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Swiss Confederation

Federal Department of the Environment,
Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA
Aviation Policy and Strategy Division

National Civil Aviation

Facilitation Programme

SWITZERLAND

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1. Introduction

1.1 Facilitation

Facilitation may be defined as a combination of measures by human and material resources intended to improve and optimize aircraft, crew, passenger and cargo flows at airports while ensuring compliance with relevant international and national legislation. The continuous improvement of control processes and service procedures is necessary and requires a high degree of cooperation among the sectors concerned in civil aviation. These include the Contracting States, airlines, handling agents and airport operators as well as customers. Each one of them has different – however overlapping – priorities: enhancement of productivity by minimizing the costs of operational delays, reducing congestions of passengers at airports and proceeding through airports with minimal delay and difficulty[1]. At the same time each one of the mentioned groups has the responsibility to contribute to the improvement of procedures and processes[2].

1.2 National Civil Aviation Facilitation Programme

1.2.1 Legal basis and objective

The establishment of a National Civil Aviation Facilitation Programme (NCAFP, hereafter FAL Programme) is required by Standard 8.17 of Annex 9 to the Chicago Convention[3] which is directly applicable in Switzerland. The overall objective of the FAL Programme is «to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores, by removing unnecessary obstacles and delays»[4]. The challenge of a FAL Programme is to address and harmonise the interests of all entities involved[5] in facilitation, to promote the growth of a safe, reliable and viable air transport industry, without interfering with legal requirements (e.g. Security and safety provisions). The main responsibility for implementing the FAL Programme lies with the Contracting States. According to the International Civil Aviation Organization (hereafter ICAO), the initiative to keep customs, immigration, public health and other interested governmental authorities aware of the needs and problems of civil aviation in the field of facilitation lies with the civil aviation authority[6].

1.2.2 Benefit

Following these objectives the benefits of the FAL programme are i.a.:

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

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[1] Cp. Facilitation Programme, p. 8-7.
[2] Cp. The Facilitation Manual, Foreword, Doc. 9957.
[3] Convention on International Civil Aviation, Doc. 7300, SR 0.748.0.
[4] Cp. Annex 9, Standard 8.18.
[5] See above, cipher 1.1.
[6] Cp. The Facilitation Manual, p. 8-8, cipher 8.8.6.

1.3   National Facilitation Committee

1.3.1 Legal basis and objective

The establishment of a National Air Transport Facilitation Committee (hereafter FAL Committee) is required by Standard 8.19 of Annex 9 to the Chicago Convention. Its purpose is to coordinate facilitation policy issues and activities «between departments, agencies, and other organizations of the State concerned with, or responsible for, various aspects of international civil aviation as well as with aircraft and airport operators»[7]. The ICAO Assembly underlined various times the importance of establishing and actively operating FAL Committees. It has also urged Contracting States to take all necessary steps to call the attention of all interested parties to the implementation of Annex 9 provisions and to work out solutions for the daily problems in the field of facilitation by the possibilities offered by a FAL Committee[8].

1.3.2 Benefit

The FAL Committee provides the forum for discussion and consultation on facilitation matters amongst directly involved Governmental entities and interested stakeholders of the private sector. A well established FAL Committee enhances processes and proactively supports the development of innovative strategies and solutions. At the same time, the implementation of new global facilitation related provisions is simplified by ensuring an efficient coordination between the involved parties.

Following Annex 9, Recommended Practice 8.20, a «close coordination, adapted to circumstances, between civil aviation security and facilitation programmes» should be endeavoured by Contracting States. Furthermore, members of Facilitation committees should also be members of Security committees.

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[7] Annex 9, Standard 8.19.
[8] Cp. The Facilitation Manual, p. 8-8, cipher 8.8.9.

2. FAL Programme and the FAL Committee in Switzerland

2.1 General

The FAL Programme is placed under the responsibility of the Federal Office of Civil Aviation (hereafter FOCA), and is implemented through the activities of its National Facilitation Committee[9]. FOCA is the authority designated by Switzerland to be responsible for the development, implementation and revision of the FAL Programme. FOCA is also responsible for the establishment and the chairmanship of the National FAL Committee. While committed to the principles of facilitation, FOCA's aim is also to assure an appropriate balance between a high-quality security level and effective law enforcement.

2.2 Objectives

The overall objective of Switzerland's FAL Programme aims at implementing the principles laid down in Annex 9[10]. This is achieved by defining responsibilities of the involved parties, allowing an efficient and coordinated handling of facilitation related challenges and the fast distribution of information. The illustration of the relationship between the involved Swiss Federal Offices, airlines, handling agents and airport operators as well as the description of tasks and responsibilities is therefore, an inherent part of the FAL Programme. These structures ensure the implementation of the relevant global and European legislation and enhances respective processes and procedures. It also supports proactively the development of innovative strategies to address facilitation issues in the air transport industry and civil aviation environment. The FAL Programme and the FAL Committee are instruments for supporting the implementation of this objective; nevertheless, they are not the appropriate tools for the factual implementation of Facilitation-regulations. The primary responsibility lies on the professional expertise of the concerned authorities.

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[9] See below, chapter 4.
[10] Cp. Annex 9, Standard 8.18: ...«to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores by removing unnecessary obstacles and delays».

3. Legislation

The legal basis for Facilitation in general, the FAL Programme and the National FAL Committee is established by the following International, European and National regulations:

3.1 International Regulation

− Chicago Convention: it was signed by Switzerland on 6 July 1945, ratified on 6 February 1947 and entered in force on 4 April 1947. Articles specifically dealing with Facilitation are i.a. articles 10 (Landing at customs airports), 13 (Entry and clearance regulations), 14 (Prevention of spread of disease), 22 (Facilitation of formalities), 23 (Customs and immigration procedures), 37 Adoption of international standards and procedures) and 38 (Departures from international standards and procedures).

− Annex 9 to the Chicago Convention[11]: it was first adopted by the ICAO Council on 25 March 1949 including Standards and Recommended Practices regarding Facilitation. By the declaration in article 122*p* of the Air Navigation Ordinance[12] Annex 9 is directly applicable in Switzerland. The current 13th edition has become applicable on 17 November 2011.

− Convention for the Unification of Certain Rules for International Carriage by Air (the Montreal Convention): it entered into force on 4 November 2003 and emerged from the Warsaw Convention 1929 and a series of supplementary treaties. Both Conventions remain in force and address particular issues of private air law. Switzerland's Parliament has approved the Montreal Convention on 17 December 2004 and it entered into force on 5 September 2005.

− ICAO Doc 9944, Guidelines on Passenger Name Record (PNR) data: during its 6th meeting, the ICAO Facilitation Panel adopted in 2010 the Guidelines. The purpose of this document is to establish uniform measures for the PNR data transfer and the subsequent handling of PNR data by the States introducing systems for the data collection[13].

− ICAO Doc 9984, Manual on Access to Air Transport by Persons with Disabilities: during its 7th meeting, the ICAO Facilitation Panel adopted in 2012 this Manual which was published in its first edition in 2013. The guidance material was created for the purpose of elaborating on the relevant Standards and Recommended Practices in Annex 9 and assisting the civil aviation community in their implementation[14].

− ICAO Doc 9303 on Machine Readable Travel Documents: This document contains three parts with the specifications that have to be respected in order to issue globally interoperable Travel Documents (with or without electrically stored biometric data), Visa and Official Machine Readable Travel Documents (ID-Cards).

− International Convention on the simplification and harmonization of Customs procedures (Kyoto Convention): Switzerland's Parliament has approved the Convention on 17 March 1976 and entered in force on 13 July 1977. A revised version was developed by the World Customs Organization (hereafter WCO) and entered into force on 3 February 2006. This Convention is the main trade facilitation Customs convention. Its aim is "to facilitate trade "by harmonizing and simplifying Customs procedures and practices"[15].

− WCO Framework of Standards to secure and facilitate trade (SAFE): it was adopted by the WCO in June 2005 and enhances security and facilitation in global trade. It includes two aspects: the Customs-Customs network as well as the Customs to business partnership. The key elements of

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[11] 13th edition, July 2011.
[12] Cp. below cipher 3.3.
[13] Cp. Doc 9944, p. 2-3.
[14] Cp. Doc. 9984, p. ix, Foreword.
[15] Cp. http://tfig.unece.org/instruments.html.

the SAFE are e.g. the harmonization of advance cargo information or the introduction of the risk management approach[16].

−   International Health Regulations (IHR): The IHR were developed by the World Health Organisation (WHO) and entered into force on 15 June 2007. This international legal instrument helps to "prevent and respond to acute public health risks that have the potential to cross borders and threaten people worldwide"[17].

3.2   European Regulations

Switzerland is not a member of the European Union but has adopted a bilateral approach to pursuing its own interests in its relations with the EU. Its priorities in terms of European policy lie in the consistent implementation of the existing bilateral agreements and meeting the legal commitments resulting thereof.

In 1999 an Agreement between the Swiss Confederation and the European Community on air transport has been signed and came into force on 1 June 2002[18]. The Parties established a basis for the aeronautical traffic relation between Switzerland and the EU providing a clear and systematic framework governing the provisions of services between the two Parties. The annex of the Agreement sets forth the compendium of legislative acts which the Parties have agreed to follow and implement. It includes the entire European aviation law that is currently directly applicable in Switzerland.

The following overview mentions the most important European regulations applicable and relevant regarding Facilitation issues:

−   Regulation (EC) No 889/2002 of the European Parliament and of the Council of 13 May 2002 on air carrier liability in the event of accidents;

−   Regulation (EC) No 261/2004 of the European Parliament and of the Council of 11 February 2004 establishing common rules on compensation and assistance to passengers in the event of denied boarding and of cancellation or long delay of flights;

−   Regulation (EC) No 1107/2006 of the European Parliament and of the Council of 5 July 2006 concerning the rights of disabled persons and persons with reduced mobility when travelling by air;

−   Regulation (EC) No 300/2008 of the European Parliament and of the Council of 11 March 2008 on common rules in the field of civil aviation security;

−   Commission Regulation (EU) No 185/2010 of 4 March 2010 laying down detailed measures for the implementation of the common basic standards on aviation security;

−   European Civil Aviation Conference (ECAC) - Policy Statement in the field of Civil Aviation Facilitation: ECAC Doc 30 Part I (11th edition, December 2009 – June 2012 update)

−   Council Directive 96/67/EC of 15 October 1996 on access to the ground handling market at Community airports;

−   Regulation (EC) No 80/2009 of the European Parliament and of the Council of 14 January 2009 on a Code of Conduct for computerized reservation systems and repealing Council Regulation (EEC) No 2299/89;

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[16] Cp. http://tfig.unece.org/contents/wco-safe.htm.

[17] Cp. http://www.who.int/ihr.

[18] Agreement between the European Community and the Swiss Confederation on Air Transport. It was signed on 21 June 1999 and entered into force on 1 June 2002. Published in: AS *2002* 1705 and SR 0.748.127.192.68.

- Regulation (EC) No 562/2006 of the European Parliament and of the Council of 15 March 2006 establishing a Community Code on the rules governing the movement of persons across borders (Schengen Borders Code)

- Agreement between the Swiss Confederation, the European Union and the European Community on the Swiss Confederation's association with the implementation, application and development of the Schengen acquis[19];

- Council Regulation (EC) No 2252/2004 of 13 December 2004 on standards for security features and biometrics in passports and travel documents issued by Member States

3.3   National Legislation

- Federal Act of 21 December 1948 on Civil Aviation, Civil Aviation Act (CAA; USG 748.0);

- Ordinance of 14 November 1973 on Air Navigation, Air Navigation Ordinance (ANO; USG 748.01);

- DETEC Ordinance of 20 July 2009 on Aviation Security Measures (ASMO; USG 748.122);

- Federal Act of 16 December 2005 on Foreign Nationals, Foreign Nationals Act (FNA; USG 142.20);

- Ordinance of 22 October 2008 on Entry and the Granting of Visas (VGO; USG 142.204);

- Customs Act of 18 March 2005 (CustA; USG 631.0);

- Customs Ordinance of 1 November 2006 (CustO, USG 631.01);

- Federal Act of 22 June 2001 on Identity Documents for Swiss Nationals; Federal Identity Documents Act (IDL; USG 143.1).

- Ordinance of 20 September 2002 on Identity Documents for Swiss Nationals, Identity Documents Ordinance (IDO; USG 143.11);

- Federal Act of 18 December 1970 on Combating Communicable Human Diseases (EpidA; USG 818.101). A new Act on Epidemics has been adopted in September 2013 and is foreseen to enter into force on 1 January 2016.

- Ordinance of 17 June 1974 on the Border Health Service (FOPH, USG 818.125.1);

- Ordinance of the Federal Department of Home Affairs of 15 December 2003 on the Prevention of the introduction of new emerging infectious diseases (FOPH, 818.125.12).

- Federal Act of 13 December 2002 on the Elimination of Discrimination against people with Disabilities (DDA, USG 151.3).

- Ordinance of 19 November 2003 on the Elimination of Discrimination against people with Disabilities (EPDO; USG 151.31).

- Federal Act of 22 June 2001 on Identity Documents for Swiss Nationals (IDL; USG 143.1).

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[19] SR 0.362.31.

4. National Facilitation Committee

4.1 General

The National FAL Committee is established to implement and manage the provisions of Switzerland's FAL Programme. Other committees, e.g. the National Security Committee, regular coordination shall take place between the Chair/Secretary/Members of the National FAL Committee and their counterparts in other Facilitation related committees. The coordination shall i.a. include a regular and mutual update on the work, define issues of common interest and the way forward.

4.2 Terms of Reference

In order to formalize the institution of Switzerland's FAL Committee, the following terms of references are applicable:

4.2.1 General

The National FAL Committee enhances processes as well as procedures and proactively supports the development of innovative strategies to address facilitation issues in the institutional civil aviation environment as well as in the air transport industry.
The National FAL Committee meets on a yearly basis. Should circumstances so require the Chair of the National FAL Committee may call additional meetings.

4.2.2 Objectives

The objectives of the National FAL Committee are to:

- Be a forum for discussing proposed changes to international or national regulations on facilitation (e.g. amendments to ICAO Annex 9, ECAC Doc 30, Part I or European legislation);

- Encourage the development of best practices in all areas of facilitation (e.g. immigration, health matters, customs, handling of persons with reduced mobility);

- Ensure the efficient coordination between the involved Ministries, agencies and the transport industry;

- Inform departments, competent agencies and other organisations concerned of significant facilitation related developments in the field of civil aviation (e.g. outcome of ICAO Facilitation Panel) and make recommendations to them regarding issues related to the NCAFP;

- Enhance and implement the provisions of the NCAFP; and

- Coordinate with the National Security Committee.

4.2.3 Membership

The National FAL Committee is composed of Officials empowered to represent their organizational unit and their main interests related to facilitation. Alternates may be designated in their respective organisations. Such persons should be given sufficient authority to speak on behalf of their organisations and to initiate necessary action in support of the National FAL Committee's work. Experts may be invited by the Chair of the National FAL Committee to advise or contribute on specific subjects.

The following governmental Offices are permanent members of the National FAL Committee[20]:

− Federal Office of Civil Aviation FOCA (Chair);
− State Secretariat for Migration (SEM);
− Swiss Border Guard Corps (BGC);
− Federal Office of Police (fedpol);
− Swiss Customs Administration;
− Federal Office of Public Health (FOPH);
− Federal Food Safety and Veterinary Office (FSVO).
− Cantonal Police Geneva, International Security Police ISP
− Cantonal Police Zurich, Zurich Airport Police
− Cantonal Police Bern
− Cantonal Police Valais

The following organisations are permanent members of the National FAL Committee[21]:

− Airline operators:	Swiss International Airlines Ltd.
	Edelweiss Air AG
	easyJet Switzerland SA
	Helvetic Airways AG
	Belair Airlines AG
	Darwin Airline
	SkyWork Airlines
− Ground handling agents:	Swissport International Ltd.
	dnata Switzerland AG
− Airports:	Flughafen Zürich AG
	Genève Aéroport
	Euroairport Basel-Mulhouse-Freiburg
	Flughafen Bern AG
	Aéroport de Sion
	Lugano Airport SA
	Airport Altenrhein AG

4.2.4 Tasks

The National FAL Committee shall:

− Regularly review the level of facilitation at international airports in Switzerland;

− Consider and recommend solutions to facilitation issues;

− Exchange information on the operations of existing Airport Facilitation Committees to ensure that practices and/or procedures employed at the airports are in accordance with applicable legislation and ICAO provisions;

− Exchange information on the performance, experiences made and strategic developments related to the National Integrated Border Management (IBM);

− Consider proposed changes in International and European legislation issued by international fora and develop solutions for amending the national policy and legislation where appropriate;

− Review ICAO 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 ICAO Annex 9 Standards by the designated authority;

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[20] See also Attachment II.
[21] See also Attachment II.

- Systematically review the differences filed to ICAO as regards ICAO Annex 9 as well as any legislation or regulations mandating the practices or procedures giving rise to such differences with a view to working to eliminate them. This is done either by proposing changes in the practices and procedures concerned or where necessary, by proposing changes in the relevant legislation or regulations;

- Identify and share information from each participating entity on developments in their respective work field which may affect facilitation;

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

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

4.2.5 Rules of Procedure

The National FAL Committee has detailed Rules of Procedure (see Attachment I).

5. Allocation of responsibilities

5.1 General

This chapter describes the allocation of responsibilities for the implementation of facilitation matters in Switzerland. It sets out examples of tasks relating to facilitation issues allocated to governmental offices and organisations within their area of competence. However, this enumeration does not reflect the entire scope of facilitation related tasks but allows the attribution to the respective entity. At the end of this chapter a chart (see cipher 5.11) reflects the interaction of all involved entities.

5.2 Federal Office of Civil Aviation (FOCA)

5.2.1 General tasks

FOCA is responsible for monitoring civil aviation in Switzerland and aviation development. It is responsible for ensuring that civil aviation in Switzerland has a high safety standard and one that it is in keeping with sustainable development. In addition to the supervisory function which comprises a considerable part of its work, the FOCA is responsible for the formulation and implementation of aviation policy decisions. The Federal Office is also contributing to the work of various international organisations and collaborates closely with them[22].

5.2.2 Facilitation related tasks

FOCA is the designated authority and is the overall co-coordinator of the FAL Programme. The Chairperson of the National FAL Committee is responsible for ensuring that policies and/or regulations proposed by the National FAL Committee are adopted and processed for consideration in national legislation by the authority concerned. FOCA coordinates with all responsible Ministries, who keep full responsibility for their specific areas of competence.

The Facilitation responsibilities of FOCA are therefore i.a.:

– To ensure consistency between the FAL Programme and the National Civil Aviation Security Programme (NASP);

– To organize and chair both, regular and ad hoc meetings of the National FAL Committee;

– To ensure full compliance of European requirements related to facilitation as well as the Standards and Recommended Practices of Annex 9 to the Chicago Convention, or to file differences to ICAO if necessary;

– To ensure operations are carried out in such a manner as to accomplish effective compliance with the laws of States and productivity for the operators, airports and government (inspection) agencies involved.

– Define, 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;

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[22] Source: www.bazl.admin.ch.

A dedicated body was established by FOCA to ensure that passenger rights are protected with regard to the right of passengers with reduced mobility (PRM) and the right of passengers for compensation in case of e.g. denied boarding, flight cancellation or long flight delays. Therefore, specific facilitation related tasks of this body include i.a. to:

– Oversee the implementation of international provisions by airports and airlines in order to guarantee an equal access to air transport for PRMs;

– Edit complaints by passengers seeking compensation in case of the above mentioned circumstances and mediate acceptable solution for the involved parties;

– Participate in the National FAL Committee.

5.3 State Secretariat for Migration (SEM)

5.3.1 General tasks

The State Secretariat for Migration regulates the conditions under which people can enter Switzerland. It also decides who will receive protection from persecution. Moreover, the State Secretariat for Migration co-ordinates Federal government, cantonal and communal efforts in behalf of integration and is the organ responsible for naturalization matters. An international dialogue on all aspects of migration policy is actively cultivated with countries of origin, transit and other target countries as well as with international organizations[23].

5.3.2 Facilitation related tasks

Specific responsibilities in the area of facilitation include i.a.:

– Definition of rules on the validity and acceptability checks of travel documents at border control points;

– Development and adoption of an active information sharing policy with relevant stakeholders and neighboring States to protect national borders against negative consequences of illegal immigration;

– Assist aircraft operators in the verification of the validity and authenticity of travel documents;

– Inform the operators of the requirements by the Authority regarding the entry, transit and departure of passengers;

– Ensure that the provisions of ICAO Annex 9 are applied with regard to inadmissible persons and deportees and adopt measures in order to facilitate and return inadmissible persons or deportees;

– Development and monitoring of the National Integrated Border Management Strategy that includes facilitation aspects together with the fight against illegal migration and border crossing crime as one of the major goals.

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[23] Source: www.bfm.admin.ch.

5.4 Federal Customs Administration and Swiss Border Guard Corps (BGC)

5.4.1 General tasks

The Federal Customs Administration (FCA) has the task of operating in such a way that import and export businesses and travelers notice as little as possible, especially since Switzerland has maintained the customs controls at its land border. The FCA consists of an administrative part and of the uniformed and armed Swiss Border Guard corps (BGC), the largest national civilian security agency in Switzerland. Both parts – the civil and the uniformed – perform various tasks for the state, the economy and the population. The general tasks include i.a. the mobile presence in the border regions to combat cross-border crime and illegal migration, drug trafficking and document forgery. It also includes food inspections at the border, the protection of animals, plants and endangered species, the inspection of traffic carrying hazardous goods or radioactive and poisonous substances. Tasks related to economic issues include the import and export control of goods, the protection of trade marks and taxation (value added tax, mineral oil tax etc.). By combating commercial smuggling, the FCA prevents competitive distortions and contributes to citizens' health and safety. The international nature of the tasks require A close cooperation and participation at international levels is obviously vital[24].

5.4.2 Facilitation related tasks

Specific responsibilities in the area of facilitation include i.a.:

–   Surveillance of arriving, departing and transiting passengers, cargo and mail in order to ensure adherence to national legislation;

–   In pursuance of Annex 9 Standards, the Swiss Customs Administration puts in place facilities that will encourage electronic transmission of information required for entry and departure of aircraft;

–   Introducing simplified procedures for the release of goods to exit or enter the country;

–   Seizure of all prohibited goods and detention of restricted goods (pending provision of relevant certificates where applicable);

5.5 Federal Office of Police (fedpol)

5.5.1 General tasks

The Federal Office of Police (fedpol) is responsible for all police tasks under federal jurisdiction. This includes i.a. criminal investigations on behalf of the Attorney General of Switzerland, security duties by ensuring the security of federal officials (members of government, members of parliament, civil servants etc.) and of people and buildings afforded protection under international law, as well as administrative tasks such issuing entry bans and issuing identity documents. Fedpol also provides support to its federal and cantonal partners, and co-ordinates certain police tasks[25].

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[24] Source: www.ezv.admin.ch.
[25] Source: www.fedpol.admin.ch.

5.5.2 Facilitation related tasks

Specific responsibilities in the area of facilitation include i.a.:

– Issuance of travel documents and assuring that machine readable travel documents (with or without electronically stored biometric data) strictly adhere to the ICAO specifications according to ICAO Doc. 9303 in order to ensure global interoperability of the issued documents with the different reading infrastructures;

– Operation of a single point of contact regarding Swiss Travel Documents and the electronic certificates needed for authentication of the electronically stored data;

– Participation in the ICAO Public Key Directory (PKD), since May 2012 Switzerland chairs the PKD Board;

– Support the detection and prevention of illegal migration, especially as regards the travel of terrorists or other criminals (international or otherwise) who may pose a threat to civil aviation;

5.6 Federal Office of Public Health (FOPH)

5.6.1 General tasks

As the national health authority, the FOPH represents Switzerland's interests in the field of health in international organisations with respect to other countries. Within Switzerland it is responsible – together with the cantons – for public health and the development of the national health policy. This includes the management and development of the social healthcare and accident insurance system, issuance of legal directives on consumer protection and is partly responsible for the monitoring of transmissible diseases[26].

5.6.2 Facilitation related tasks

At airports, the FOPH is responsible to prevent, protect against, control and provide a public health response to the international spread of disease in ways that are commensurate with and restricted to public health risks, and which avoid unnecessary interference with international traffic and trade.

Specific responsibilities in the area of facilitation include i.a.:

– The collaboration with international airports in Switzerland and, in particular with the two designated airports (Geneva and Zürich), to ensure that the core capacities mentioned in Annex 1B of the International Health Regulations (IHR) are implemented. This includes the designation at each international airport of a chief medical doctor mainly responsible to review the emergency plan in case of a Public Emergency of International Concern (PHEIC). This plan might include implementing medical measures such as passenger information, contact tracing, screenings by means of health questionnaires and/or medical checks when entering (entry-screening) or leaving the country (exit-screening)[27].

– Collaborate with other national public and private partners within the Swiss Network for Travellers' Medicine (under the responsibility of the FOPH) in the fields of management of Public Health events at Swiss international airports.

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[26] Source: www.bag.admin.ch.
[27] All these measures, except the exit-screening, appear in the Act on Epidemics (OFSP, 818.101).The exit screening and the coverage of the costs linked to Public Health measures implemented at an airport appear in the New Act on Epidemics adopted in September 2013 and foreseen to enter into force on 1 January 2016.

- Collaborate with international partners such as WHO (World Health Organisation), CAPSCA (Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation) and AIRSAN (Coordinated Action in the Aviation Sector to control public health threats) to globally improve the management of Public Health events at airports by the Public Health and the Civil Aviation Authorities.

- Participate in the National FAL Committee and – if required – in other Facilitation related meetings.

5.7   Federal Food Safety and Veterinary Office (FSVO)

5.7.1   General tasks

Apart from concerning itself with animal health, animal welfare and safe foodstuffs of animal origin, the FSVO also provides the basic conditions for the export of foods of animal origin. In addition, it monitors cross-border traffic and trade in animals and plants, animal products and food of animal origin. The federal constitution, laws, ordinances and national agreements form the framework for the work of the FSVO for the benefit of animals and humans. In many cases, the cantons are responsible for enforcement of the laws. The FSVO supports these enforcement efforts through active communication, information, training and continuing education[28].

5.7.2   Facilitation related tasks

In terms of Facilitation, the FSVO shall i.a. ensure:

- 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;

- Close consultations with international Agencies/Institutions regulating food, agriculture and animals are kept in order to be abreast of the latest developments and to update the Airport Facilitation Committee and other stakeholders of developments that have an impact on civil aviation;

- Declaration of extraordinary measures in case of threat of animal disease.

5.8.   Cantonal border control authorities (Police)

5.8.1   General tasks

The Cantonal border control authorities (Cantonal Police) are on their territory responsible for border control activities and the implementation of border control measures at airports being a Schengen external border. Its main duties are the fight against illegal migration, the combat against cross-border crime as well as the enforcement of the removal of persons trying to illegally enter the territory or persons not being sufficiently documented at the border.

5.8.2   Facilitation related tasks

Specific responsibilities in the area of facilitation include i.a.:

- Efficient controls of external borders at airports of passengers and Crews according to the legal requirements (e.g. Schengen Borders Code, Schengen Handbook)
- Close cooperation with airport operators regarding the infrastructure, passenger flows and the 'smart borders' concept.

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[28] Source: www.bvet.admin.ch.

- To develop and hold ready measures for continuous border controls under exceptional circumstances
- Close coordination with airlines regarding the preventing and reduction of passengers being insufficiently documented
- Close coordination with airlines regarding the development and implementation of procedures for minors, inadmissible passengers and deportees.

5.9 Aircraft operators

Aircraft operators shall:

- Efficiently handle passengers and cargo;

- Take adequate precautions to ensure that passengers are in possession of the required travel documents at the time of embarkation;

- Assist passengers in the event of e.g. denied boarding, flight cancellation or long flight delays;

- Provide adequate assistance for passengers with special needs including passengers with reduced mobility or disabilities; and

- Participate in the National FAL Committee and – if required – in other Facilitation related meetings.

5.10 Airport operators

The airport operators are expected to regularly 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 passengers, baggage, crew, mail and cargo.

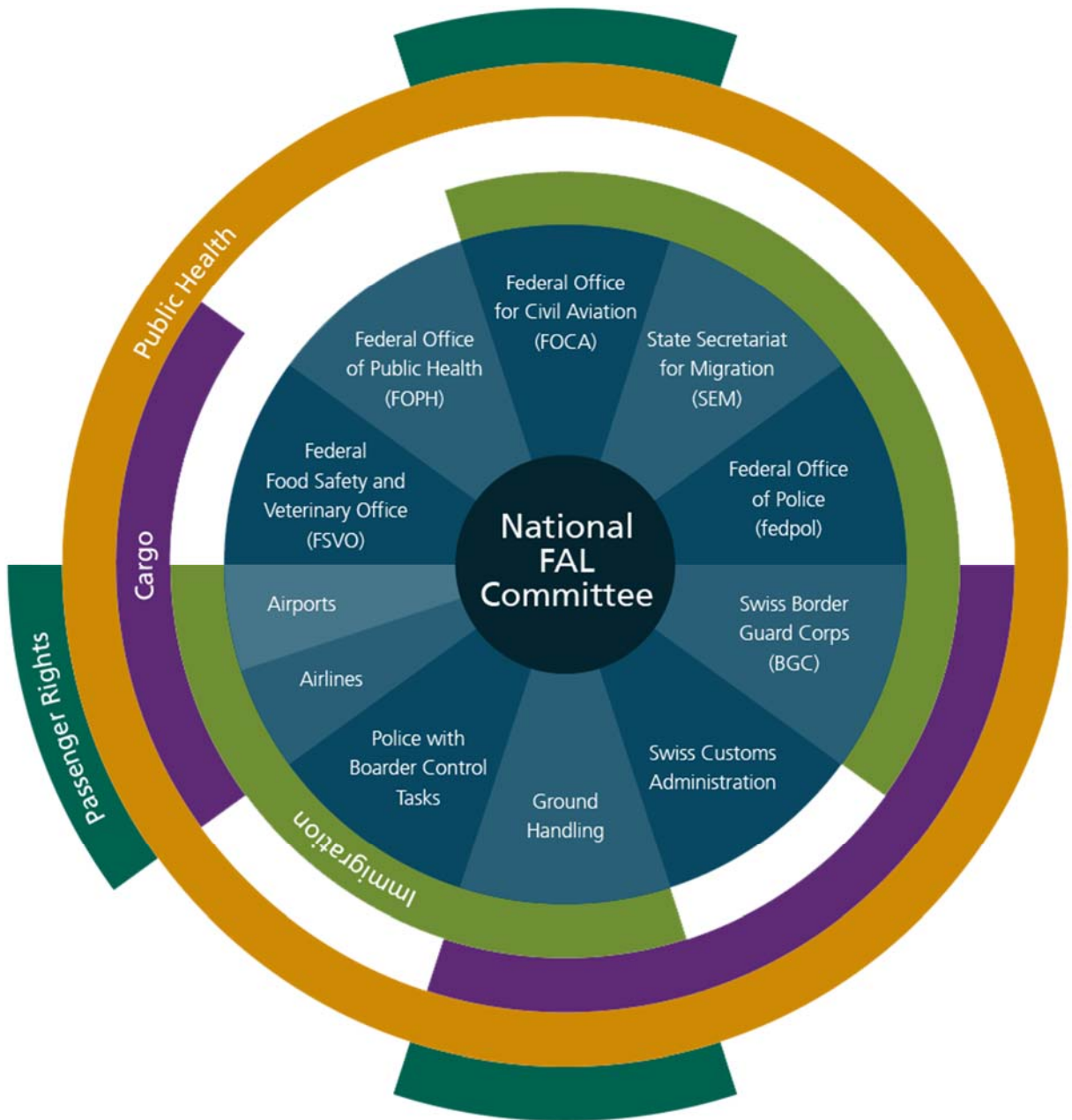The specific facilitation tasks of airport operators include, but are not limited to:

- Designing airports in such a manner to enhance airport traffic flow arrangements;

- Displaying internationally recommended signs to facilitate passenger's movements within airports;

- Provision, maintenance and optimization of facilities and services for passengers with special needs including passengers with reduced mobility or disabilities;

- Provision of space for facilities required for implementation of public health maintenance, as well as animal and plant quarantine;

- Participation in the National FAL Committee and – if required – in other facilitation related meetings;

- Responsible for the implementation of core capacities as mentioned in the Annex 1B of the IHR and for optimizing the processes linked with public health measures in collaboration with the FOPH;

- Responsible to integrate contingency planning for public health in the airport contingency plan as stipulated in the "Richtlinien des EDI-BAG".

5.11 Ground Handling Agents

Ground Handling Agents should i.a.:

–   Co-operate closely with Government Agencies and airports to ensure the smooth flow of passengers, cargo, baggage and mail through the airport facilities; and

–   Participate in the National FAL Committee and – if required – in other facilitation related meetings

5.12 Chart: Interaction

Attachment I

National Facilitation Committee: Rules of Procedure

1. The National Facilitation Committee (hereafter National FAL Committee) is chaired by a representative of the Federal Office of Civil Aviation FOCA.

2. The Federal Office of Civil Aviation FOCA provides Secretariat services to the National FAL Committee.

3. FOCA invites Government ministries or agencies and other entities involved in the implementation of the FAL Programme to designate their respective member to the National FAL Committee.

4. Members of the National FAL Committee are expected to participate in every meeting of the National FAL Committee. A member may be replaced by an alternate, who shall have the same responsibility and exercise the same rights as the regular member.

5. Experts with specific knowledge of potentially significant interest to the National FAL Committee may be invited by the Chair to participate in one (or more) of the meetings of the National FAL Committee, or only a part thereof, on an ad hoc basis.

6. The National FAL Committee shall meet on a yearly basis. It may hold ad hoc meetings whenever necessary for the purpose of reviewing a facilitation situation and attempting to resolve specific operational problems. The outcome of the ad-hoc meetings is reported to the National FAL Committee.

7. Members of the National FAL Committee as well as experts invited to meetings must – if the circumstances require it – ensure the confidentiality of e.g. statements made during meetings, the specific content of meetings and decisions taken.

8. The Secretary of the National FAL Committee is responsible for:

    –   Making administrative arrangements for the preparation of the meetings of the National FAL Committee in liaison with the Chair;

    –   disseminating the provisional agenda to the members of the National FAL Committee.

9. All papers shall be submitted to the Secretary at least fifteen (15) working days in advance of the meeting.

10. The Secretary prepares a Summary of Decisions after each meeting, to be circulated to the National FAL Committee.

Attachment II

Members of the National Facilitation Committee

Governmental Offices				
Federal Office of Civil Aviation FOCA	**Name**	**Address**	**Telephone/ Mobile**	**e-mail**
	Haldimann Urs	Mühlestrasse 2 3063 Ittigen	058 465 91 76 079 239 46 64	urs.haldimann@bazl.admin.ch
	Rocheray Frédéric	Mühlestrasse 2 3063 Ittigen	058 465 90 97 079 759 95 58	frederic.rocheray@bazl.admin.ch
	Aebersold Hans U.	Mühlestrasse 2 3063 Ittigen	058 465 80 57	hans-u.aebersold@bazl.admin.ch
	Temesvari Eva Maria	Mühlestrasse 2 3063 Ittigen	058 465 05 66	evamaria.temesvari@bazl.admin.ch
State Secretariat for Migration SEM	Banz Martin	Quellenweg 6 3003 Bern	058 465 37 53	martin.banz@bfm.admin.ch
Swiss Customs Administration	Gallus Hans-André	Monbijoustrasse 91 3003 Bern	031 322 59 88	hans-andre.gallus@ezv.admin.ch
Swiss Border Guard BGC	Contin Rodolfo	Monbijoustrasse 40 3003 Bern	058 463 34 21	rodolfo.contin@ezv.admin.ch
Federal Office of Police fedpol	Vanek Roman	Nussbaumstrasse 29 3003 Bern	058 463 20 77	roman.vanek@fedpol.admin.ch
Federal Office of Public Health FOPH	Perroud Laurence	Schwarztorstrasse 96 3003 Bern	058 464 09 39	laurence.perroud@bag.admin.ch
Federal Food Safety and Veterinary Office FSVO	Saurina Jennifer	Schwarzenburgstrasse 155 3003 Bern	058 463 24 87	jennifer.saurina@blv.admin.ch
Cantonal Police				
Cantonal Police Geneva International Security Police ISP	Campeol Bertrand	Case Postale 612 1215 Genève 15	022 427 57 72	bertrand.campeol@police.ge.ch
Cantonal Police Zurich Zurich Airport Police	Squindo David	Postfach 8058 Zürich-Flughafen	044 655 59 10 079 663 25 19	squi@kapo.zh.ch
Cantonal Police Bern	Lüscher Roland	Flughafen, Postfach 102 3123 Belp	031 960 23 10	plur@police.be.ch
Cantonal Police Valais	Michellod Claude			claude.michellod@police.vs.ch

Airports				
Flughafen Zürich AG	Steiner Max	Postfach 8058 Zürich-Flughafen	043 816 75 66 079 636 57 40	max.steiner@zurich-airport.com
Genève Aéroport	Filli Anita	Case Postale 100 1215 Genève 15	022 717 76 90	anita.filli@gva.ch
Euroairport Basel-Mulhouse-Freiburg	Cetintas Oktay	Postfach 142 4030 Basel	061 325 75 38 079 697 30 69	ocetintas@euroairport.com
Flughafen Bern AG	Kafader Heinz	Flugplatzstrasse 31 3123 Belp	031 960 21 38	heinz.kafader@flughafenbern.ch
Aéroport de Sion	Karrer Bernard	1950 Sion	027 329 06 00 079 358 14 41	b.karrer@sion.ch
Airport Altenrhein AG	Turner Paul	Flughafenstrasse 11 9423 Altenrhein	071 858 51 33 079 627 05 87	p.turner@peoples.ch
Lugano Airport SA	Detourbet Julia	Via Aeroporto 6982 Agno	079 615 25 99	julia.detourbet@luganoairport.ch
Ground Handling Agents				
Swissport International Ltd.	Frei Marco	P.O. Box 8058 Zürich-Flughafen	043 815 03 69	marco.frei@swissport.com
dnata Switzerland AG	Zaugg Jérôme	P.O. Box 8302 Kloten	043 815 83 19	jerome.zaugg@dnata.ch
Airlines				
Swiss International Air Lines Ltd.	Ripa-Braescu Marina	P.O. Box 8058 Zürich-Flughafen	044 564 90 45 079 209 80 04	marina.ripa-braescu@swiss.com
easyJet Switzerland SA	Haerer Andreas	Route de l'Aéroport 5 1215 Genève 15	022 717 88 36 079 214 51 54	andreas.haerer@easyjet.com
Edelweiss Air AG	Federer Philipp			philipp.federer@flyedelweiss.com
Helvetic Airways AG	Zezelj Natasa			natasa.zezelj@helvetic.com
Belair Airlines AG	Böhlen Ronald	Sägereistrasse 27 8152 Glattbrugg	079 699 21 55	ronald.boehlen@flybelair.com
Darwin Airline	Schatz Hans			hans.schatz@darwinairline.com
SkyWork Airlines	Höh Rüdiger			r.hoeh@flyskywork.com