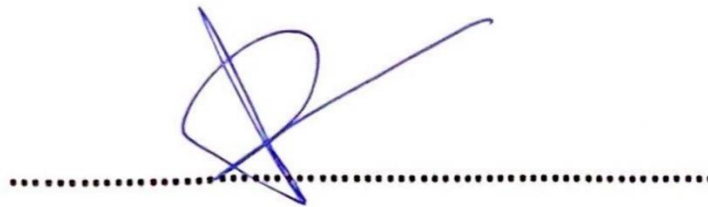




**NATIONAL AIR TRANSPORT  
FACILITATION PROGRAM  
NIGERIA**

**Approved by Director General – Nigeria Civil Aviation  
Authority:**

A handwritten signature in blue ink is written over a horizontal dotted line. The signature is stylized and appears to be a cursive or shorthand representation of a name.

**[30<sup>TH</sup> JANUARY, 2024]**



## **Table of Content**

Definitions.....	5
1. National Air Transport Facilitation Program (NATFP).....	12
1.1 Facilitation .....	12
1.2 Purpose of the National Air Transport Facilitation Program and National Air Transport Facilitation Committee .....	12
1.3 Aims of the National Air Transport Facilitation Program .....	13
1.4 Objectives of the National Air Transport Facilitation Program .....	13
2 Legal Framework.....	15
2.1 International Regulations .....	15
2.2 National Regulations .....	15
3 National Air Transport Facilitation Committee (NATFC).....	17
3.1 Task and Work Program .....	17
3.2 Organization and Management of the NATFP.....	17
3.3 Roles of Member Organizations of the NATFC .....	19
3.3.1 Nigeria Civil Aviation Authority .....	19
3.3.2 National Civil Aviation Security .....	19
3.3.3 Nigeria Customs Service (NCS) .....	20
3.3.4 Nigeria Immigration Service (NIS).....	20
3.3.5 Port Health Services.....	21
3.3.6 Nigeria Agricultural And Quarantine Service (NAQS) .....	22
3.3.7 Board of Airlines Representatives of Nigeria/Air Operators’ Committee .....	23
3.3.8 Federal Airports Authority of Nigeria (FAAN) .....	23
4 Airport Facilitation Committee (AFC).....	24
4.3 Terms of Reference of the AFC .....	24
4.4 Roles and Membership of the AFC .....	24
5 Distribution List.....	25

## DEFINITIONS

When the following terms are used in the Standards and Recommended Practices on Facilitation, they have the following meanings, for the purposes of the National Air Transport Facilitation Program (NATFP) pursuant to ICAO Annex 9, Facilitation.

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

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

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

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

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

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

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

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

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

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

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

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

**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.

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

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

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

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

**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.

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

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

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

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

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

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

**Necessary precautions.** Verifications carried out by adequately trained staff members of the aircraft operator or the company operating on behalf of the aircraft operator, at the point of embarkation, in order to ensure that every person holds a valid travel document and, where

applicable, the visa or residence permit required to enter the State of transit and/or receiving State. These verifications are designed to ensure that irregularities (e.g., obvious document alteration) are detected.

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

***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, behavioral 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Nigeria Civil Aviation Regulations (Nig.CARs) 2023:** National Requirements for standardized operational procedures, equipment and infrastructure including safety management and training system in conformity with Standards and Recommended Practices (SARPs) contained in the Annexes to the Chicago Convention.

**Nigeria Civil Aviation Authority (NCAA):** Aviation regulatory body in Nigeria.

## **1.0 NATIONAL AIR TRANSPORT FACILITATION PROGRAM (NATFP)**

### **1.1 Facilitation**

Facilitation may be defined as a combination of measures and resources intended to improve and optimize aircraft, crew, passenger, and cargo flows at airports while ensuring compliance with relevant international and national legislation.

### **1.2 Purpose of the National Air Transport Facilitation Program and National Air Transport Facilitation Committee**

The establishment of the National Air Transport Facilitation Committee (NATFC) and the National Air Transport Facilitation Program (NATFP) is required by Annex 9 (Sixteenth Edition July 2022) to the Chicago Convention.

The objective of both the Committee and the NATFP is to maintain a safe and secure civil aviation environment in which services are delivered in a reliable and efficient manner, and to maximize the efficiency of border clearance formalities while achieving and maintaining high quality security and effective law enforcement pursuant to Chapter 8 of International Civil Aviation Organization Annex 9.

The purpose of the NATFP is to provide a framework to guide the improvement and optimization of aircraft, crew, passenger, cargo, and mail flows at the various airports in Nigeria. The NATFP is also to improve customer service, while maintaining appropriate security requirements. As such, it provides a frame of reference for Planners and Managers of international airport operations, recounting the responsibilities of the industry as well as the minimum facilities to be provided by the State. The Committee provides a forum for consultation on Facilitation matters amongst interested stakeholders in the public and private sectors.

While committed to facilitating efficient clearance for arriving and departing aircrafts, Nigeria will maintain high-quality security, effective law enforcement and proficient customer service. Activities aimed at accomplishing these, and related tasks are described in the NATFP.

The NATFP is the responsibility of the Nigeria Civil Aviation Authority (NCAA) and is implemented through the activities of the National Air Transport Facilitation Committee. The

Nigeria Civil Aviation Authority (NCAA) designated by the Nigeria Government within its administration is to be 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 the Director General of Nigeria Civil Aviation Authority.

### **1.3 Aims of the National Air Transport Facilitation Program**

The NATFP aims to address and harmonize the interests of all entities involved in Facilitation, e.g., various ministries, aircraft operators, commercial air transport users and airports etc. to promote the growth of a safe, reliable, and viable air transport industry. The benefits it aims to achieve are to:

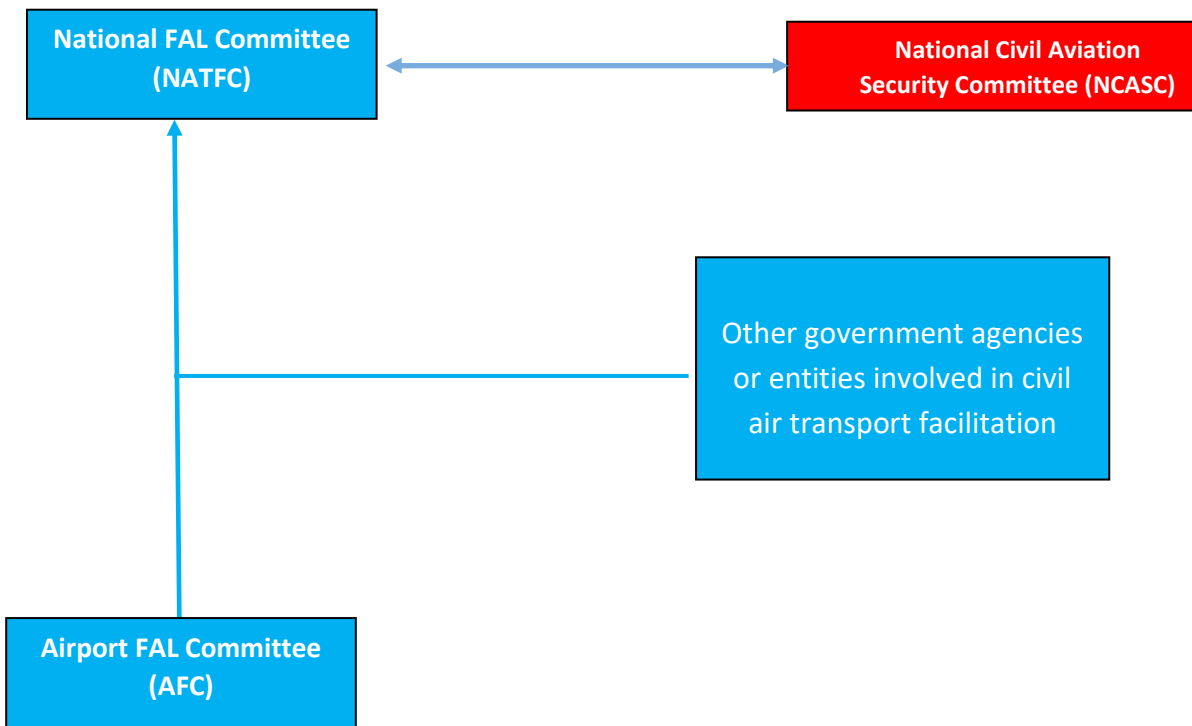
- a. Maintain or increase the quality of aircraft, crew, passenger, cargo, and mail flow.
- b. Maintain or increase the level of passenger service and the cost effectiveness and efficiency of processes and procedures.
- c. Facilitate, accommodate, and encourage the growth of air transport; and
- d. Contribute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

### **1.4 Objectives of the National Air Transport Facilitation Program**

Good quality Facilitation requires a high degree of cooperation among airline operators, service providers, airport authorities and inspection agencies, all of which have a responsibility to contribute to a process of continuous improvement of control processes and service procedures at airports. The overall objective of the NATFP is thus to facilitate effective coordination between relevant Government Departments, Agencies and the Aviation Industry, as an essential condition for this process of improvement. The specific objectives of the Program are to:

- a. Comply with Standard 8.7 in Annex 9 (Fifteenth Edition October 2017) of the Chicago Convention.
- b. Confirm the respective roles and responsibilities of Government Departments, Agencies, Airport Authorities and Aircraft operators in relation to facilitation matters.
- c. Keep all stakeholders updated on all National and International Standards and Recommended Practices as well as proposed amendments to legislation.
- d. Deliver an agreed work Program, identifying responsibilities and timeframes for implementation, targeting the improvement of all processes and procedures that impact on facilitation.

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



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

## **2.0 LEGAL FRAMEWORK**

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 Annex 9 of the Chicago Convention. It is important that aviation standards in Nigeria reflect best international practice while adhering to International and National Legislation. In this regard the following Standards and Recommended Practices (SARPs), Legislation and Regulations at international and national levels are considered by the NATFP.

### **2.1 International Regulations**

- a. Chicago Convention on Civil Aviation Articles 10, 13,
- b. 14, 22, 23, 37 and 38
- c. Annex 9 to the Chicago Convention –Facilitation (15th Edition, October 2017)
- d. Annex 9 to the Chicago Convention –Facilitation (16th Edition, July 2022)
- e. Convention for the Unification of Certain Rules for International Carriage by Air (The Montreal Convention)
- f. International Convention on the simplification and harmonization of Customs procedures (Kyoto Convention)
- g. ICAO Doc 9944, Guidelines on Passenger Name Record (PNR) data
- h. World Health Organization -International Health Regulations (IHR)
- i. Convention on Offences and Certain Other Acts Committed on Board Aircraft (Tokyo, 1963).
- j. Convention for the Suppression of Unlawful Seizure of Aircraft (Hague, 1970)
- k. Convention for the Suppression of Unlawful Acts against the Safety of Civil Aviation (Montreal, 1971).
- l. Convention on the Suppression of Unlawful Acts Relating to International Civil Aviation (Beijing, 2010).
- m. Protocol Supplementary to the (Beijing) Convention for the Suppression of Unlawful Acts Relating to International Civil Aviation (Beijing, 2010).
- n. Protocol to Amend the (Tokyo) Convention on Offences and Certain Other Acts Committed on Board Aircraft (Montreal, 2014).
- o. ICAO Doc 9984, Manual on Access to Air Transport by Persons with Disabilities (PWDs).
- p. ICAO Doc 9303 on Machine Readable Travel Documents.

### **2.2 National Regulations**

- a. Civil Aviation Act, 2022
- b. Nigeria Immigration Service Act, 2015
- c. Nigeria Customs Service Act, 2023

- d. Nigeria Data Protection Act, 2023
- e. Part 18 of the Nigeria Civil Aviation Regulations, 2023 (Nig. CARs)
- f. Part 17 of the Nigeria Aviation Regulations, 2023
- g. the Federal Airports Authority Act, 2022.
- h. The National FAL Committee and its terms of reference are established by Civil Aviation Act 2023 and Part 18 of the Nig. CARs 2023

### **3.0 NATIONAL AIR TRANSPORT FACILITATION COMMITTEE (NATFC)**

The National Air Transport Facilitation Committee shall be established to implement and manage the provisions of the NATFP in Nigeria.

#### **3.1 Task and Work Program**

The National Air Transport Facilitation Committee shall:

- a. Regularly review the level of Facilitation at various airports in Nigeria.
- b. Consider and recommend solutions to Facilitation issues.
- c. Consider proposed changes in international legislation and suggest solutions for amending national legislation where appropriate.
- d. Stay informed about the operations of the Airport Facilitation Committee to ensure that practices and procedures employed at the airports are in accordance with applicable legislation and ICAO SARPs.
- e. 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.
- f. Review ICAO Annex 9 provisions and their implementation by way of practices and procedures at the national level to establish compliance and/or file differences.
- g. Identify and share information from each participating entity on developments in their respective work fields which may affect Facilitation; and
- h. Ensure Airport Facilitation Committee meets regularly to monitor and evaluate progress.

#### **3.2 Organization and Management of the NATFP**

The primary responsibility for Nigeria Facilitation Program rests with the Director General of the Civil Aviation Authority (CAA). However, success of the Program requires the active participation of other ministries or agencies, such as:

- a. Nigeria Immigration Service
- b. Office of the National Security Adviser - Counterterrorism, Immigration and Legal
- c. Federal Ministry of Justice - International Cooperation and Legal Drafting Departments

- d. Human Rights Commission
- e. Department of State Services
- f. National Drug Law Enforcement Agency
- g. Nigeria Customs Service
- h. INTERPOL National Central Bureau Nigeria
- i. Federal Airports Authority of Nigeria
- j. National Information Technology Development Agency
- k. National Agency for the Prohibition of Trafficking in Persons
- l. Airline Operators Committee
- m. National Police Force
- n. National Intelligence Agency
- o. Defense Intelligence Agency
- p. Economic and Financial Crime Commission
- q. Financial Investigation Unit
- r. Nigeria Security and Civil Defence Corps
- s. Ministry of Foreign Affairs.

The following organizations may also be members of the National FAL Committee, represented either at an individual level or through a trade organization:

- a. airline operators;
- b. ground handlers;
- c. forwarders and express carriers; and
- d. airport operators;

In addition, the active participation of airport operators (public or private) and resident international aircraft operators or their representative organizations is essential.

Other entities which may play an advisory role include the governmental agencies or non-governmental organizations which promote international tourism and trade.

The recommended vehicle for carrying out Nigeria Facilitation Program is the National Air Transport Facilitation Committee, which is composed of the heads of the government agencies involved and the chief executive officers of the organizations representing the aircraft operators and airport operators. The chairman is the Director General Civil Aviation or as designated by the chairman, will be a top-management official in the CAA or an appropriate authority. To sustain a close link between the National Air Transport Facilitation Committee and the National Civil Aviation Security Committee, appropriate members from the National Civil Aviation Security Committee may also be members of the National Air Transport Facilitation Committee and vice-versa.

For the purpose of carrying out the work of the committee, the members may designate one or more middle management persons in their respective organizations to represent them in meetings at the staff level (working groups). These officials should be given enough authority to speak on behalf of their respective organizations and to initiate necessary action in support of the committee's work. The chairman should designate a middle-management official in his department or agency to chair and convene the staff-level meetings.

The decision to convene meetings of the National Air Transport Facilitation Committee or the members' designated representatives, and the frequency and venue of such meetings, are matters of the chairman's discretion. Working arrangements for accomplishment of the various implementing tasks would depend on the nature of the task and the issues at hand. As a party to the Chicago Convention, compliance is mandated by Nigeria and implemented by the tasks shown in ICAO Annex 9 to the Convention on International Civil Aviation which are indicated below.

### **3.3 Roles of Member Organizations of the NATFC**

#### **3.3.1 Nigeria Civil Aviation Authority**

This is the designated authority and is the overall co-coordinator of the NATFP. The Director General Civil Aviation, as the chairperson of the NATFC is responsible for convening both the regular and ad hoc meetings of the NATFC, and for ensuring that policies and/or regulations proposed by the NATFC are considered in national legislations of the member organizations. The NCAA will coordinate with all responsible Ministries to 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 Program (NCASP) to achieve and maintain consistency between the NATFP and NCASP.
- b. to provide secretariat support to the NATFC.
- c. to ensure operations are carried out in such a manner as to accomplish effective compliance with the laws of Nigeria while maintaining a high level of productivity for the operators, airports, and government (inspection) agencies involved.
- d. to undertake any other matters related to air transport Facilitation as directed by the NATFC chairperson.

#### **3.3.2 National Civil Aviation Security**

Specific responsibilities in civil air transport Facilitation to be considered are:

- a. to establish and ensure the implementation of a National Civil Aviation Security Program 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 Nigeria, 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 Program.
- 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 travelers and their baggage, cargo, and aircraft whenever possible to facilitate aircraft departure.
- g. allow the adoption of procedures, facilities, and initiatives to facilitate movement of travelers, baggage, cargo, and aircraft so long as all necessary security measures and other control requirements are met.
- h. coordinate with the Nigeria Immigration Services for travel documents/passports/visas to ensure the technologies incorporated into the travel document enhance the Facilitation and security of the traveler.
- 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 NATFC meetings.

### **3.3.3 Nigeria Customs Service (NCS)**

Specific responsibilities in Facilitation to be considered are:

- a. surveillance of arriving/departing travelers, cargo, and mail to ensure adherence to national legislation.
- b. in pursuance of Annex 9 SARPs, the NCS should provide for the provision of electronic submission of information required for arrival and departure of cargo.
- c. introduce 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. participation in the NATFC meetings and, if required, in other Facilitation-related meetings.
- f. provision of sufficient services without charge to operators during established working hours.

### 3.3.4 Nigeria Immigration Service (NIS)

Specific responsibilities in 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 — 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 Nigeria.
- c. Coordinate with security authorities, where applicable, to ensure the technologies incorporated into the travel documents will enhance the Facilitation and Security of the traveler.
- d. Checking the validity and acceptability of travel documents at border control points.
- e. Examination of persons for entry into, and departure from Nigeria.
- f. where embarkation/disembarkation cards are required, 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 Nigeria.
- 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 travelers.
- k. Ensure that the provisions of Annex 9 are applied regarding inadmissible persons and deportees.
- l. Participate in the NATFC meetings and, if required, in other Facilitation-related meetings.
- m. Provide sufficient services to operators without charge during established working hours

### 3.3.5 Port Health Services

In accordance with Article 14 of the *Convention on International Civil Aviation* (Doc 7300), the Port Health shall take effective measures to prevent the spread of communicable diseases by air. In relation to facilitation, Port Health is responsible for, but not limited to:

- a. collaborating actively with the World Health Organization (WHO) and other countries to ensure that the International Health Regulations (IHR) are effectively implemented.

- b. detecting events involving disease or death above expected levels for a particular period in all areas of Nigeria.
- 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.
- f. ensuring disinfection, disinsection and decontamination of aircraft is done in accordance with the recommendation of WHO and in compliance with IHR.
- g. providing 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 the National Drugs and Law Enforcement Agency (NDLEA).
- i. notifying WHO immediately and in accordance with IHR requirements of all essential information related to any health risk of an international nature.
- j. ensuring accessibility to appropriate medical services including diagnostic facilities to allow the prompt assessment and care of ill travelers/airport workers.
- k. establishing and maintaining a public health emergency contingency plan to ensure prompt response to a public health emergency of international concern.
- l. ensuring provision of appropriate space, separate from other passengers to interview suspect or affected persons.
- m. assessing the health condition, and if necessary, organizing the quarantine of suspect travelers; and
- n. participating in the NATFC meetings and, if required, in other facilitation- related meetings.

### **3.3.6 Nigeria Agricultural Quarantine Service (NAQS)**

In terms of Facilitation, the NAQS should ensure:

- a. plants and animals being exported from or imported into the country meet the regulations for carriage and carry the necessary certification from competent agencies.

- b. close consultations with international agencies/institutions regulating food, agriculture and animals are maintained to be abreast of the latest developments and to update the Airport Facilitation Committee and other stakeholders of developments that make an impact on civil aviation.
- 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.
- e. participating in the NATFC meetings.

### **3.3.7 Air Operators Committee**

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; and
- g. participate in the NATFC meetings and, if required, in other facilitation-related meetings.

### **3.3.8 Federal Airports Authority of Nigeria (FAAN)**

FAAN is expected to constantly consult with aircraft operators, control agencies and other appropriate stakeholders 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 of airport operators include, but are not limited to:

- a. designing airports in such a manner as to enhance airport traffic flow arrangements.
- b. displaying internationally recommended signs to facilitate the movement/flow of passenger within airports.
- c. provision of Flight Information Display Systems (FIDs).

- d. utilization of specialized security equipment, where necessary, in examining passengers to minimize the number of travelers that must be examined by other means.
- e. provision of space for facilities required for implementation of public health maintenance, as well as animal and plant quarantine.
- f. provision of space and facilities for agencies in charge of clearance control on terms not less or more favorable than those which apply to the airport operators or users requiring space and facilities on a comparable scale.
- g. provision, maintenance and optimization of facilities and services for passengers with special needs including passengers with reduced mobility or disabilities.
- h. organization of Airport Facilitation Committees and/or Airport User Committees.
- i. participation in the NATFC meeting and, if required, in other facilitation-related meetings.

**Notice**

All other member organizations of the NATFC will perform their functions in line with best international standards, ICAO's Standards and Recommended Practices, as well as air transport facilitation-related provisions in their respective agency Acts and Constitution of the Federal Republic of Nigeria, 1999.

## **4.0 AIRPORT FACILITATION COMMITTEE (AFC)**

4.1 The Airport Facilitation Committee (AFC) established by the FAAN shall be responsible for the implementation of the National Air Transport Facilitation Program (NATFP) at the airport level.

4.2 The Airport Facilitation Committee shall be responsible for the coordination of civil aviation facilitation matters at the airport level.

### **4.3 Terms of Reference of the AFC**

- a) To implement the NATFP 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 Air Transport Facilitation Committee or Ministry/Department/Agency or entity concerned, for the implementation of proposals which cannot be effected by the Airport Facilitation Committee.

### **4.4 Roles and Membership of the AFC**

**4.4.1.** The Airport Facilitation Committee shall be chaired by the airport operator and shall be composed of representatives of the relevant stakeholders in civil air transport facilitation at international airports including, but not limited to:

- a. The Nigeria Civil Aviation Authority (NCAA),
- b. Federal Airports Authority of Nigeria (FAAN),
- c. Nigeria Immigration Service (NIS),
- d. Nigeria Customs Service (NCS),
- e. Air Operators,
- f. Port Health Services (PHS),
- g. Security Agencies,
- h. Postal and Telecommunication Services, and
- i. Ground Handling Agencies.

**4.4.2.** The Airport Facilitation Committee shall meet quarterly or as may be deemed necessary by the chairperson of the AFC.

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

**4.4.4.** Respective organizations represented at the National Air Transport Facilitation Committee shall also provide updates of facilitation matters for which they are responsible, at the NATFC meetings, and may raise any civil air transport facilitation issues faced by their organization(s) in the implementation of the NATFP.

**Appendix 12 Annex 9 — Facilitation**

<b>Chicago Convention Mandate</b>	<b>Implementing Tasks</b>
<p><b>Article 10 – Landing at Customs Airport</b>            ... Every aircraft which enters the territory of a contracting State shall, if the regulations of that State so require, land at an airport designated by that State for the purpose of customs and other examination. On departure from the territory of a contracting State, such aircraft shall depart from a similarly designated customs airport. ...</p>	<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><b>Article 13 – Entry and Clearance Regulations</b>            The laws and regulations of a contracting State as to the admission to or departure from its territory of passengers, crew, or cargo of aircraft, such as regulations relating to entry, clearance, immigration, passports, customs, and quarantine shall be complied with by or on behalf of such passengers, crew or cargo upon entrance into or departure from, or while within the territory of that State.</p>	<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 Programs 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 events, e.g., international athletics competitions.</li> </ul>

<p><b>Article 14 – Prevention of Spread of Diseases.</b>  Each contracting State agrees to take effective measures to prevent the spread by means of air navigation of cholera, typhus (epidemic), smallpox, yellow fever, plague, and such other communicable diseases as the contracting States shall from time to time decide to designate, ...</p>	<p>— 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 Programs, and screening measures to be applied in a health emergency.</p>
<p><b>Article 22 – Facilitation of Formalities</b>  Each contracting State agrees to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of contracting States, and to prevent unnecessary delays to aircraft, crews, passengers, and cargo, especially in the administration of the laws relating to immigration, quarantine, customs, and clearance.</p>	<p>— 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.</p>
<p><b>Article 23 – Customs and Immigration Procedures</b>  Each contracting States undertakes, so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time, pursuant to this Convention.</p>	<p>— 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.</p> <p>— Support and advocate the national issuance of passports and other travel documents in accordance with ICAO specifications in Doc 9303 – <i>Machine Readable Travel Documents</i>.</p>
<p><b>Article 37 – Adoption of International Standards and Procedures</b>  Each contracting State undertakes to collaborate in Securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways, and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation.</p>	<p>— Participate in ICAO development of Annex 9.</p> <p>— Review national procedures periodically to ensure harmonization with the provisions of Annex 9.</p>

**Article 38 – Departures from International Standards and Procedures**

Any State which finds it impracticable to comply in all respects with any such international standard or procedure, or to bring its own regulations or practices into full accord with any international standard or procedure after amendment of the latter, or which deems it necessary to adopt regulations or practices differing in any particular respect from those established by an international standard, shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established in the international standard.

— Periodically review conformity by all relevant agencies with the provisions of Annex 9 and notify ICAO of differences between national practices and the relevant Standards.

## DISTRIBUTION LIST

<b>NATFP Copy #</b>	<b>NATFP Copy Holder</b>	<b>Address</b>	<b>Contact Details</b>
Master	Director of Air Transport Regulation	NCAA Headquarters	08063527071
1	Director General of Civil Aviation (DGCA)	NCAA Headquarters	08061642819
2	General Manager Economic Regulation and Facilitation	NCAA Headquarters	08055093379
3	M D NAHCO	Lagos	08033143145
4	MD SAHCO	Lagos	08099940600
5	Minister of Foreign Affairs	Abuja	09052365223
6	The Inspector General of Police	Abuja	08038375844
7	Managing Director/CEO, FAAN	Lagos	08033035821
8	Minister of Aviation	Abuja	08188689742
9	DG State Security Service	Abuja	09088373514
10	DG Nigerian Agricultural Quarantine Services	Lagos	08091333385
11	Director, Port Health Services	Lagos	08126157965
12	Chairman/CEO National Drugs and Law Enforcement Agency	Lagos	08133333333
13	The Comptroller General, Nigeria Customs Service	Abuja	
14	The Comptroller General, Nigeria Immigration Service	Abuja	09121556359
15.	The Military Airport Commander, MMIA	Lagos	
16	The Chairman, National Aviation Security Committee, MMIA	Lagos	
17	MD Nigerian Airspace Management Agency	Lagos	
18	The Chairman, Aircraft Operators Committee	Lagos	08037057033
19	Minister of Culture, Tourism and National Orientation	Abuja	08168092901
20	DG, National Agency for Prohibition of Trafficking in Persons (NAPTIP)	Abuja	
21	Minister of Justice	Abuja	
22	The National Security Adviser	Abuja	
23	The Chairman, Airline Operators of Nigeria	Lagos	08098266397
25	Actg Registrar CFRFFN	Abuja	08037370471