

## Terms of Reference

### **The Contact Committee on Advance Passenger Information (API) and Booking & Reservation Information (BRI) / Passenger Name Record (PNR) Data**

**Confirmed by the Council:** June 2004

**Updated:** TBD

**Chairperson:** Elected for a one-year term

**Vice-Chairperson:** Elected for a one-year term

**Established:** 2004

**Duration:** Unspecified

#### **1. Mandate**

The Contact Committee on Advance Passenger Information (API) and Booking & Reservation Information (BRI) / Passenger Name Record (PNR) Data (Contact Committee) is established so that the WCO/IATA/ICAO Guidelines on API, WCO/CLIA/IMO Guidelines on API and BRI for Cruise Ship Travel, and other instruments and tools developed by the Contact Committee that relate to API and BRI/PNR may be managed and maintained by the Partner Organizations. This will also enable discussion, decision making and development, maintenance, and promotion of the implementation of international instruments and tools on all traveller (passenger and crew) controls and facilitation matters, regardless of the mode of transport. In doing so, the Contact Committee will promote the implementation of guidelines and such other instruments and tools, consider any measures to secure uniformity in the interpretation and application thereof, monitor the application thereof, and consider any amendment(s) proposed to guidelines and other instruments and tools. In addition, the Contact Committee will examine means to enhance the efficiency and effectiveness of the use of API, and BRI/PNR data for traveller facilitation and enforcement purposes in relation to the WCO mandate.

#### **2. Membership**

The Contact Committee shall consist of experts representing Partner Organizations including WCO, IATA, ICAO, CLIA and IMO as well as WCO Members, any interested Partner Organization member or national delegation.

With regard to representation from the WCO Secretariat, the delegation shall consist of officers from the Compliance and Facilitation Directorate. For the ICAO Secretariat, the delegation shall consist of officers responsible for facilitation matters and an expert or experts nominated by ICAO. IATA shall be represented by the subject matter expert on Passenger Data and Aviation Facilitation and experts nominated by IATA. The IMO delegation shall consist of nominated experts. CLIA shall be represented by nominated experts and members. A list of Partners and their mode of transport is noted in the Annex. Partner Organizations hold full membership status and a decision-making voice for agenda items or sub-items marked as pertinent to the modes of transport under their responsibility and agenda items or sub-items marked as "cross-cutting items." Partner Organizations hold observer status for topics pertinent to the modes of transport outside their responsibility.

The Contact Committee may invite representatives of any other international organizations, the private sector, and other external stakeholders, academia, and subject matter experts as necessary as observers and will inform members of the Contact Committee of such

invitations before the meeting.

### **3. Purpose and Scope**

The Contact Committee deals with issues arising from the application of guidelines and other instruments and tools relating to API and BRI/PNR referenced in or within scope of section 1 above and, in particular, seeks to keep guidelines and such other instruments and tools current and reflective of the needs of members of the Contact Committee and of the international transport industries. As these guidelines and other instruments and tools support the effort to counter trans-national crimes, including but not limited to, drug smuggling, contraband, money laundering, as well as terrorism, the Contact Committee is established to permit timely changes to the guidelines and other instruments and tools. To this end, the Contact Committee shall, inter alia:

- promote the application of guidelines and other instruments and tools for administrations developing passenger or traveller Data systems;
- examine questions relating to interpretation and application of guidelines and other instruments and tools;
- examine proposals for amendments to the guidelines and other instruments and tools;
- act as a platform for the exchange of information on issues of common interest related to providing passenger or traveller data to the authorities;
- promote compliance and implementation of standards and recommended practices for API and PNR data as contained in ICAO Annex 9 Facilitation;
- promote inter-agency cooperation to enhance the efficiency and effectiveness of the use of API and BRI/PNR data; and
- examine means to ensure effective control of high-risk passengers or travellers as well as efficient facilitation of passengers or travellers through the use of API and BRI/PNR data.

### **4. Key Deliverables**

The Contact Committee shall adopt a report reflecting the discussion on the Agenda items and the conclusions reached.

For deliverables on aviation, the Contact Committee shall submit the details of any proposed changes to guidelines and other instruments and tools and the Appendices thereto to the WCO's Permanent Technical Committee (PTC), to the ICAO Secretary General and to IATA's Passenger Standards Conference for their approval.

For other modes of transport, the Contact Committee shall submit a report and other deliverables to the WCO's PTC and relevant Working Bodies or Committees of the Partner Organizations as shown in the Annex.

### **5. Means of Operation**

#### Chairperson:

The Contact Committee shall elect a Chairperson and a Vice-Chairperson for a one-year term. The retiring Chairperson and Vice-Chairperson are eligible for re-election.

#### Agenda:

The Agenda for each session shall be drawn up by the Secretary General of the WCO, in consultation with IATA, ICAO and other partner organizations, as appropriate. It shall include any proposals for amendments to guidelines and other instruments and tools communicated by members of the Contact Committee or International Organizations. The Agenda shall be circulated to the members of the Contact Committee at least thirty days before the Contact Committee meets. Working documents, especially those which may require consultation at the national level or with other stakeholders, should be available to the Contact Committee in sufficient time to allow the appropriate consideration of the document.

#### Meetings:

Meetings shall be organized with at least one annual meeting. Meetings will be held in English and French unless an alternative arrangement is made by the Chairperson in consultation with members of the Contact Committee. All meeting documents will be available in English and French.

For greater interaction between the members of the committee and to ensure that the work is carried out as efficiently as possible, the intersessional work or meetings may be held virtually or when necessary, in person.

## **6. Resources Required**

#### General administrative arrangements:

The general administrative arrangements for the meeting of the Contact Committee, including the date and duration of each session and the priorities to be fixed for the items on the Contact Committee's Agenda, shall be the responsibility of the Secretary General of the WCO in agreement with the other members of the Contact Committee.

Members of the Contact Committee will fund their own participation, including travel, daily subsistence allowances and accommodation expenses.

## Annex

### List of Partner Organizations.

<b>Organization</b>	<b>Mode of Transport</b>	<b>Date joined</b>	<b>Reporting Working Body</b>
World Customs Organization (WCO)	All	2006	Permanent Technical Committee
International Air Transport Association (IATA)	Aviation	2006	Passenger Standards Conference
International Civil Aviation Organization (ICAO)	Aviation	2006	Secretary General
International Maritime Organization (IMO)	Maritime	2023	Facilitation Committee
Cruise Lines International Association (CLIA)	Maritime	2023	