (NATFP)

For matters affecting both facilitation and aviation security, the Chairperson of the National Air Transport Facilitation Committee (NATFC) shall coordinate and communicate with the Chairperson of the National Civil Aviation Security Committee (NCASC) and vice versa to ensure timely resolution of both facilitation and aviation security issues.

The following figure illustrates the coordination framework that shall be adopted in the implementation of the NATFP:



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- (2) in pursuance of Annex 9 SARPs, the PNG Customs Service should put in place facilities that will encourage electronic submission of information required for entry and departure of aircraft and cargo;
- (3) introduce simplified procedures for release of goods to exit or enter the country;
- (4) seizure of all prohibited goods and detention of restricted goods (pending provision of relevant certificates where applicable);
- (5) participation in the National FAL Facilitation Committee and, if required, in other facilitation-related meetings; and
- (6) provision of sufficient services without charge to operators during established working hours.

6.5 PNG Immigration and Citizenship Authority

The specific responsibilities of the PNG Immigration and Citizenship Authority, in relation to facilitation include but not limited to:

- (1) Issuance of travel documents and ensuring that machine readable travel documents strictly adhere to the ICAO specifications in ICAO Doc 9303 — in order to ensure readability worldwide in machine readers of different manufacturers;
- (2) Detection and non-issuance of travel documents to improperly identified or documented persons as they may pose a threat to civil aviation and the State;
- (3) Coordinate with security authorities, where applicable, to ensure the technologies incorporated into the travel documents will enhance the facilitation and security of the traveller;
- (4) Checking the validity and acceptability of travel documents at border control points;
- (5) Examination of persons for entry into, and departure from, the State;
- (6) ensuring that the embarkation/disembarkation cards conform to the Standards of the ICAO format set out in Annex 9 (where embarkation/disembarkation cards are required);
- (7) Detection and prevention of travel by improperly documented persons such as terrorists or other criminals (international or otherwise) who, may pose a threat to civil aviation and the State;
- (8) Should international or national legislation permit, development and adoption of an active information-sharing policy with relevant stakeholders and regional States to protect national borders against negative consequences of illegal immigration;
- (9) if in possession of information or a strong suspicion of illegal migration movements which are liable to endanger law and order and compromise public safety, the PNG Immigration and Citizenship Service Authority should, within the national and international legal framework, inform the other States without delay;
- (10) co-operate with and assist aircraft operators in the establishment of the evaluation (validity and authenticity) of travel documents;
- (11) Inform the operators of the requirements by the PNG Immigration and Citizenship Authority regarding the entry/transit and departure of travellers
- (12) In case of aviation accidents, accept without delay the entry, on a temporary basis, of the experts required for search, rescue, accident investigation and repair or salvage of aircraft in conformity with Annex 12 — Search and Rescue and Annex 13 — Aircraft Accident and Incident Investigation, without having to produce any other travel document, when necessary, other than a passport;
- (13) Where a visa is required for investigation experts on a mission related to an accident, the designated authority should, when necessary and exceptionally, issue such a visa on arrival or facilitate the experts on arrival; agree to deliver it on an exceptional basis;
- (14) adopt measures in order to facilitate and return the inadmissible persons or deportees;



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- (15) adopt measures to prevent persons deemed inadmissible or deported from causing trouble or endangering law and order and public safety in the transit or destination country;
- (16) Ensure that the provisions of Annex 9 are applied with regard to inadmissible persons and deportees;
- (17) Participate in the National FAL Facilitation Committee and, if required- in other facilitation-related meetings; and
- (18) Provide sufficient services to operators without charge during established working hours.

6.6 Department of Health

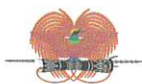
According to Article 14 of the Convention on International Civil Aviation (Doc 7300) Chicago Convention, effective measures are taken to prevent the spread of communicable diseases by air.

The specific responsibilities of the Department of Health, in relation to facilitation, include, but are not limited to:

- (1) collaborating actively with the World Health Organization (WHO) and other countries to ensure that the International Health Regulations (IHR) are effectively implemented.
- (2) detecting events involving disease or death above expected levels for a particular period of time in all areas of the State.
- (3) reporting all available and essential information immediately to the appropriate level of health care response.
- (4) implementing preliminary measures (against the spread of the disease) immediately.
- (5) responding promptly and effectively to public health risks and public health emergencies of international concern.
- (6) ensuring disinfection, disinfection and decontamination of aircraft is done in accordance with the recommendation of WHO and in compliance with IHR.
- (7) providing adequate facilities for vaccination, quarantine (where necessary) and issuing the necessary certificates.
- (8) in collaboration with airport and aircraft operators, ensuring that food preparation, storage, service of food, and water supplies and other items intended for consumption at the airport or aboard aircraft are hygienic and meet the Standards set by WHO and the Food and Agriculture Organisation (FAO);
- (9) notifying WHO immediately and in accordance with IHR requirements of all essential information related to any health risk of an international nature;
- (10) ensuring accessibility to appropriate medical services including diagnostic facilities so as to allow the prompt assessment and care of ill travellers/airport workers;
- (11) establishing and maintaining a public health emergency contingency plan in order to ensure prompt response to a public health emergency of international concern;
- (12) ensuring provision of appropriate space, separate from other passengers, to interview suspect or affected persons;
- (13) assessing the health condition, and if necessary, organising the quarantine of suspect travellers;
- (14) applying entry and exit controls for arriving and departing travelers and
- (15) participating in the National FAL Facilitation Committee meetings.

6.7 National Agriculture Quarantine Inspection Authority (NAQIA)

The specific responsibilities of the National Agriculture Quarantine and Inspection Authority, in relation to facilitation, include but not limited to:



- (1) plants and animals being exported from or imported into the country meet the regulations for carriage and that they carry the necessary certification from competent agencies;
- (2) close consultations with international agencies/institutions regulating food, agriculture and animals are maintained in order to be abreast of the latest developments and to update the Airport Facilitation Committee and other stakeholders of developments that make an impact on civil aviation;
- (3) the methods and disinfectants used in case of animal health problems when aircraft disinfection is required for animal health reasons, only those methods and disinfectants recommended by the International Office of Epizootics (World Organisation for Animal Health) are used;
- (4) declaration of extraordinary measures in case of threat of animal disease; and
- (5) participating in the National FAL Facilitation Committee meetings.

6.8 Aircraft Operators

The specific responsibilities of air operators, in relation to facilitation include but not limited to:

- (1) efficiently handle passengers and cargo;
- (2) inform the intending passengers of the specific requirements of the countries passengers intend to visit or transit through;
- (3) take necessary precautions to ensure that passengers are in possession of the required travel documents at the time of embarkation;
- (4) assume responsibility for custody and care of disembarking passengers and crew members from the time they leave the aircraft until they are accepted for examination;
- (5) provide adequate assistance for passengers with special needs including minors or passengers with reduced mobility or disabilities;
- (6) inform airport operators and relevant government agencies, in confidence, of their service, schedule and fleet plans at the airport, to enable rational planning of facilities and services in relation to the traffic anticipated; and
- (7) participate in the National FAL Committee and, if required, in other facilitation-related meetings.

6.9 Airport Operators

The Airport Operators are expected to constantly consult with aircraft operators, control agencies and other appropriate stakeholders in order to ensure that satisfactory facilities and services are provided for rapid handling and clearance of crew, passengers, cargo, baggage, mail and stores.

The specific responsibilities of the Airport Operators in relation to facilitation include, but are not limited to:

- (1) designing airports in such a manner as to enhance airport traffic flow arrangements;
- (2) displaying internationally recommended signs to facilitate the movement/flow of passenger within airports;
- (3) provision of flight information displays (FIDs);
- (4) utilisation of specialised security equipment, where necessary, in examining passengers so as to minimise the number of travellers that have to be examined by other means;
- (5) provision of space for facilities required for implementation of public health maintenance, as well as animal and plant quarantine;



- (6) provision of space and facilities for agencies in charge of clearance control on terms not less or more favourable than those which apply to the airport operators or users requiring space and facilities on a comparable scale;
- (7) provision, maintenance and optimization of facilities and services for passengers with special needs including passengers with reduced mobility or disabilities;
- (8) organization of Airport Facilitation Committees and/or Airport User Committees; and
- (9) participation in the National FAL Air Transport Facilitation Committee and, if required, in other facilitation-related meetings.

6.10 Ground Handling Agents

The specific responsibilities of ground handling agents, in relation to facilitation, include but are not limited to:

- (1) cooperate closely with airlines, airport authorities and government agencies to ensure the smooth flow of aircraft, crew, passengers, cargo, baggage, mail and stores through the airport facilities; and
- (2) participate in the Airport Facilitation Committee meetings, as appropriate.

7. Agencies Responsible for Implementation of the Security-Related Provisions of Annex 9

7.1 Entry and Departure of Aircraft

In developing procedures aimed at the efficient clearance of entering or departing aircraft, PNG Customs Service shall take into account the application of aviation security and narcotics control measures, where appropriate. This addresses Annex 9, Standard 2.2.

7.2 Entry and Departure of Persons and their Baggage

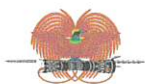
In developing procedures aimed at the efficient application of border controls on passengers and crew, the PNG Immigration and Citizenship Service Authority shall take into account the application of aviation security, border integrity, narcotics control and immigration control measures, where appropriate. This addresses Annex 9, Standard 3.2.

The PNG Immigration and Citizenship Service Authority shall not extend the validity of their machine readable travel documents. This addresses Annex 9, Standard 3.4.

The PNG Immigration and Citizenship Service Authority regularly updates security features in travel documents. This helps deter fraudulent use of travel documents, including the detection of cases where such documents have been unlawfully altered or replicated. This addresses Annex 9, Standard 3.7.

The PNG Immigration and Citizenship Service Authority shall establish controls in the creation and issuance of travel documents in order to safeguard against the theft of their stocks and the misappropriation of newly issued travel documents. This addresses Annex 9, Standard 3.8.

The PNG Immigration and Citizenship Service Authority should incorporate biometric data in their machine readable passports using one or more optional data storage technologies to supplement the machine readable zone, as specified in Doc 9303 — *Machine Readable Travel Documents*. This addresses Annex 9, Recommended Practice 3.9. Readable Travel Documents.



All passports issued by the PNG Immigration and Citizenship Service Authority shall be machine readable in accordance with the specifications of Doc 9303, Part 1 — *Machine Readable Passports*. This addresses Annex 9, Standard 3.10.

The PNG Immigration and Citizenship Service Authority shall ensure that the expiration date of passports issued after 24 November 2005 and which are not machine readable falls before 24 November 2015. This addresses Annex 9, Standard 3.10.1.

The PNG Immigration and Citizenship Service Authority shall assist aircraft operators in the evaluation of travel documents presented by passengers, in order to deter fraud and abuse. This addresses Annex 9, Standard 3.31.

Aircraft operators shall take necessary precautions at the point of embarkation to ensure that passengers are in possession of the documents prescribed by the States of transit and destination for control purposes. This addresses Annex 9, Standard 3.33.

The PNG Immigration and Citizenship Service Authority shall seize fraudulent, falsified or counterfeit travel documents together with documents used to impersonate the rightful owner of a document and return the document to the appropriate authorities of the State named as issuer or to the resident diplomatic mission of that State. This addresses Annex 9, Standard 3.33.1.

7.3 Identification and Entry of Crew and other Aircraft Operators' Personnel

Crew member certificates (CMCs) shall be issued only after a background check has been carried out by or on behalf of the PNG Immigration and Citizenship Service Authority. In addition, adequate controls such as a certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel, shall be placed on the issuance of CMCs. This addresses Annex 9, Standard 3.66.

7.4 Entry and Departure of Cargo and Other Articles

Where practicable, in order to improve efficiency, modern screening or examination techniques shall be used to facilitate the physical examination of goods to be imported or exported. This addresses Annex 9, Standard 4.7.

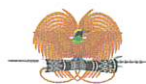
7.5 Inadmissible Persons and Deportees

If the PNG Immigration and Citizenship Service Authority has reason to believe that an inadmissible person might offer resistance to his/her removal, the PNG Immigration and Citizenship Service Authority shall inform the aircraft operator concerned as far in advance as possible of scheduled departure so that the aircraft operator can take precautions to ensure the security of the flight. This addresses Annex 9, Standard 5.8.

The removal of deportees from including all obligations, responsibilities and costs associated with the removal shall be the responsibility of the PNG Immigration and Citizenship Service Authority. This address Annex 9, Standard 5.18.

The PNG Immigration and Citizenship Service Authority, when making arrangements with an aircraft operator for the removal of a deportee, shall make available the following information as soon as possible, but in any case, not later than 24 hours before the scheduled time of departure of the flight:

- (1) a copy of the removal order as required under the legislation.
- (2) a risk assessment by the State and/or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight; and



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- (3) the names and nationalities of any escorts.

Note. — *In order to ensure coordination of facilitation and security Standards, attention is drawn to the applicable provisions of Annex 17, Chapter 4 to address Annex 9, Standard 5.19.*

The entire “Section 8-Facilitation Activities” cannot be not found in the Model National Air Transport Facilitation Programme both Appendix 12 of Annex 9 or in ICAO Doc 10042. I suggest we delete Section 8 from this document as it is a regurgitation of Annex 9 SARPs. Facilitation Activities are already well covered under sections 5.2 and 5.6 above.



Attachment - 1 National Air Transport Facilitation Committee

Rules of Procedure

- (1) The chairperson of the National Air Transport Facilitation Committee (hereafter National FAL Committee) is the Secretary of Transport.
- (2) The CASA PNG provides Secretariat services to the National FAL Committee.
- (3) Government ministries or agencies and other entities involved in the implementation of the NATFP designate their respective member to the National FAL Committee.
- (4) Members of the National FAL Committee shall participate in every meeting of the National FAL Committee. A member may be replaced by an alternate, who shall have the same responsibility and exercise the same rights as the regular member.
- (5) Experts with specific knowledge of potentially significant interest to the National FAL Committee may be invited by the chairperson to participate in one (or more) of the meetings of the National FAL Committee, or only a part thereof, on an ad hoc basis.
- (6) Members of the National FAL Committee as well as experts invited to meetings shall ensure the confidentiality of the specific content of meetings and decisions taken, as considered necessary by the chairperson of the National FAL Committee.
- (7) The National FAL Committee will meet at least two (2) times a year. The National FAL Committee may hold additional ad hoc meetings whenever necessary for the purpose of reviewing a facilitation situation and attempting to resolve specific operational problems. The outcomes of the ad hoc meetings are reported to the National FAL Committee.
- (8) The Secretary of the National FAL Committee is responsible for:
 - (i) making all administrative arrangements for the preparation of the meetings of the National FAL Committee in liaison with the chairperson; and
 - (ii) disseminating the provisional agenda to the members of the National FAL Committee at least ten (10) working days in advance.
- (9) All papers shall be submitted to the Secretary at least five (5) working days in advance of the meeting.
- (10) The Secretary prepares a Summary of Decisions after each meeting, to be circulated to the National FAL Committee within five (5) working days after the meeting.