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(not affecting Annex 9)

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FOREWORD

The Sixth Session of the Facilitation Division (Mexico City, March/April 1963) adopted Recommendation No. B-2 as follows:

"THE DIVISION RECOMMENDS that the Council consider ways and means of giving greater publicity to those type "B" Recommendations of the Division that have a continuing value for the different government departments interested in facilitation. "

The Council, desirous of providing Contracting States with any guidance material that may assist them in achieving further FAL progress in their respective territories and recognizing the usefulness which a collective publication as envisaged in the above Recommendation may have in this connection, requested the Air Transport Committee to look into the matter.

During the 50th Session of Council, the Committee reviewed all FAL Division Recommendations not relating to amendment of Annex 9 as adopted by the First through Sixth Sessions and concluded that the Recommendations contained in the following pages represented those which the Sixth FAL Division had in mind as being of continuing value to the various government departments concerned with facilitation matters as well as to operators of international flights and international organizations having an active interest in this sphere.

It should be noted in this connection that, in all cases where Council approved these Recommendations, they became, ipso facto, Recommendations of the Council itself.

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### INTRODUCTORY REMARKS

The Council, in the first year of the Organization's existence decided to establish a Facilitation Division, i. e. an international body composed of senior officials in the fields of customs, immigration, public health, and quarantine, consular, tourism and aviation, for the purpose of advising it on facilitation matters. The Council decided that the work of the Division should be interpreted as covering all obstacles to aircraft, crews, passengers and cargo in international air transport arising from national laws and required forms, regulations and procedures prescribed by governmental or other public authorities and that the subjects coming under this definition included customs procedures and manifests, sanitary, public health or quarantine regulations, financial or monetary regulations, taxes, police and immigration requirements, military restrictions and the regulations imposed by national or international aeronautical authorities. The Division commenced its work in February 1946 when its First Session was convened in Montreal to lay the groundwork for the Organization's Facilitation Programme. The Second Session took place in Geneva in June 1948 and subsequent meetings were held at approximately four year intervals, i. e. the Third Session in Buenos Aires in December 1951, the Fourth in Manila in October 1955, the Fifth in Rome in December 1959 and the Sixth in Mexico City in March/April 1963.

The Recommendations adopted at the various Sessions of the Division fall into two categories: those concerning amendments to Annex 9 (Facilitation) and the other type which does not affect the amendment of Annex 9. The former type of Recommendations has been designated, in the Reports of the last two Sessions, as "A" type Recommendations, while the latter have come to be referred to as "B" type Recommendations. This publication is concerned only with a selection of "B" type Recommendations shown in the left hand column of the following pages. Some editorial changes have been made by amending references to time limits in a small number of Recommendations which otherwise appeared to be useful for republication and by replacing such words as "the Division recommends" by "it is recommended" for the reason stated in the last paragraph of the Foreword.

In the right-hand column Council action thereon is recorded in the following manner: in cases where Council action was limited to outright approval of a Recommendation, only the number and date of the meeting during which such approval was given is recorded opposite the Recommendation; in all other cases, "Notes" have been included in this right hand column for the purpose, inter alia, of reflecting any other action taken by the Council.

For those who wish to refer to the Report of one or the other Session at which a particular Recommendation was adopted (as indicated in parenthesis under each Recommendation's heading), the document numbers of the respective Reports are listed as follows:

Third FAL Division Session	Doc 7217-FAL/557
Fourth FAL Division Session	Doc 7642-FAL/560
Fifth FAL Division Session	Doc 8043-FAL/562
Sixth FAL Division Session	Doc 8324-FAL/563



The Recommendations concerned can be easily traced in the pertinent Reports by first turning to the yellow coloured Supplement issued to each of these Reports, indicating paragraph or page number in which the Recommendation in question can be found, as well as showing the Council action thereon. It will be noted that no Recommendations of the First or Second Session have been included in this publication as they have become obsolete.

For the sake of convenience the Recommendations collected in this publication have been arranged under subject matters and, in addition, an index of the Recommendations contained herein is provided.

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RECOMMENDATIONS PERTAINING TO THE ENTRY  
AND DEPARTURE OF AIRCRAFT

<u>Recommendations</u>	<u>Date of Council action</u>
<p><u>Acceptance of the Annex 9 General Declaration when signed by an Authorized Agent</u></p> <p>(Rec. No. V-5 of the Fourth FAL Division Session)</p> <p>Reaffirming the principles contained in Annex 9 to the effect that Contracting States should accept the General Declaration when signed by either the pilot-in-command or the authorized agent, all Contracting States are urged to accept the General Declaration whenever it has been thus signed.</p>	<p>7th Meeting, 27th Session, 28 February 1956</p>
<p><u>Elimination of requirements of some States for visas on the General Declaration and other aircraft clearance documents</u></p> <p>(Rec. No. B-1 of the Fifth FAL Division Session)</p> <p>Considering that complete implementation of the relevant Annex 9 provision* is of particular importance to the facilitation of international air transport, Contracting States which still require visas or impose fees in connection with the use of documents required for the entry and departure of aircraft are urged to re-examine their position with a view to completely eliminating such visas and fees.</p>	<p>3rd Meeting, 39th Session, 9 March 1960</p>
<p><u>Elimination of Passenger Manifests where still required</u></p> <p>(Rec. No. B-3 of the Sixth FAL Division Session)</p> <p>Contracting States that have not already eliminated Passenger Manifests are strongly urged to review their needs for these Manifests at an early date and to dispense with them as quickly as possible.</p>	<p>1st Meeting, 49th Session, 4 June 1963 and 6th Meeting, 50th Session, 20 November 1963</p> <p>(Note: The Council approved this Recommendation but also noted, in connection with it that some States still appeared to require the Passenger Manifest solely for</p>

\* i. e. para. 2.20 in the Fifth Edition of Annex 9.

RecommendationsDate of Council action

statistical purposes and that, in order to promote faster progress in eliminating the Passenger Manifest on a worldwide basis, the Air Transport Committee had authorized the Secretary General to provide at an early date, information material to those States still using the Passenger Manifest solely for statistical purposes of the means used by other States to obtain statistics on passengers without the use of a passenger manifest; in this connection also see Rec. No. B-2 of the 5th FAL Division Session, page 25 in this Document, and Council action thereon.)

Study of the possibility of eliminating requirements for Cargo Manifests

(Rec. No. B-4 of the Sixth FAL Division Session)

7th Meeting, 50th Session, 20 November 1963

Noting the views of IATA reflecting the desire of the airlines to meet the steady growth of air cargo by simplifying cargo documentation, specifically by eliminating requirements to prepare cargo manifests;

(Note: The Council approved this Recommendation addressed to States, and directed that States be invited to take the further action referred to therein and be requested to advise the Organization of the results of their studies . . .).

Observing that several Contracting States no longer require the presentation of cargo manifests;

Recognizing the desirability of providing for possible developments during the period before the next Session of the FAL Division;

It is recommended that Contracting States, in conjunction with airline operators, study the possibility of dispensing with the cargo manifests as a required aircraft clearance form.

Elimination of remaining requirements for extra copies of aircraft clearance documents

(Rec. No. B-5 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

Contracting States that presently require more copies of aircraft clearance documents than are specified in Chapter 2 of Annex 9 are urged to take all necessary measures to reduce their requirements in this respect accordingly.

RECOMMENDATIONS PERTAINING TO THE ENTRY  
AND DEPARTURE OF PERSONS

Recommendations

Date of Council action

Acceptance of crew members' licences  
and certificates in lieu of both passports  
and visas

(Rec. No. V-6 of the Fourth FAL Division  
Session)

7th Meeting, 27th Session, 28 February  
1956

Considering that those Annex 9 provisions\* dealing with acceptance of crew member licences and certificates in lieu of passports and visas are of particular importance to the airlines and that complete implementation of these by some States is being deferred pending a determination as regards complete acceptance of the paras. by other States, it is recommended that those Contracting States which presently have maintained differences with respect to these provisions re-examine their position with a view to complete implementation of these provisions.

Liberalization of currency restrictions

(Rec. No. B-7 of the Sixth FAL Division  
Session)

6th Meeting, 50th Session, 20 November  
1963

Whereas a number of Contracting States still impose limits on the amount of foreign currency which may be used by their residents for spending abroad and/or on the amount of its national currency which a temporary visitor may bring in from abroad, so that an obstacle to the free movement of persons exists; and

(Note: Council noted this recommendation but decided merely to invite those Contracting States that still impose various kinds of currency restrictions which are an obstacle to international air travel to review these restrictions and the regulations and formalities connected therewith, with a view to relaxing them as soon as practicable).

Whereas it is in the interest of promotion of international air travel that such restrictions should be eliminated wherever possible;

THE DIVISION RECOMMENDS that Contracting States having such currency restrictions should review their present requirements with a

\* i. e. paras. 3.14 and 3.15 in the Fifth Edition of Annex 9.

RecommendationsDate of Council action

view to abolishing these restrictions as early as possible and, where this cannot be achieved immediately, liberalize their currency regulations, and formalities connected therewith, to the point where they cause no undue burden on temporary visitors.

Facilitation of the collection of passenger service charges

(Rec. No. B-8 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

## WHEREAS:

- a) charges are collected in various States for facilities provided for passengers at airports and this practice is becoming more general;
- b) apart from questions of principle, the Division has been requested to examine the practical aspects of questions related to the collection of these charges in order to simplify and standardize the methods used;
- c) the method of collecting these charges should involve as little inconvenience as possible for the passenger and not cause any delay in the traffic flow;

## It is recommended:

## 1. that

1.1 save in exceptional circumstances, the charge should normally be collected only from departing passengers;

1.2 the system adopted for collection should not impose any extra formality on the passenger at the time of this departure, but should enable him to pay the amount of the charge when he completes one of the formalities required for his journey (i. e. , at the time he purchases his ticket, makes his reservation or checks in);

(Note: The Council approved Resolving Clauses 1.1 through 1.6 of this Recommendation, and requested Contracting States to advise the Organization . . . of the results of their consultations held pursuant to Resolving Clause No. 1.6. With respect to the portion of this Recommendation addressed to the Organization (Resolving Clause No. 2), the Council noted that the Air Transport Committee had directed the Secretary General to report to it on the matter . . . (after States have submitted the results of their consultations under Resolving Clause No. 1.6) so that Council can then consider whether a panel should be established for the purpose described in Resolving Clause No. 2)

RecommendationsDate of Council action

1.3 the charge should be payable in reasonably acceptable foreign currency as well as in the national currency and by all the usual means of payment (e. g. , travellers cheques, banknotes or coins);

1.4 the passenger should be given a receipt as proof that he has paid the charge;

1.5 all suitable measures should be taken to inform the passenger in advance of the existence of this charge (e. g. , mention in the airlines timetables, when the ticket is purchased, when the reservation is made, etc. );

1.6 representatives of the airport authority and elected representatives of the appropriate operators committee at each airport where the charge is being imposed should engage in consultation with a view to developing the simplest possible method of collection within the terms of this recommendation;

2. that the Council of ICAO should consider the possibility of establishing a panel composed of a limited number of Governments, with participation by IATA, for the purpose of developing for the next Session of the Facilitation Division improvements that might be made to the provisions of paragraph 1 of this Recommendation, taking into account any new techniques which may, in the meantime, have been tried out at individual airports that appear to provide greater simplification and a possible basis for further standardization in the sphere of collecting passenger service charges.

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RECOMMENDATIONS PERTAINING TO THE ENTRY  
AND DEPARTURE OF CARGO

Recommendations

Date of Council action

Initiation of steps towards greater  
facilitation of air cargo

(Rec. No. B-3 of the Fifth FAL Division  
Session)

3rd Meeting, 39th Session, 9 March 1960

It is recommended that Contracting States make a continuing effort to implement the provisions of Annex 9 paragraph 4.2, etc. Contracting States should inform the Organization each January of the progress made in the preceding calendar year, except that if a Contracting State has made a report for a particular year, to a Regional FAL Meeting, which has been transmitted to the Organization, no separate report by that State need be submitted.

It is recommended that Contracting States should adapt their legislation, subject to the needs for national security, and as may be possible, to permit the flow of goods to retain the advantage of speed inherent in air transport.

It is recommended that Contracting States, in co-operation with the airlines and airport authorities, and after consulting public trade organizations, study the needs of the civil aviation industry towards improved ground facilities, the development of free zones, reduction in or simplification of physical control measures necessary to keep in step with the potential increase in international air cargo. The results of the States' studies, and Facilitation introduced thereby, should be notified to the Secretary General of ICAO.

Simplification of procedures for  
obtaining import/export licences or  
permits, where still required

(Rec. No. B-4 of the Fifth FAL Division  
Session)

3rd Meeting, 39th Session, 9 March 1960

Contracting States which continue to  
require import/export licences or permits

RecommendationsDate of Council action

should establish simplified procedures whereby such licences or permits can be obtained and renewed rapidly.

Initiation of steps towards the development of an international standard document for customs clearance of air cargo

(Rec. No. B-5 of the Fifth FAL Division Session)

3rd Meeting, 39th Session, 9 March 1960

It is recommended that Contracting States study, in co-operation with operators and interested organizations,

- i) the question of reducing and simplifying documents required for the inward and outward clearance of air cargo in their respective territories and, in so doing,
- ii) the possibility of combining all the information absolutely necessary on a minimum number of forms, keeping in mind the long-range objective of eventually developing an international standard document for customs clearance of air cargo.

Contracting States should inform the Organization of the results of their efforts in this direction . . . and the Organization in turn should circulate this information as soon . . . as practicable to Contracting States and interested international organizations . . .

Elimination of consular formalities and consular charges and fees on air cargo shipments, where still required

(Rec. No. B-9 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

Considering that the elimination of consular formalities and consular charges and fees, as specified in Chapter 4 of Annex 9 is of particular importance to the facilitation of air cargo;



RecommendationsDate of Council action

Contracting States, which still require such formalities, charges and fees in connection with shipments forwarded by air, are urged to re-examine their position with a view to completely eliminating these formalities and related charges and fees.

Facilitation of air cargo receiving customs clearance elsewhere than at international airports

(Rec. No. B-11 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

It is recommended that Contracting States, in giving effect to the pertinent provisions of Chapter 4 of Annex 9, critically review their customs regulations and procedures as applied to air cargo to be transferred from the airport of entry to the customs office effecting the clearance of such cargo and vice versa. To this end, Contracting States should ensure that these shipments, upon unloading from the aircraft, are separated from the balance of air cargo immediately and released for transfer to the customs clearance office and that any formalities pertaining to such transfer, if required, be kept to an absolute minimum.

Study of ways of providing better handling, clearance and transfer procedures for cargo shipments unladen from an aircraft for onward transportation by surface, and vice versa

(Rec. No. B-12 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

It is recommended that Contracting States study, in co-operation with interested international organizations, the question of integration of air and surface transport for cargo and to this end examine ways and means of providing smooth and uncomplicated handling, clearance and transfer procedures for shipments unladen from aircraft for onward transportation by surface and vice versa.

(Note: The Council approved this Recommendation and requested Contracting States to advise the Organization of the results of their studies...)

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RECOMMENDATIONS PERTAINING TO TERMINAL BUILDINGS, INSTALLATIONS  
AND SERVICES AT INTERNATIONAL AIRPORTS

<u>Recommendations</u>	<u>Date of Council action</u>
<p><u>Minimum necessary terminal installations and services at international airports</u></p> <p>(Rec. No. 6 of the Third FAL Division Session)</p> <p>It is recommended that the Organization and its Member States continue the study of minimum necessary installations and services at international airports along some or all of the following lines:</p> <ol style="list-style-type: none"> <li>1) collection and analysis of plans and other data on terminal facilities at a number of selected representative international airports and reduction of such data to as nearly comparable form as possible;</li> <li>2) deduction from such data of any general principles that appear applicable to terminal facilities at international airports or the different classes thereof;</li> <li>3) co-ordination of this research with airline operators, qualified airport terminal architects, and others likely to furnish useful contributions;</li> <li>4) publication of the results of this research in manual or other form.</li> </ol> <p><u>Further examination of problems related to sanitary conditions at international airports</u></p> <p>(Rec. No. V-11 of the Fourth FAL Division Session)</p> <p>It is recommended that Contracting States should study carefully the facilities and number of personnel needed to ensure that they are adequate for rapid health clearance and for good sanitary conditions at international airports.</p>	<p>19th Meeting, 15th Session, 28 March 1952</p> <p>(Note: With reference to paragraph 4) of this Recommendation, material published by ICAO of interest in this sphere is included in (1) the booklet entitled "Aims and Objectives of ICAO in the Field of Facilitation" (Doc 7891-C/906), and (2) Chapter 6 of the Fifth Edition of Annex 9, which contains International Standards and Recommended Practices on facilities and services for traffic at international airports.)</p> <p>7th Meeting, 27th Session, 28 February 1956</p>

RecommendationsDate of Council actionContinuance of studies by States and the Organization on FAL aspects of terminal installations and services at international airports

(Rec. No. V-13 of the Fourth FAL Division Session)

7th Meeting, 27th Session, 28 February 1956

Recommendation No. 6 of the Third Session of the Facilitation Division (see above) to the effect that ICAO and its Contracting States should continue their studies on the FAL aspects of terminal installations and services at international airports is reaffirmed.

Consultation with local FAL Committees on construction plans for additional airport terminal facilities

(Rec. No. V-15 of the Fourth FAL Division Session)

7th Meeting, 27th Session, 28 February 1956

It is recommended that Contracting States should consult their local Committees on FAL at the outset whenever they are making specific plans for additional terminal facilities designed to reduce ground-stop time, so as to obtain information and advice before construction is begun.

Continuation of studies by States and their operators and the Organization on further facilitating traffic passing through the territory of States

(Rec. No. B-6 of the Fifth FAL Division Session)

3rd Meeting, 39th Session, 9 March 1960

It is recommended that Contracting States and their international operators as well as the ICAO Secretariat should give further study to the facilitation of traffic passing through the territory of a Contracting State with the aim in view, *inter alia*, of proposing further improvements in Chapter 5 of Annex 9 ...

<u>Recommendations</u>	<u>Date of Council action</u>
<u>Provision of, and consultation concerning, expandable terminal buildings, etc.</u>	3rd Meeting, 39th Session, 9 March 1960
(Rec. No. B-10 of the Fifth FAL Division Session)	
It is recommended that Contracting States should ensure (a) that buildings, facilities and systems at international airports are such as to provide the best possible traffic flow arrangements and (b) that the planning of such buildings, facilities and systems - to be done in consultation with the operators and organizations concerned - keeps pace with the developments in air transport and follows the provisions laid down in Annex 9.	
<u>Provision of adequate airport/city ground transportation and parking facilities at airports</u>	1st Meeting, 49th Session, 4 June 1963
(Rec. No. B-13 of the Sixth FAL Division Session)	
Considering that rapid and reliable airport/city ground transportation is a necessary adjunct to air transport, and that inadequate ground transportation unduly lengthens the overall air-ground journey and can disrupt airline schedules, thus detracting from the value of air transport; and	
Considering that, related to the above, is the need to provide adequate parking facilities for cars at airports for the convenience of air travellers and others requiring such facilities; and	
Considering that the continuously increasing volume and speed of air traffic aggravates the situation and calls for an early solution to these problems;	
It is recommended that Contracting States bring these matters to the attention of their planning authorities and other bodies concerned and assign the necessary priority to the solution of these problems so that satisfactory results can be effected at an early date.	

RecommendationsDate of Council actionProvision of ramp handling services

(Rec. No. B-16 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

It is recommended that, with a view towards the safe, economic and efficient operation of aircraft, the airlines, in consultation with and subject to reasonable limitations which may be imposed by the airport authorities, be offered the choice of providing their own services for ground handling operations, or of having such operations performed entirely, or in part, by an organization controlled by another airline authorized by the airport authority, or by the airport operator, or by a servicing agent, licensed by the airport authority.

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RECOMMENDATIONS PERTAINING TO SANITATION, MEDICAL SERVICES  
AND AGRICULTURAL QUARANTINE

Recommendations

Date of Council action

Dissemination of results of States' progress  
in public health research

(Paragraph (b) of Rec. No. 5 of the  
Third FAL Division Session)

19th Meeting, 15th Session, 28 March  
1952

(b) It is recommended that States make available to ICAO for dissemination the results of progress made in research and development on public health and agriculture matters relevant to facilitation aspects of international aviation, for example, simplification of vector control by means of residual insecticides.

Simplification of quarantine clearance  
measures: publication of international  
vaccination requirements

(Paragraphs (a), (b) and (c) of Rec. No. V-8  
of the Fourth FAL Division Session)

7th Meeting, 27th Session, 28 February  
1956

(a) It is recommended that Contracting States make a continuing effort to dispense with the application of sanitary measures not justified under prevailing epidemic conditions or in excess of the International Sanitary Regulations.

(b) It is recommended that Contracting States re-examine their existing procedures so as to ensure that there is no unwarranted repetition of measures which create unnecessary delays to international air traffic.

(c) It is recommended that Contracting States should ensure the most effective co-ordination possible between aeronautical and health agencies, with a view to simplifying and accelerating health clearance.

RecommendationsDate of Council actionElimination of quarantine clearance fees and documents pursuant to Articles 100 and 101 of the International Sanitary Regulations

(Rec. No. V-9 of the Fourth FAL Division Session)

7th Meeting, 27th Session, 28 February 1956

Contracting States should take steps to ensure that Article 100 of the International Sanitary Regulations is complied with, in other words that no documents are required for health clearance purposes except International Certificates of Vaccination and aircraft General Declarations. In particular no separate disinsecting certificate should be required and no fees should be charged for health clearance or the issuance of any certificate except as provided for by Article 101 of the International Sanitary Regulations.

Further examination of problems related to disinsecting

(Rec. No. V-10 of the Fourth FAL Division Session)

7th Meeting, 27th Session, 28 February 1956

It is recommended that States make available to ICAO and WHO results of progress made in methods of disinsecting of aircraft that might promote facilitation and uniformity of disinsecting on a world-wide basis. It is recommended that ICAO, in co-operation with WHO, should continue the study of problems related to disinsecting of aircraft.

Periodic examination by States of their health clearance procedures

(Rec. No. B-8 of the Fifth FAL Division Session)

3rd Meeting, 39th Session, 9 March 1960

It is recommended that States should examine periodically their facilities and procedures for health clearance in the light of rapidly increasing traffic volumes in order further to reduce clearance time of aircraft and persons. To this effect, and in accord with the WHO International Sanitary Regulations, no unwarranted sanitary measures should

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be applied on the basis of unofficial or unreliable information or in respect of non-quarantinable diseases, and it is recommended that States give wider consideration to paragraph 8.2 of the Third Edition of Annex 9\*, where it appears that this will facilitate the movement of international air traffic.

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\* Now paragraph 8.10 in the Fifth Edition of Annex 9.



RECOMMENDATIONS PERTAINING TO NATIONAL FACILITATION COMMITTEES  
AND CO-OPERATION BETWEEN STATES

Recommendations

Date of Council action

Continuation of National Facilitation  
Committee activities in States

(Rec. No. B-11 of the Fifth FAL Division  
Session)

3rd Meeting, 39th Session, 9 March 1960

(a) The position taken by the Division at its Fourth Session (Rec. No. V-3\*) as regards furthering the implementation of the Facilitation Programme by means of National Facilitation Committees, is re-affirmed.

(b) In recognizing the advantages which States have so far derived from following certain broad rules in the establishment and operation of National FAL Committees, it is recommended that:

(i) major meetings of National FAL Committees dealing with proposed changes in national regulations be attended by government officials of sufficient seniority to initiate any such changes that might be necessary;

(ii) in addition to representation, on National FAL Committees, of the Department of Civil Aviation and security departments like Customs, Immigration, Public Health, Agriculture, Consular (i. e. , passports and visas) Departments, States arrange for representation of other departments having direct interest in promoting international traffic into their territory, such as governmental tourist and travel departments;

(iii) States invite the operators' FAL Committee in their territories to send a limited number of observers of its own choosing to attend National FAL Committee Meetings and encourage

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\* Not reproduced as superseded, by and large, by the three Recommendations, contained in this Section.

RecommendationsDate of Council action

operators to submit, as early in advance of each National FAL Committee meeting as may be desirable, a list of their current FAL problems together with their proposed solutions; and

(iv) States promote and facilitate periodic FAL inspection tours of international airports within their own territories and abroad for the members of their National FAL Committees.

(c) It is further recommended that Contracting States submit to the Organization by March of each year a brief review of the activities of their National FAL Committees throughout the previous calendar year, including items such as numbers of meetings held, composition of the Committee and any changes therein and, particularly, major subjects of discussion and any improvements achieved.

Co-operation in the FAL field between neighbouring States

(Rec. No. B-12 of the Fifth FAL Division Session)

3rd Meeting, 39th Session, 9 March 1960

It is recommended that each Contracting State:

(i) examine the possibilities of achieving further progress in the FAL field through co-operation with neighbouring and bordering States and States with which it has direct contact by air;

(ii) identify the common problems which may be solved in this way;

(iii) enter directly, or through ICAO if preferred, into consultation with such other States with a view to seeking uniform solutions to those problems.

RecommendationsDate of Council actionFurther guidance in connection with  
the National Facilitation Committees  
of States

(Rec. No. B-18 of the Sixth FAL Division  
Session)

1st Meeting, 49th Session, 4 June 1963

Being fully aware of the benefits derived by Contracting States through mutual co-operation and the use of National Facilitation Committees, the policy set forth in Recommendations Nos. B-11 and B-12 of the 5th Session (see above) is reaffirmed. In an effort to provide guidance in addition to that provided in Recommendation No. B-11,

It is recommended:

(i) that States endeavour to avoid long intervals between meetings of their National FAL Committees and consider convening them, as a general rule, at least twice a year;

(ii) that States consider the establishment of subcommittees of their National FAL Committees to study particular FAL problems which require extended consideration;

(iii) that such subcommittees be established with a balanced representation similar to that of the National FAL Committee, i. e. , the governmental department in whose sphere the special problem falls, the civil aviation department, and appropriate representation by the operators;

(iv) that States encourage operators to make full use of FAL committees of their own and of local airport FAL committees at each major international airport so as to be able to present a co-ordinated approach to specific FAL problems to their National Facilitation Committee.

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RECOMMENDATIONS PERTAINING TO MISCELLANEOUS FAL MATTERSRecommendationsDate of Council actionImprovement in, and circulation of, information on the status of implementation of Annex 9

(Paragraph (a) of Rec. No. V-1 of the Fourth FAL Division Session)

7th Meeting, 27th Session 28 February 1956

It is recommended that the red-covered Supplement to Annex 9 be kept up to date and re-issued from time to time with a view to keeping the States informed of the status of implementation of Annex 9, and to fostering greater implementation. States should take the initiative in regularly reviewing any "differences" from Annex 9 which exist in their national practices, particularly with a view toward eliminating such differences; and in any event should make sure that ICAO is kept currently informed of (i) the status of implementation of Annex 9 in their territories, and (ii) the governmental regulations affecting Facilitation which are applicable in their territories. In view of the evidence noted by the Division of diversity in application of the provisions of Annex 9 as between international airports within the same State, the Division also recommends that States take the initiative in examining this matter with a view to ensuring that Annex 9 provisions are applied uniformly at all international airports within their territories.

Maintenance of liaison with States and International Organizations

(Paragraphs (a) and (c) of Rec. No. V-2 of the Fourth FAL Division Session)

7th Meeting, 27th Session, 28 February 1956

(a) It is recommended that, within the limits of the budgetary provisions made available for this purpose, the Organization maintain and further develop its liaison with Contracting States, as well as with the international organizations listed in paragraph (c) hereof, so as to ensure the

(Note: In approving this Recommendation, the Council made it clear that the further development of liaison with other international organizations was not limited to those mentioned in the Recommendation. The Air

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continued promotion, development and co-ordination of the FAL Programme by means of correspondence, field visits and surveys, either by Headquarters members of the Secretariat or members of the Regional Offices, and, when necessary, by attendance at National FAL Committee meetings and meetings of organizations similar to those listed in paragraph (c) where substantial advantage is to be gained.

(b) .....

(c) This Recommendation shall apply to such organizations as:

1. United Nations (ECOSOC)
2. World Health Organization
3. Food and Agriculture Organization
4. Universal Postal Union
5. General Agreement on Tariffs and Trade
6. International Air Transport Association
7. Fédération Aéronautique Internationale
8. Fédération Internationale de Transports Aériens Privés
9. International Chamber of Commerce
10. International Union of Official Travel Organizations
11. International Criminal Police Commission
12. Council of Europe
13. Organization of American States
14. Economic Commission for Latin America
15. Economic Commission for Asia and the Far East
16. Pacific Area Travel Association

Avoidance of implementing various provisions of Annex 9 on a reciprocal basis only

(3rd paragraph of Rec. No. V-4 of the Fourth FAL Division Session)

It is recommended that all States should keep fully in mind the multilateral character of Annex 9, i. e. , Contracting States should (a) unilaterally hold

Transport Committee, when approving republication of this Recommendation at its Seventh Meeting, 50th Session, on 25 October 1963, further indicated that the list in paragraph c) should be treated as including other Organizations which have come into existence since 1956, such as the Economic Commission for Africa and the International Maritime Consultative Organization.)

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themselves out at all times to implement the various provisions of Annex 9 vis-à-vis all other Contracting States, and (b) avoid whenever possible deviations which in effect state "implemented on a reciprocal basis only".

Discontinuation of the use of clearance documents for non-clearance purposes

(Rec. No. B-2 of the Fifth FAL Division Session)

3rd Meeting, 39th Session, 9 March 1960

Noting that some States are still using clearance documents for statistical and other non-clearance purposes, such as the control of traffic rights;

Considering that clearance documents are normally intended for the accomplishment of frontier formalities;

Reaffirming that it is the aim of facilitation to eliminate or simplify clearance documents to the maximum extent possible; and

Seeking the co-operation of the various interested parties in achieving this aim;

It is recommended:

1) that Contracting States refrain as soon as possible from using clearance documents for statistical or other purposes;

2) that, until Contracting States can fully comply with 1) above, clearance documents as prescribed in Annex 9 should not be amplified for any purpose other than that for which they were originally intended; furthermore, that when used for purposes other than accomplishment of frontier formalities, they should not be used until after the completion of those formalities, and should not be retained in existence solely for such other purposes;

3) that the Council, taking into account the experience of Contracting States, the work of ECAC in the field of facilitation and statistics and the work of the ICAO Origin/Destination Panel in the latter field:

(Note: With reference to the portion of this Recommendation addressed to the Organization (third resolving clause), the Council noted that the Air Transport Committee had directed the Secretary General to report to it on the matter as soon as (i) ECAC had accumulated sufficient practical experience with its recently developed airport statistical reporting forms which were designed to avoid recourse to clearance documents, (ii) the ICAO Origin/Destination Panel, taking into account, inter alia, this FAL Recommendation, had reached the stage in its work where the source material for any origin/destination statistics which might be collected was clearly established; and (iii) the advice of the ICAO Panel of Statistical Experts had been obtained as to "the means by which Contracting States can obtain the information they need for various purposes without recourse to clearance documents". In this connection also see Rec. No. B-3 of the Sixth FAL Division Session, page 5 in this Document, and Council action thereon.)

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a) request its bodies to study the means by which Contracting States can obtain the information they need for various purposes, without recourse to clearance documents,

b) invite Contracting States to adopt, to the extent they find advisable and in conformity with their own objectives and requirements, the means which the Council may suggest.

Continuation of examination by States and their operators on reduction and simplification of check-in procedures for baggage

(Rec. No. B-14 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

Considering that great importance should be attached to research by airlines into rapid operational procedures in their ground services in general;

Considering that time can be saved by reducing to the minimum the amount of baggage to be checked in and placed in the hold;

Considering the progress made by certain airlines in simplifying and accelerating ground operations on high-frequency short-range flights;

It is recommended:

a) that airlines endeavour to enlarge the maximum dimensions now imposed on hand baggage and consequently investigate new designs for airplane cabins;

b) that on high-frequency short-range flights, the arrangements indicated in paragraph a) be made in such a way that the majority of passengers need not check any of their baggage, and that measures also be adopted to accelerate the pertinent procedures for those passengers that continue to check their baggage.

(Note: The Council approved Recommendations B-14 and B-15 (see below) in principle, and noted that the Air Transport Committee had directed the Secretary General to a) firstly, seek the comments of the International Air Transport Association ... on experience to date and prospects for further progress on these matters and b) secondly, circulate these comments to States along with the request that they advise the Organization ... of any results achieved from their continued examination of these matters in conjunction with operators.)

RecommendationsDate of Council actionContinuation of examination by States and their operators on standardization at airports of the last permissible check-in time for departing passengers

(Rec. No. B-15 of the Sixth FAL Division Session)

1st Meeting, 49th Session, 4 June 1963

It is recommended:

(See comment concerning Rec. No. B-14 above)

a) that carriers systematically publish the last check-in time in time-tables for use by the public, at least for each international flight;

b) that this last check-in time be confirmed in writing to the passenger at the time he makes his reservation or purchases his ticket;

c) that the operators and airport administrations endeavour to determine, for one and the same airport, a single time for each flight category, for the time intervening between the last check-in time and the time of departure.

Inclusion of FAL material in Aeronautical Information Publications

(Rec. No. B-17 of the Sixth FAL Division Session)

1st Meeting, 49th Session 4 June 1963

It is recommended that Contracting States, which have not already done so, publish as soon as possible ... the FAL information required by Annex 15 (as amplified by the Aeronautical Information Services Manual - Doc 8126-AN/872).



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## ICAO TECHNICAL PUBLICATIONS

*The following summary gives the status, and also describes in general terms the contents of the various series of technical publications issued by the International Civil Aviation Organization. It does not include specialized publications that do not fall specifically within one of the series, such as the ICAO Aeronautical Chart Catalogue or the Meteorological Tables for International Air Navigation.*

**INTERNATIONAL STANDARDS AND RECOMMENDED PRACTICES** are adopted by the Council in accordance with Articles 54, 37 and 90 of the Convention on International Civil Aviation and are designated, for convenience, as Annexes to the Convention. The uniform application by Contracting States of the specifications comprised in the International Standards is recognized as necessary for the safety or regularity of international air navigation while the uniform application of the specifications in the Recommended Practices is regarded as desirable in the interest of safety, regularity or efficiency of international air navigation. Knowledge of any differences between the national regulations or practices of a State and those established by an International Standard is essential to the safety or regularity of international air navigation. In the event of non-compliance with an International Standard, a State has, in fact, an obligation, under Article 38 of the Convention, to notify the Council of any differences. Knowledge of differences from Recommended Practices may also be important for the safety of air navigation and, although the Convention does not impose any obligation with regard thereto, the Council has invited Contracting States to notify such differences in addition to those relating to International Standards.

**PROCEDURES FOR AIR NAVIGATION SERVICES (PANS)** are approved by the Council for worldwide application. They comprise, for the most part, operating procedures regarded as not yet having attained a sufficient degree of maturity for adoption as International Standards and Recommended Practices, as well as material of a more permanent character which is considered too detailed for incorporation in an Annex, or is susceptible to frequent amendment, for which the processes of the Convention would be too cumbersome. As in the case of Recommended Practices, the Council

has invited Contracting States to notify any differences between their national practices and the PANS when the knowledge of such differences is important for the safety of air navigation.

**REGIONAL SUPPLEMENTARY PROCEDURES (SUPPS)** have a status similar to that of PANS in that they are approved by the Council, but only for application in the respective regions. They are prepared in consolidated form, since certain of the procedures apply to overlapping regions or are common to two or more regions.

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*The following publications are prepared by authority of the Secretary General in accordance with the principles and policies approved by the Council.*

**ICAO FIELD MANUALS** derive their status from the International Standards, Recommended Practices and PANS from which they are compiled. They are prepared primarily for the use of personnel engaged in operations in the field, as a service to those Contracting States who do not find it practicable, for various reasons, to prepare them for their own use.

**TECHNICAL MANUALS** provide guidance and information in amplification of the International Standards, Recommended Practices and PANS, the implementation of which they are designed to facilitate.

**AIR NAVIGATION PLANS** detail requirements for facilities and services for international air navigation in the respective ICAO Air Navigation Regions. They are prepared on the authority of the Secretary General on the basis of recommendations of regional air navigation meetings and of the Council action thereon. The plans are amended periodically to reflect changes in requirements and in the status of implementation of the recommended facilities and services.

**ICAO CIRCULARS** make available specialized information of interest to Contracting States. This includes studies on technical subjects as well as texts of Provisional Acceptable Means of Compliance.

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**EXTRACT FROM THE CATALOGUE  
ICAO SALABLE PUBLICATIONS**

**FACILITATION DIVISION**

<b>Report of the Third Session.</b> Buenos Aires, 21 November - 7 December 1951. (Doc 7217-FAL/557). 72 pp. ....	\$0.35
<b>Report of the Fourth Session.</b> Manila, Philippines, 10-24 October 1955. (Doc 7642-FAL/560). 90 pp. ....	(Out of print)
<b>Report of the Fifth Session.</b> Rome, 1-17 December 1959. (Doc 8043-FAL/562). 91 pp. ....	\$1.50
<b>Report of the Sixth Session.</b> Mexico City, 19 March - 3 April 1963. (Doc 8324-FAL/563). 91 pp. ....	\$1.50

**ANNEX TO THE CONVENTION**

<b>Annex 9 - Facilitation.</b> Fifth edition, April 1964. 32 pp. ....	\$0.75
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*N.B.—Cash remittance should accompany each order.  
Catalogue sent free on request.*

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