



# **NATIONAL AIR TRANSPORT FACILITATION PROGRAMME**

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## 1. Introduction

Facilitation can be defined as a combination of measures made up of human and material resources implemented with the aim of promoting and optimizing the flow of aircraft, crews, passengers and goods at airports, while simultaneously ensuring compliance with relevant national and international legislative measures.

For the continuous improvement of airport control processes and service procedures, cooperation between all organizations involved in civil aviation and air transport must be guaranteed as a priority.

## 2. National Air Transport Facilitation Programme - NATFP

### 2.1. Law reference and purpose

The establishment of a National Air Transport Facilitation Programme (hereinafter FAL Programme), is required by International Civil Aviation Organization (ICAO) *Standards 8.18, Annex 9*. This Annex is directly applicable to San Marino through *CAR FAL – Civil Aviation Regulation Facilitation*. In particular, *CAR FAL, 8.7.1* requires San Marino CAA to establish a FAL Programme on the basis of the facilitation provisions of Annex 9 ICAO (“The Authority shall establish a national air transport facilitation programme based on the facilitation requirements of the Convention, ICAO Annex 9 and these regulations.”).

The purpose of the FAL Program is to optimize the handling of aircraft, crews, passengers and goods and to improve the quality of customer service in compliance with the safety requirements established by in force national and international regulations.

In accordance with ICAO Standard 8.19 of Annex 9 transposed by CAR FAL in point 8.7.2, the Civil Aviation Authority shall ensure that the objective of the National Air Transport Facilitation Programme is to *“adopt all practicable and sustainable measures to facilitate the movement of aircraft, crew, passengers, cargo, mail and storage, by removing all unnecessary obstacles and delays”*.

The FAL Programme must therefore ensure that the following objectives are pursued:

- Maintaining and increasing the quality of movement (flows) of aircraft, crews, passengers and goods;
- Maintaining and improving the quality level of services to passengers by improving procedures and processes quality/cost ratio;
- Promote the development of air transport;
- Contribute to making the travel experience positive, meeting the needs of users through the application of the principles of inclusivity and accessibility.



Through the definition of responsibilities and the coordination of all stakeholders and the rapid distribution of information, the FAL Programme must also:

- Ensure the implementation of the Standards and Recommended Practices (SARPs) contained in ICAO Annex 9;
- Proactively support the development of innovative strategies to address facilitation issues in aviation and civil aviation.

## 2.2. NATFP Contents

In accordance with *Recommended Practice ICAO 8.19.1, Annex 9*, implemented in San Marino with the CAR FAL in point 8.7.3, the contents and objectives of the FAL Programme are referred in *Appendix 12 to Annex 9* and in *Doc. ICAO 10042 "National air transport facilitation programme"*.

<b>Chicago Convention mandate</b>	<b>Implementing tasks</b>	<b>Applicability to San Marino</b> <i>N/A – Not Applicable</i> <i>A – Applicable</i>
<i>Article 10 – Landing at customs airport</i>	<ul style="list-style-type: none"> <li>• Establish customs airports and open new ones as appropriate.</li> <li>• Develop procedures by which operators of scheduled and non-scheduled services may request permission to land or depart from customs airports.</li> <li>• Arrange for border inspection services at customs airports.</li> </ul>	<p><i>N/A</i></p> <p><i>There is no airport certified under Annex 14 ICAO within the Republic of San Marino. Furthermore, given the limited territorial extension, the absence of customs borders, and the agreements established with Italy, the activities are entrusted to the Italian State.</i></p>
<i>Article 13 – Entry and clearance regulations</i>	<ul style="list-style-type: none"> <li>• Support the interested border control agencies in the establishment and maintenance of effective inspection systems at airports, and in their efforts to rationalize their respective procedures.</li> <li>• Develop programmes for control of security problems such as document fraud, illegal migration and smuggling.</li> <li>• Coordinate preparations for clearing large numbers of international visitors for special</li> </ul>	<p><i>N/A</i></p> <p><i>There is no airport certified under Annex 14 ICAO within the Republic of San Marino. Passengers arriving by air land on Italian territory for this reason these responsibilities are entrusted to the Italian State through international agreements.</i></p>





	<p>events, e.g. international athletics competitions.</p>	
<p><i>Article 14 – Prevention of spread of disease</i></p>	<ul style="list-style-type: none"> <li>Establish, review and amend as necessary the 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.</li> </ul>	<p><i>On the basis of San Marino-Italy agreements and considering the absence in the territory of airports certified according to the ICAO Annex 14, this function is entrusted to the Italian health authority that coordinates, if necessary, with the Social Security Institute.</i></p>
<p><i>Article 22 – Facilitation of formalities</i></p>	<ul style="list-style-type: none"> <li>Establish, review and amend as necessary the national regulations which implement the State’s customs, immigration and quarantine laws pertaining to international movements by air.</li> </ul>	<p>N/A</p> <p><i>On the basis of San Marino-Italy agreements, given the absence in the territory of customs borders and airports certified according to ICAO Annex 14, this function is entrusted to the Italian State.</i></p>
<p><i>Article 23 – Customs and immigration procedures</i></p>	<ul style="list-style-type: none"> <li>Establish and amend as appropriate, customs and immigration procedures carried out at airports, to harmonize them with the Standards and Recommended Practices set forth in Annex 9.</li> </ul>	<p>N/A</p> <p><i>Given the absence in San Marino of customs borders and airports certified according to ICAO Annex 14, this function is entrusted to the Italian State.</i></p>
<p><i>Article 37 – Adoption of international standards and procedures</i></p>	<ul style="list-style-type: none"> <li>Participate in ICAO development of Annex 9.</li> <li>Review national procedures periodically in order to ensure harmonization with the provisions of Annex 9.</li> </ul>	<p>A</p>
<p><i>Article 38 – Departures from international standards and procedures</i></p>	<ul style="list-style-type: none"> <li>Periodically review conformity by all relevant agencies with the provisions of Annex 9 and notify ICAO of differences between national practices and the relevant Standards.</li> </ul>	<p>A</p>



### 3. National Air Transport Facilitation Committee

#### 3.1 Law reference and purpose

The establishment of a National Air Transport Facilitation Committee (hereinafter the FAL Committee) is established by *CAR FAL, 8.7.4* on the basis of *Standard ICAO 8.20, Annex 9*.

The objective of the FAL Committee is to coordinate policies, regulations and facilitation activities between the various departments, agencies and other organizations in San Marino concerned or responsible for various aspects of International Civil Aviation.

The FAL Committee is the focal point for the examination and consultation regarding facilitation issues in the field of air transport between public actors directly involved and private sector stakeholders. It acts proactively to identify and develop innovative strategies and solutions.

In accordance with Regulation *CAR FAL, 8.7.5* which implements the *Recommended Practice 8.21 of Annex 9 ICAO*, San Marino shall make every effort to ensure close coordination between the national civil aviation security programme and the national aviation facilitation programme.

#### 3.2 FAL Committee Responsibilities

The Civil Aviation Authority of San Marino is responsible for the establishment of the FAL Committee and the development of the provisions contained in the FAL Programme. The implementation and application of these provisions is ensured by the FAL Committee, which coordinates with its members and, where necessary, with the members of other committees.

Such coordination shall include a regular and reciprocal exchange of data, information and updates on activities carried out in matters related to air transport facilitation.

The FAL Committee is chaired by the Director General of the Civil Aviation Authority of San Marino who, as President, provides for its convocation. The FAL Committee shall meet on an annual basis. The Chairman of the FAL Committee may, if circumstances so require, convene extraordinary meetings.

The FAL Committee is responsible of:

- Ensure coordination between ministries, agencies and all stakeholders in the field of air transport facilitation in order to eliminate obstacles and delays and improve the efficiency and quality of civil air transport service;
- Implement the provisions of the FAL Programme in accordance with the provisions of Annex 9 ICAO;
- Consider any recommendations made by relevant stakeholders to improve the field of civil air transport facilitation (such recommendations may be made by entities not necessarily in the FAL Committee);



- Promote the development of best practices in all areas of facilitation of civil air transport;
- Discuss proposals for changes to national legislation on facilitation, in particular for the transposition into national law of the ICAO Standards and Recommended Practices Annex 9 and any amendments;
- Inform the departments, bodies and all stakeholders concerned about developments in the field of air transport facilitation and/or about any problems;

The FAL Committee shall:

- Evaluate and recommend solutions on facilitation issues;
- Consider proposals for changes to international legislation on facilitation issues;
- Analyze Annex 9 provisions and their implementation at national level in order to establish the compliance and/or any differences with the Standards of the Annex 9 with regard to the facilitation practices and procedures adopted by each public institution concerned;
- Highlight the differences found between the Standards and Recommendations of Annex 9 and the provisions of national legislation in order to proceed with their elimination. This process may be implemented by proposing changes in the national practices and procedures concerned or, if necessary, by proposing amendments to national legislation.
- Encourage the exchange of information between all the members of the Committee.

The FAL Committee shall approve its own Regulation (*Appendix 1 – NATFC Regulation*). This Regulation shall form an integral part of this Programme.

### 3.3 Membership

The National FAL Committee is composed of government officials representing the main interests involved in the various domains of air transport facilitation. The following San Marino institutions shall be members of the FAL Committee as permanent members:

- The Director of the **Civil Aviation, Maritime Navigation and Homologation Authority**, or his delegate, who chairs and represents him;
- The Director of the **Foreign Affairs Department** or his delegate;
- The Director of the **Finance and Transport Department** or his delegate;
- The Director of the National Central Office **Interpol** of the Republic of San Marino or its delegate;
- The Director of the **Civil Office, Demographic and Electoral Services - Passport Office**, or its delegate.



The Chairman of the FAL Committee may also, as temporary members, convene other departments, bodies or experts in the field who may contribute to the work of the Commission.

#### **4. Roles, functions and responsibilities of subjects involved in air transport facilitation**

This section defines the responsibilities of the FAL Committee members within their respective competences.

##### **4.1 San Marino Civil Aviation, Maritime Navigation and Homologation Authority**

San Marino Civil Aviation, Maritime Navigation and Homologation Authority is the designated authority responsible for the development of the FAL Programme.

The Director General, as Chairman, is responsible for convening ordinary and extraordinary meetings of the FAL Committee.

The Authority shall coordinate with all members of the FAL Committee, who shall retain responsibility for implementing, in their area of competence, the decisions taken by the Committee.

The Authority, in air transport facilitation sector, is responsible for:

- ensure consistency between the FAL Programme and the National Civil Aviation Security Programme (NASP);
- regularly convene and chair FAL Committee meetings;
- periodically verify full compliance with the Standards and Recommended Practices of Annex 9 and notify differences to ICAO where necessary;
- verify the effectiveness and efficiency of the procedures adopted, comply with national and international regulations;
- define and promote coordination between the activities of the various FAL Committee members.

##### **4.2 Foreign Affairs Department, Finance and Transport Department, Civil Office, Demographic and Electoral Services - Passport Office**

Specific responsibilities in the area of facilitation are:

- issue of travel documents complying with ICAO Doc 9303 specifications to ensure their readability worldwide;
- ensure that the technologies incorporated in travel documents increase the level of quality in terms of facilitation and safety;



- ensure that no travel documents are issued to persons who may pose a threat to civil aviation and the state;
- provide for rules on the validity and acceptability of travel documents.

### 4.3 National Central Office Interpol

Given that pursuant to Law No. 80 of 11 June 2014, the National Central Office of INTERPOL San Marino is the National Central Authority responsible for contacts with the offices and competent authorities of foreign States for cooperation in criminal police and security police matters, among the responsibilities of the National Interpol Office there are those of:

- be the point of reference of San Marino police authorities, which promptly communicate the details of the information contained in reports of loss or theft of travel documents;
- register and update the INTERPOL database called "SLTD" (Stolen and Lost Travel Documents) with the data of passports, identity cards and other travel documents reported as stolen or lost by the San Marino police authorities.

Please note that the seizure of fraudulent, falsified or counterfeit travel documents and travel documents of a person who is not the rightful owner is the responsibility of the San Marino police authorities (*Gendarmeria Corps, Guardia di Rocca Corps and Polizia Civile Corps*).

The abovementioned SLTD database allows border authorities and law enforcement to identify stolen or lost travel documents in order to prevent fraudulent use of such documents by individuals attempting to cross international borders in a manner illicit;

- cooperate with San Marino Police Authorities (*Gendarmeria Corps, Guardia di Rocca Corps and Polizia Civile Corps*) when suspicious or falsified documents are seized in order to verify their authenticity, identify possible links with transnational criminal activities through the involvement of foreign side offices.

INTERPOL provides support through its global network of National Central Offices, facilitating the rapid and secure exchange of information and cooperating in document analysis and related investigations.

Moreover,

- have access to various databases containing information on wanted criminals, false documents and other information useful for international investigations;
- facilitate the exchange of information between law enforcement agencies in the various member countries of the Organisation.

This may include data on wanted criminals, transnational drug movements, human trafficking, terrorism and other criminal activities;



- cooperate in coordinating international investigations involving several countries;
- assist in the execution of international arrest warrants issued by Member States, allowing the arrest and extradition of criminals across national borders.

It should be noted that the above lists are not exhaustive but leave the identification to the respective entities of the related responsibilities in the field of air transport facilitation where deemed necessary.



## APPENDIX 1

## NATIONAL AIR TRANSPORT FACILITATIONS COMMITTEE REGULATION

1. The FAL Committee is chaired by the Director General of San Marino Civil Aviation, Maritime Navigation and Homologation Authority.
2. San Marino Civil Aviation, Maritime Navigation and Homologation Authority also acts as the Secretariat of the FAL Committee.
3.  
The members of the FAL Committee shall appoint their representatives.
4.  
The members of the FAL Committee shall ensure participation in any meeting of the FAL Committee. The actual members may elect a designated person as replacement who shall have the same responsibility and exercise the same rights as the designated representative.
5.  
The Chairman may invite experts with specific knowledge of particular interest to FAL Committee meetings.
6. The members of the FAL Committee, as well as the experts invited to the specific meetings, shall ensure the confidentiality of information, as well as the decisions taken during the meeting.
7. The FAL Committee shall meet on an annual basis. The FAL Committee may require ad hoc meetings whenever necessary to analyse specific situations related to facilitation or to seek solutions to specific operational problems. Extraordinary meetings may be plenary or restricted to individual stakeholders.
8. The Secretariat of the FAL Committee shall be responsible for:
  - 8.1. Prepare and supervise the preparatory phase of the FAL Committee's work in coordination with the Chairman;
  - 8.2. Distribute the meeting agenda to the members of the FAL Committee.
9. All documents must be submitted to the FAL Committee Secretariat at least 15 working days before the meetings.
10. The Secretariat shall prepare meeting minutes to be distributed to the FAL Committee.

San Marino, 01 March 2024

Director General  
Eng. Marco Conti