

# **NATIONAL AIR TRANSPORT FACILITATION PROGRAMME OF THE MALDIVES**

Version number 1.0

Issued under the Authority of the  
Chief Executive  
Maldives Civil Aviation Authority



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# CHAPTER 1

## INTRODUCTION

### 1.1 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.

### 1.2 PURPOSE OF THE NATIONAL AIR TRANSPORT FACILITATION COMMITTEE AND THE NATIONAL AIR TRANSPORT FACILITATION PROGRAMME

The establishment of the National Air Transport Facilitation Committee (NATFC) and of the National Air Transport Facilitation Programme (NATFP) is required by ICAO Standards in Annex 9 — *Facilitation* to the Convention on International Civil Aviation.

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

The purpose of the NATFP is to provide a framework to guide the improvement and optimization of aircraft, crew, passenger and cargo flows through airports and to improve customer service, while maintaining appropriate security requirements. The committee provides a forum for consultation and information-sharing about facilitation matters amongst government stakeholders, government representatives of other air transport-related communities and the private sector.

While committed to facilitating efficient clearance for arriving and departing aircraft, the Republic of Maldives shall maintain high quality security, effective law enforcement and proficient customer service.

Activities aimed at accomplishing these and related tasks are described in this NATFP.

### 1.3 BENEFITS OF AN NATFP

The NATFP aims to address and harmonize the interests of all entities involved in facilitation, e.g. public authorities, aircraft operators, commercial air transport users and airports, etc., to promote the growth of a safe, reliable and viable air transport industry. The potential benefits it hopes 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 NATFP of Republic of Maldives is implemented through the activities of the National Air Transport Facilitation Committee. Maldives Civil Aviation Authority is the authority responsible for the development, implementation and maintenance of the NATFP and for the establishment of a National Air Transport Facilitation Committee.

The National Air Transport Facilitation Committee is chaired by Chief Executive of the Maldives Civil Aviation Authority.

#### 1.4 Signature and version number

This document is regularly updated, for example when national or international regulations make this necessary. The coordinating body for amendments is the Maldives Civil Aviation Authority.

Amendments will be recognizable in version numbers.



Date: 01-10-2015

Hussain Jaleel, Chief Executive  
Maldives Civil Aviation Authority



## CHAPTER 2

### DEFINITIONS

The following definitions shall apply in this programme;

**Appropriate Authority for Facilitation.** Maldives Civil Aviation Authority or any other authority designated by the National Laws to carry out air transport facilitation functions including the development, implementation and maintenance of the National Facilitation Programme.

**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.

**Animals.** Constitutes of all living organisms (both aquatic and terrestrial)

**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.

**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.

**Border integrity.** 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 his journey, without taking into account any airport at which he stopped in direct transit, either on a through-flight or a connecting flight, if he 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.

**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.

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

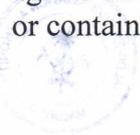
**Deportee.** A person who had legally been admitted to a State by its authorities or who had entered a State illegally, and who at some later time is formally ordered by the competent authorities to leave that State.

**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.

**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.



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

**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.

**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.

**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.

**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).

**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.

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

**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.

**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.

**Risk assessment.** An assessment by a departing State of a deportee's suitability for escorted or unescorted removal via commercial air services. The assessment should take into account all pertinent factors, including medical, mental and physical fitness for carriage on a commercial flight, willingness or unwillingness to travel, behavioural patterns and any history of violence.

**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.

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

**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.

**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 during his stay in the territory visited.



## CHAPTER 3

### OBJECTIVES OF THE NATIONAL FACILITATION PROGRAMME

The objectives of the National Facilitation Programme are to:

- a) ensure the implementation of the Standards and Recommended Practices (SARP) contained in Annex 9 – Facilitation;
- b) enhance air transport productivity and improve customer service quality
- c) proactively develop innovative strategies to address issues in the air transport industry and civil aviation environment;
- d) confirm the respective roles and responsibilities of Government Departments, Agencies, Airport Authorities and Aircraft operators in relation to facilitation matters;
- e) keep all stakeholders updated on all National and International Standards and Recommended Practices as well as proposed amendments to legislation;
- f) deliver an agreed work programme, identifying responsibilities and time frames for implementation, targeting the improvement of all processes and procedures that impact on facilitation; and
- g) Supervision of matters relating to air transport facilitation as mandated by Article 2 of the Civil Aviation Act 2/2001



## CHAPTER 4

### LEGISLATION

#### 4.1 LEGAL BASIS FOR NATFP

The NATFP is based on international and national laws, regulations and recommendations. The establishment of the NATFP and the National Air Transport Facilitation Committee is required by, and based on Standards 8.17, 8.18 and 8.19 of Annex 9 — *Facilitation* and is implemented in application of provision of Article 25 of the Maldives Civil Aviation Act 2/2001, Article 5 and 6 of the Maldives Civil Aviation Authority Act 2/2012.

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

#### 4.2 INTERNATIONAL REGULATION

- ICAO — *Convention on International Civil Aviation*, in particular, Articles 10, 13, 14, 22, 23, 37 and 38 (Doc 7300) (Chicago Convention)
- ICAO — Annex 9 to the Chicago Convention — *Facilitation* (thirteenth edition, July 2011)
- ICAO — *Convention for the Unification of Certain Rules for International Carriage by Air* (Doc 9740 (Montreal Convention))
- WCO (World Customs Organization) — *International Convention on the Simplification and Harmonization of Customs Procedures* (Kyoto Convention)
- WCO — SAFE Framework of Standards
- World Health Organization (WHO) — *International Health Regulations* (IHR)

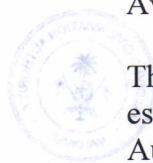
#### 4.3 NATIONAL REGULATION

- Maldives Civil Aviation Act 2/2001 – Article 2: Supervision of matters relating to aviation
- Maldives Civil Aviation Act 2/2001 – Article 26: Making and enforcing of regulations
- Maldives Civil Aviation Authority Act 2/2012 - Article 6 (Powers of Authority):

#### 4.4 LEGAL AUTHORITY

The NATFP of the Republic of Maldives is given legal force by virtue of Article 2 and 26 of the Maldives Civil Aviation Act 2/2001 and Article 6 of the Maldives Civil Aviation Authority Act 2/2012.

The National Air Transport Facilitation Committee and its terms of reference are established by Maldives Civil Aviation Authority Act 2/2012 - Article 6 (Powers of Authority)



## CHAPTER 5

### ORGANISATION 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 NATFP in the Republic of Maldives.

#### 5.2 TERMS OF REFERENCE

The Terms of Reference for the National Air Transport Facilitation Committee are to:

- a) Ensure coordination between relevant ministries, agencies and industry to remove unnecessary obstacles and delays and improve efficiency and service levels of civilian air transport services;
- b) Develop and implement the National Facilitation Programme in accordance with the provision of Annex 9
- c) Review and recommend as necessary the policies regarding border clearance formalities applied in international air transport services.
- c) Review conformity by all relevant agencies with the provision of Annex 9
- d) Ensure implementation of programmes for control of security problems such as document fraud, illegal migration and smuggling.
- e) Ensure implementation of national policies regarding prevention of the spread of contagious diseases by air, for example, aircraft disinsection, disinfection, public health-related quarantine programmes, and screening measures to be applied in a health emergency
- f) Encourage the development of best practices in all areas of facilitation of civil air transport
- g) Consider recommendations made by Airport Facilitation Committees established at international airports.
- h) Keep the departments, competent agencies and other organisations concerned informed of significant developments in the field of civil aviation and make recommendations to them regarding issues related to the NATFC.
- i) Coordinate with Aviation Security Committee on the implementation of the Security related provisions of Annex 9
- j) Inform ICAO of the Committee's programme so that information can be distributed to other States.

#### 5.3 NATFC MEMBERSHIP

The National Air Transport Facilitation Committee is composed of government officials representing the main interests involved in the various domains of facilitation, representatives of the aviation industry and other representatives<sup>1</sup>, permanent or temporary, that can assist in the work of the committee. Alternates may



be designated by their respective organizations. Such persons should be given sufficient authority to speak on behalf of their organizations and to initiate necessary action in support of the National Air Transport Facilitation Committee's work. Experts may be invited by the chairperson of the National Air Transport Facilitation Committee to advise or contribute to specific subjects. To ensure the most effective communication between the government and the civil aviation industry (including foreign airlines), representation by the industry on the National Air Transport Facilitation Committee is to be encouraged.

The following government departments or agencies may be members of the National Air Transport Facilitation Committee

The NATFC shall be composed of Senior Officials representing from the following organisations;

- a) Maldives Civil Aviation Authority
- b) Maldives Customs Service
- c) Department of Immigration and Emigration
- d) Ministry of Fisheries and Agriculture
- e) Aviation Security Command
- f) Ministry of Health
- g) Ministry of Tourism
- h) Airline Operators Committee
- i) Airport Operators (managing International Airports)
- j) Ground Handling Agents

The Agencies may designate one or more persons in their respective organisations to represent them in the meetings. Such persons should be given sufficient authority to speak on behalf of their organisations and to initiate necessary action in support of the NATFC's work.

#### **5.4 TASK AND WORK PROGRAMME**

The designated authority for facilitation shall implement the National Facilitation Programme.

The NATFC shall:

- a) regularly review the level of civil aviation facilitation at international airports in the country;
- b) consider and recommend solutions to civil aviation facilitation issues;
- c) 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;
- d) consider proposed changes in international legislation or in the recommended practices issued by international fora and give input to formulate the national policy position;
- e) 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



- f) 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;
- g) Identify and share information from each participating entity on developments in their respective work field which may affect facilitation;
- h) ensure Airport Facilitation Committees meet regularly to monitor and evaluate progress.

## **5.5 AIRPORT FACILITATION COMMITTEE**

Airport Facilitation Committees should be established at each civil airport for the purpose of coordinating civil aviation facilitation matters at the airport level.

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

- a) to implement the National Air Transport Facilitation Programme at the airport level;
- b) to 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
- c) to make recommendations as appropriate to the National FAL Committee or ministry/agency/entity concerned, for the implementation of proposals which cannot be effected by the Airport Facilitation Committee.

The Airport Facilitation Committees (chaired by the airport operator) shall be composed of representatives of the major stakeholders in civil air transport facilitation at airports, which may include, but are not limited to, civil aviation authorities, immigration, customs, airlines, security agencies, postal and telecommunication services, and ground-handling agencies. The Airport Facilitation Committees shall meet at a once a month.

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 an operational level.

The respective organizations 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

## **5.6 AIRCRAFT OPERATOR'S COMMITTEE (AOC):**

Aircraft Operators Committee (AOC) should be established in the Maldives by the airlines conducting scheduled and non-scheduled operation to from Maldives for the purpose of;

- a) Improving the efficiency (at reasonable costs) of the operational process and creating favourable conditions to facilitate the business operations of its members



- b) Coordinating contacts and improving communication between members, associated members, authorities and government bodies.
- c) Providing opportunities for dialogue, education, advancement and improvement of all aspects of the airport operations by organising meetings, activities and seminars.
- d) Participating in the various consultative structures of the airport, the sector, the authorities or stakeholders at operational, tactical and strategic level, including the airport consultations and the regular meetings for the purpose of these consultations.

Terms of Reference for the AOC are:

- a) to implement the appropriate facilitation provisions to meet the requirements of the NATFC. A written copy of the service recovery programme shall be submitted to MCAA for noting.
- b) to make deliberations on, but not limited to:
  - terminals and systems installed;
  - condition of apron, taxiways and runways;
  - local air traffic and ground circulation;
  - airport development progress from the users' point of view (landside, airside and airport buildings);
  - access to airport and airport buildings including ferry terminals and taxi stands; and
  - local application of SARPs of Annex 9 to the Chicago Convention as well as the ICAO Facilitation Recommendations, except as they may have been subject to reservation by relevant Agencies.
- c) to assume the responsibilities of the Local Baggage Committees (LBCs) as defined in IATA Resolution 744, as well as those of any other special committee that may be established by resolution of one of the acknowledged Airline Associations.

The membership of the AOC shall comprise representatives from:

- a) Aircraft Operators conducting services to the international airport;
- b) Ground handling Agencies / General Sales Agencies; and
- c) Airport Operator (non-voting member).

Task and work programme:

- a) A monthly meeting of all Members shall be called by the Chairman of AOC for the day of the month agreed upon by the majority vote.
- b) The AOC may establish, as deemed necessary, permanent or adhoc subcommittees, Task forces or Working Groups to scope, develop or implement particular projects to specified standards, e.g., a Terminal Common User Equipment working group.
- c) Official letters to the Maldives Civil Aviation Authority or Airport Operators must be agreed on by an absolute majority vote.



- d) The AOC shall be accountable for specific Facilitation measures including:
- Pre-flight Facilitation checks of aircraft.
  - Procedures to ensure that no weapons, explosives and other dangerous devices are left on board by disembarking passengers at transit stops.
  - Reconciliation of checked-in baggage with boarding passengers including transit and transfer passengers.
  - Measures to protect cargo, courier and express mail, stores, catering supplies and checked baggage including baggage checked in off-airport.
  - Treatment of passengers who have been the subject of judicial or administrative proceedings.
  - Station procedures to deal with passengers, etc booked on disrupted flights.
  - Contingency programming including actions and procedures in cases of aircraft accidents/incidents which shall be aligned to Airport Operator's Plan and approved by MCAA.

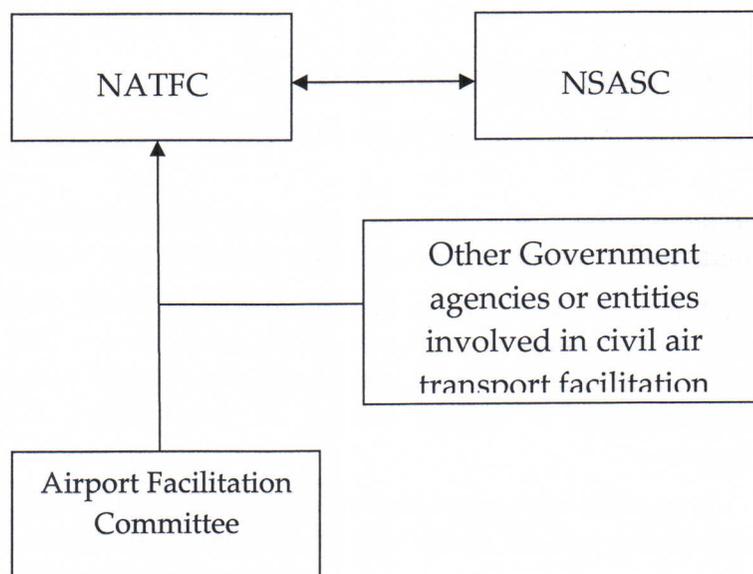
Designated Authority for Aircraft Operator's Committee:

The aircraft operator elected to the Chairmanship of the AOC shall be the designated authority for the affairs of the AOC during the term of office.

## 5.7 COORDINATION OF THE NATIONAL AIR TRANSPORT FACILITATION PROGRAMME (NATFP)

For matters affecting both facilitation and aviation security, the NATFC shall coordinate and communicate with the NCASC and vice versa to ensure prompt resolution of issues.

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



## CHAPTER 6

### ROLES, FUNCTIONS AND RESPONSIBILITIES OF AGENCIES INVOLVED IN AIR TRANSPORT FACILITATION

#### 6.1 DESIGNATED AUTHORITY RESPONSIBLE FOR NATFP

The Maldives Civil Aviation Authority is the designated authority and is the overall coordinator of the NATFP. The chairperson of the National FAL Committee is responsible for convening both the regular and ad hoc meetings of the National FAL Committee, and for ensuring that policies and/or regulations proposed by the National Air Transport Facilitation Committee are considered in national legislation by the authority concerned. The designated authority coordinates with all responsible Ministries and Agencies, who keep full responsibility for their specific areas of competence.

The facilitation responsibilities of the designated authority are therefore:

- a) to work with the chairperson/representative of the National Civil Aviation Security Programme (NCASP) to achieve and maintain consistency between the NATFP and NCASP;
- b) to provide secretariat support to the National Air Transport Facilitation Committee;
- c) to periodically review full compliance with the SARPs within Annex 9 and, if necessary, file differences and notify ICAO;
- d) to ensure operations are carried out in such a manner as to accomplish effective compliance with the laws of States while maintaining a high level of productivity for the operators, airports and government (inspection) agencies involved.
- e) to undertake any other matters related to air transport facilitation as directed by the National Air Transport Facilitation Committee chairperson.

#### 6.2 AVIATION SECURITY COMMAND

Specific responsibilities in the area of civil air transport facilitation to be considered are;

- a) to establish and ensure the implementation of a National Civil Aviation Security Programme to safeguard civil aviation against acts of unlawful interference;
- b) to define and allocate tasks and coordinate activities between the departments, agencies and other organizations of the State, airport and aircraft operators, air traffic service providers and other entities concerned with, or responsible for, the implementation of various aspects of the National Civil Aviation Security Programme;
- c) to arrange for the supporting resources and facilities required by the aviation security services to be available at each airport serving civil aviation;
- d) coordinate and work closely with other government agencies and aircraft and airport operators in the application of aviation security measures in such a manner



- as to minimize unnecessary delays and inconvenience to the movement of passengers, baggage, cargo and aircraft;
- e) arrange for security controls and procedures to have minimal interference with, or delay to, the activities of civil aviation, whenever possible, provided the effectiveness of these security controls and procedures is not compromised;
  - f) ensure the use of efficient screening and examination techniques in examination of travellers and their baggage, cargo and aircraft whenever possible to facilitate aircraft departure;
  - e) allow the adoption of procedures, facilities and initiatives to facilitate movement of travellers, baggage, cargo and aircraft so long as all necessary security measures and other control requirements are met;
  - h) coordinate with the immigration authority/issuing authority for travel documents/passports/visas to ensure the technologies incorporated into the travel document enhance the facilitation and security of the traveller.;
  - i) to advise the chairperson of the NATFC on security processes or implications for consideration as and when required; and
  - j) to participate in the National FAL Committee meetings.

### **6.3 MALDIVES CUSTOMS SERVICE**

Specific responsibilities in the area of facilitation to be considered are

- a) Surveillance of arriving/departing passengers, cargo and mail in order to ensure adherence to the laws of the State.
- b) In pursuance of Annex 9 Standards, the Maldives Customs Service should provide for the provision of electronic transmission of information required for entry and departure of cargo,.
- c) Introducing simplified procedures for release of goods to exit or enter the country.
- d) Seizure of all prohibited goods and detention of restricted goods (pending provision of relevant certificates where applicable).
- e) Notifying travelers of their duty free allowances via signage, leaflets, internet or other media
- f) participation in the National FAL Committee and, if required, in other facilitation-related meetings; and
- g) provision of sufficient services without charge to operators during established working hours.

### **6.4 DEPARTMENT OF IMMIGRATION AND EMIGRATION**

Specific facilitation in the area of facilitation to be considered are;

- a) 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;
- b) 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;

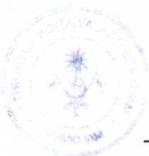


- c) coordinate with security authorities, where applicable, to ensure the technologies incorporated into the travel documents will enhance the facilitation and security of the traveller;
- d) checking the validity and acceptability of travel documents at border control points;
- e) examination of persons for entry into, and departure from, the State;
- f) ensuring that the embarkation/disembarkation card conforms to the Standards of the ICAO format set out in Annex 9;
- g) detection and prevention of travel by improperly documented persons, as they may pose a threat to civil aviation and the State;
- h) Should international or national legislation permit, develop and adopt an active information-sharing policy with relevant stakeholders and regional States to protect national borders against negative consequences of illegal immigration;
- i) assist aircraft operators in the evaluation of travel documents;
- j) inform the operators of the requirements by the designated authority regarding the entry/transit and departure of travellers;
- k) 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;
- l) 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;
- m) Ensure that the provisions of Annex 9 are applied with regard to inadmissible persons and deportees;
- n) participate in the National FAL Committee and, if required,- in other facilitation-related meetings; and
- o) provide sufficient services to operators without charge during established working hours.

## 6.5 MINISTRY OF HEALTH

According to Article 14 of the Chicago Convention requires the Republic of Maldives to take effective measures to prevent the spread of communicable diseases by air. In relation to facilitation, the Ministry of Health is responsible for, but not limited to:

- a) collaborating actively with World Health Organisation (WHO) and other Countries to ensure that the International Health Regulations (IHR) are effectively implemented;
- b) detect events involving disease or death above expected levels for the particular time in all areas of the State;
- c) Reporting all available and essential information immediately to the appropriate level of health care response;
- d) implementing preliminary control measures (against the spread of the disease) immediately;



- e) responding promptly and effectively to public health risks and public health emergencies of international concern such the spread of avian flu, Ebola etc;
- f) ensuring that disinsection and disinfection of aircraft are carried out in accordance with the recommendation of WHO and in compliance with IHR;
- g) ensuring the provision of adequate facilities for vaccination, quarantine (where necessary) and issuing the necessary certificates;;
- h) 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 Food and Agriculture Organisation (FAO);
- i) notify WHO immediately and in accordance with IHR requirements all essential information related to any health risk of international nature;
- j) ensuring accessibility to appropriate medical service including diagnostic facilities so as to allow the prompt assessment and care of ill travellers and airport workers;
- k) establishing and maintaining a public health emergency contingency plan in order to ensure prompt response to public health emergency of international concern;
- l) ensuring provision of appropriate space, separate from other passengers, to interview suspect or affected persons;
- m) assessment the health condition, and if necessary, organizing the quarantine of suspect travellers; and
- n) participate and attend the National Air Transport Facilitation Committee Meetings.

## **6.6 MINISTRY OF FISHERIES AND AGRICULTURE**

In terms of Facilitation, the Ministry of Fisheries and Agriculture is required to ensure:

- a) plants and animals being exported from or imported into the country meet the regulation for carriage and that they carry the necessary certification from competent agencies;
- b) compliance to international export standards and work with international Agencies/Institutions regulating food, agriculture and animals in order to be abreast of the latest developments and update the airport facilitation committee and other stakeholders of developments that make an impact on civil aviation;
- c) when aircraft disinfection is required for animal health reasons, only those methods and disinfectants recommended by the International Office of Epizootics are used;
- d) declaration of extraordinary measures in case of threat of animal disease; and
- e) participation in the National Air Transport Facilitation Committee Meetings.

## **6.7 MINISTRY OF TOURISM**

Ministry of Tourism is responsible for formulating and implementing tourism policies, making provisions for the promotion of tourism and adopting measures



aimed at the maintenance and enhancement of the standards of facilities and services made available to tourists.

In terms of facilitation, Ministry of Tourism shall;

- a) advise NAFLC on promoting and facilitating air services with emerging tourism markets;
- b) recommend measure that would contribute to a positive experience meeting the needs of the tourists;
- c) advise NAFLC on matters relating to travel facilitation for tourist; including easing of visa procedures and the development tourist friendly airports; and
- d) participate in the National Air Transport Facilitation Committee Meetings.

## **6.8 AIRCRAFT OPERATORS**

Aircraft operators should:

- a) efficiently handle passengers and cargo;
- b) inform passengers of the specific requirements of the countries they intend to visit or transit through;
- c) take necessary precautions to ensure that passengers are in possession of the required travel documents at the time of embarkation;
- d) 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;
- e) provide adequate assistance for passengers with special needs including minors or passengers with reduced mobility or disabilities;
- f) 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;
- g) carry out the necessary health measures including disinsection and disinfection of aircraft as required by the International Health Regulations (2005) and the Public Health Protection Act 7/2012 of Maldives, and informing in advance the relevant authorities if any health problem or risk is suspected in an aircraft.; and
- h) participate in the National FAL Committee and, if required, in other facilitation-related meetings.

## **6.9 AIRPORT OPERATORS/ADMINISTRATION**

The airport operators/administrations 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 facilitation tasks for airport operators/administrators include, but are not limited to:

- a) designing airports in such a manner to enhance airport traffic flow arrangements.



- b) display internationally recommended signs to facilitate passenger's movements within airports;
- c) provision of flight information displays (FIDs);
- d) utilisation of specialised security equipment, where necessary, in examining passengers for either narcotics, dangerous good, or as a security measure so as to minimise the number of passengers and persons that have to be examined by other means;
- e) ensure adequate and convenient parking and servicing of all aircraft in order to achieve the acceptable minimum turnaround for aircraft operators;
- f) provision of effective baggage conveyances;
- g) provision of baggage trolleys consistent with the passenger volume;
- h) provision of a clean and safe environment and safe water and toilet facilities, including vector control and chemical and radiation safety of the environment;
- i) provision, maintenance and optimization of facilities and services for passengers with special needs, including passengers with reduces mobility or disabilities;
- j) provision of space for facilities required for implementation of public health maintenance, including first aid, space to interview persons suspected of, or affected with, a disease of public health concern, temporary isolation facilities, as well as animal and plant quarantine and temporary storage for quarantined food items;
- k) 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 operators or users of airport requiring space and facilities on a comparable scale;
- l) facilitate the provision of health care to passengers when required and assisting health authorities to monitor health requirements for aircraft;
- m) provision of appropriate boat harbouring and car parking facilities
- n) organization of Airport Facilitation Committees and/or Airport User Committees; and
- o) Participation in the National FAL Committee and, if required, in other facilitation-related meetings.

## **6.10 GROUND HANDLING AGENTS**

Ground Handling Agencies shall:

- a) co-operate closely with government Agencies to ensure smooth flow of passengers, cargo, baggage and mail through the airport facilities; and
- b) participate in the Airport Facilitation Committee Meetings, as appropriate.



## CHAPTER 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, Maldives Civil Aviation Authority, Maldives Customs Service, Aviation Security Command, Department of Immigration and Emigration shall take into account the application of aviation security and narcotics control measures, where appropriate.

#### 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, Maldives Customs Service, Aviation Security Command, Department of Immigration and Emigration, airport operators and aircraft operators shall take into account the application of aviation security, border integrity, narcotics control and immigration control measures, where appropriate.

Department of Immigration and Emigration;

- shall not extend the validity of their machine readable travel documents
- shall regularly update 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.
- 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.
- 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.
- all passports issued shall be machine readable in accordance with the specifications of Doc 9303, Part 1 — Machine Readable Passports.
- shall ensure that the expiration date of passports issued after 24 November 2005 and which are not machine readable falls before 24 November 2015.
- shall assist aircraft operators in the evaluation of travel documents presented by passengers, in order to deter fraud and abuse.
- 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.



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.

### **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 Maldives Police Service. 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.

### **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.

### **7.5 INADMISSIBLE PERSONS AND DEPORTEES**

If Department of Immigration and Emigration has reason to believe that an inadmissible person might offer resistance to his/her removal, the Department 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.

The removal of deportees from including all obligations, responsibilities and costs associated with the removal shall be the responsibility of Department of Immigration and Emigration.

Department of Immigration and Emigration, 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:

- a) a copy of the removal order as required under the legislation;
- b) 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
- c) the names and nationalities of any escorts.





## NATIONAL AIR TRANSPORT FACILITATION COMMITTEE

### RULES OF PROCEDURE

- 1) The chairperson of the National Air Transport Facilitation Committee is the Chief Executive of Maldives Civil Aviation Authority
- 2) The Maldives Civil Aviation Authority provides Secretariat services to the National Air Transport Facilitation 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 Air Transport Facilitation Committee shall participate in every meeting of the National Air Transport Facilitation 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 Air Transport Facilitation Committee may be invited by the chairperson to participate in one (or more) of the meetings of the National Air Transport Facilitation Committee, or only a part thereof, on an ad hoc basis.
- 6) Members of the National Air Transport Facilitation 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 Air Transport Facilitation Committee.
- 7) National Air Transport Facilitation Committee. will meet three times a year. The National Air Transport Facilitation Committee may hold 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 Air Transport Facilitation Committee..
- 8) The Secretary of the National Air Transport Facilitation Committee is responsible for:
  - i) making all administrative arrangements for the preparation of the meetings of the National Air Transport Facilitation Committee in liaison with the chairperson; and
  - ii) disseminating the provisional agenda to the members of the National Air Transport Facilitation Committee at least two working days in advance.
- 9) All papers shall be submitted to the Secretary at least four working days in advance of the meeting.
- 10) The Secretary prepares a Summary of Decisions after each meeting, to be circulated to the National Air Transport Facilitation Committee within seven working days after the meeting.

