

ADVANCE PASSENGER INFORMATION IMPLEMENTATION GUIDE

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2. Introduction

2.1. General Information

The aim of this Guide is to:

- a) Assist air carrier operating international passenger air services to and from Georgia to understand the requirements of supplying Advance Passenger Information (API) data to the Responsible Authority;
- b) Establish unified standards and approaches during the process of the API data submissions.

This Guide is elaborated based on the respective requirements of the Legislation of Georgia and IATA/ICAO/WCO Guides on Advance Passenger Information.

The aim of the API data submission is to:

- Rise an effectiveness of the border control;
- Rise an effectiveness of the Customs control;
- Fight against illegal migration.

This aims are achieved by acting at early stage to distinguish low risk travelers from travelers associated with a great risk of an infringement of the law. For these purposes, API data is processed by:

- Border control authority - the Ministry of Internal Affairs of Georgia;
- Border security authority - the State Security Service of Georgia;
- Customs control authority – Legal Entity of Public Law - Revenue Service.

2.2. Responsible Authority and contact information

Authority which is entitled to receive a API data sent by the air carriers is a Legal Entity of Public Law (LEPL) Operative-Technical Agency of Georgia (hereinafter – Responsible Authority - RA).

RA is a single entry point for interaction with the air carries and data providers. RA is entitled to:

- a) Receive API data submitted by the air carriers and ensure a proper and secure functioning of the electronic system of processing of the API data by the Border control authority, Border security authority and Customs control authority;
- b) Manage relationship with the air carriers, authorized persons and conduct their accreditation.

Contact information on technical and legal details:

State Security Service of Georgia, LEPL –Operative-Technical Agency of Georgia

Mail: piu@ssg.gov.ge

Address: 21G, Petre Kavtaradze Str, Tbilisi 0186, Georgia

Phone: +995 322 410 410; +995 322 410 400

2.3. Legal framework

- a) Article 71¹ of the Air Code of Georgia;

b) Government decree N. 174 on Adoption of the Rules of Provision of the Advance Passenger Information and Passenger Name Record data to the competent authority

3. Obligation to provide the API data

3.1. General Obligation

Air carrier, which carries out a regular or irregular international flight from a foreign country to Georgia is obliged to submit a API data which is held in its reservation system to the RA.

This obligation does not cover:

- Cargo flights;
- Rescue/evacuation flights;
- State Aviation.

API data should be sent immediately after takeoff – Obligation will be met if the data is transferred no later than 15 minutes from the “wheels up”.

3.2. Additional Information

3.2.1. Authorized persons

The air carrier or its authorized person (service provider) can provide the API data. Authorized person is a person, who on behalf of the air carrier transmits a data to the RA. In any case, the air carrier remains the responsible for the submission of the data.

3.2.2. Scheduled and charter flights

API data is required for all flights to Georgia that originate in an airport located outside of Georgia.

3.2.3. Progressive flights

In case of a flight with two or more sectors, API data is only required from the sector prior to arrival in Georgia, but must be provided for all passengers on board from the sector prior to arrival in Georgia. The airline is responsible for ensuring that travelers who disembark and re-embark at intermediate stations are the same persons who originally boarded the aircraft prior to the stop over.

3.2.4. Code-shared flights

Code sharing exists when:

- a) One air carrier operates a flight on behalf of another, using the carrier's airline designator in the flight number;

b) Two or more carriers jointly operate a flight under one or more airline designators.

In case of code-share flights the airline operating the flight is responsible for the collection and submission of the API data to the RA. The flight number provide should be a flight number of the operating airline.

3.2.5. Flight subject to incidents

Following cases are considered as a flight incidents:

A) Cancelled flights

B) Postponed and/or renumbered flights

c) Emergency.

In cases prescribed by points “a” and “c” air carriers does not transmit data. In case prescribed by point “b” the air carrier will transmit data at the time of actual takeoff of the postponed and/or renumbered flight, without the need to inform RA.

3.2.6. Management of transmission incidents

If the air carrier identifying a transmission incident in its systems or when receiving an acknowledgement of receipt indicating that a message sent to the RA system in “non-compliant” shall immediately notify the RA. A transmission should be finalized as short time as possible. Incident management is independent of penalty management process.

4. Data related requirements

4.1. General requirements

4.1.1. General data

Air carrier is obliged to submit to the RA the following data:

Flight related data

- Flight identification
- Scheduled Departure Date
- Scheduled Departure Time
- Scheduled Arrival Date
- Scheduled Arrival Time
- Place/Port of First Departure
- Place/Port of First Arrival
- Border crossing point
- Total number of the passengers carried

Traveler related data

- Travel Document Type
- Travel Document Number

- Travel Document Expiry Date
- Travel Document Issuing State
- Surname, Given Names
- Nationality
- Date of Birth
- Gender

4.1.2. Additional data

- *Seat number
- *Baggage Details
- *Status of the Passenger (traveler, crew, transit passenger)
- *Initial Point of Embarkation
- *Final Point of Debarkation (in case of transit)
- *PNR locator code – as it is provided in the PNR held in the air carriers reservation system
- *Visa information - Visa number, date and place of issue
- *Information on permanent residence - Country, state, province, district, city, address and post code

Note: * indicates that these additional data fields should be provided if the version of PAXLST being used by the airline supports.

4.2. Clarification on specific data requirements

4.2.1. Data in the travel document

Air carriers are obliged to send the data held in a travel document, which is used to enter in to the territory of Georgia or pass it in transit.

4.2.1. Passengers with two passports

In case of a passenger travelling with an expired passport containing a valid visa and a valid passport, the details of the valid passport shall be provided.

4.2.3. Children included in parents' passports

Some countries issue passports in which several persons, such as spouses and/or children, are included. API data shall be collected for every person who travels. The Machine Readable Zone contains only the data of the passport holder. The information of the other persons included in the passport must be entered manually with the same travel document details.

4.2.4. Date of birth

The default format is "YYMMDD". For example if the date of birth is 13th April 1971 it would be recorded as 710413. Care should be taken to ensure that manually entered dates are sequenced correctly and in particular that the day and month are not transposed.

4.2.5. Crew / Off duty crew

In order to facilitate Border checks, the obligation to provide a API data is also applicable to crew. A crew API data can be incorporated in the passengers PAXLST or can be provided as a separate PAXLST. In the latter case, the air carrier should add “ BGM+250” to the flight number.

5. Data transmission method, formats and transport mechanisms

5.1. Data transmission Method

For data transmission a “push” method is used.

API data should be sent using the IATA Type B message format as UN/EDIFACT PAXLSTs as defined by the ICAO, IATA and WCO standard.

The RA receives PAXLST messages through the telecommunication network operated by Edifly as the gateway entry point to the API application, which can be:

1. Directly through the EDIfly community with an EDIfly gateway for encrypted exchanges in the Airline (or its DCS/PSS host) premises; or
2. MATIP or MQ connections over a VPN connection to RA’s API/PNR Gateway

The EDIfly address of the API production system is: TBSAP11

The EDIfly address of the API test system is: TBSTP11

These addresses are only reachable within the EDIfly community, as the 11 IATA code is not a registered address and is a controlled duplicate managed and maintained by EDIfly.

Message length is not limited so multi-part messages are not required.

Details for MATIP and MQ connections will be provided on request to airlines wishing to connect using either of these methods.

API data must be sent no later than 15 minutes after the ‘wheels-up’.
Information should be sent only once.

5.2. Data transmission formats

Transmission message format

API data is stored in the Departure Control System (DCS). This system should provide an entire passenger list which must follow the UN EDIFACT PAXLST standard. This list contains a limited (but verified) data set on each passenger.

For PAXLST messages, it accepts any of the mentioned version, 02B, 05B, 11A, 13A and 17A.

5.3. Transmission – exceptional scenarios

The API data should be transmitted in Type B/EDIFACT format to IATA-address TBSAP11. In exceptional circumstances (e.g. system failure), the API data may be sent by email.

The relevant email address is piu@sbg.gov.ge

When the API data is sent by email, the reason for failing to transmit the data by normal means must be given in the message or in a separate email message.

In such cases the airline does not need to resend the data at a later time with Type B/EDIFACT format.

6. Personal data Protection consideration

6.1. Control of the data processing

Processing of the API data is controlled by the State Inspector, which supervises a personal data protection in Georgia and controls that the regulations and procedures on personal data collection, processing, storing and deletion are in full compliance with the requirements of the Georgian legislation.

For the proper implementation of the control function by the state inspector, the RA is obliged to:

- Keep full records of any activities performed on the API data;
- Provide those records to Inspector in case of request.

RA will insure that:

- a) Data is processed only for the purpose prescribed by the legislation;
- b) Access to the data is restricted to a limited number of the officers who are specially authorized to process the data;
- c) A comprehensive physical and electronic security system is in place in accordance with the various requirements and instruments.

6.2. Retention of the API data

The API data is depersonalized in 24 hours after transmission. Depersonalized API data is kept for a period of six months and upon expiry of that period is deleted automatically.

7. Registration, validation, certification and granting an accreditation

7.1. Registration

Once the legal requirement to submit a API data has been notified to the airline, the Carrier contacts the RA to initiate the process of accreditation. For this purpose the air carrier should register on the dedicated web-site and fill the registration application. Registration application should provide the following information:

Air carrier data

Air carrier IATA code

Air carrier name

Responsible person

Air carrier ICAO code;

IP address

Contact person/persons

Name

Family Name

Telephone

Mailing address;

Email

Other data


System users

Name

Family name

Telephone

Email

AIR CARRIERS DATA	
IATA carrier code	ICAO carrier code
Carrier name (Latin)	IP Address
Material responsible person (Latin)	
CONTACT PERSON	
Name (Latin)	Mailing address (Latin)
Phone	Email
Other data (Latin)	
SYSTEM USER	
Last Name (Latin)	Name (Latin)
Phone	Email
ReCaptcha	
<input type="checkbox"/> I'm not a robot	
	
REGISTRATION	

In addition, the air carriers should specify:

- the list of routes they operate that depart from, arrive in or transit through state territory, indicating for each:
- the reservation and registration systems used,
- the possible use of a service provider for the data transmission.

7.2. Validation of the application for accreditation

The RA examines and validates the application for approval filed by the airline for the transmission of the API data. In fact, some airlines may not be able to immediately comply with all the RA requirements. In this case, the validation of the application is subject to an undertaking by the airline and a timetable for compliance.

7.3. Certification

Certification is the process of assessing the ability of a data provider to operationally connect to the system. The certification may concern either the system of an airline or that of a possible service provider to which the airline subcontracts the transmission of the data.

The certification step includes the carrying out of tests of data transmissions and their analysis.

Certification shall be carried out in a test environment where the method of connection and chosen message format are the same as that will be used in the production environment.

Testing should be completed end to end between the Airline and the RA using the test environment initially, to confirm the messages are correctly formatted and delivered.

Testing of Type B message delivery can be achieved for both implementation options, where;

- For the direct use of the EDIfly community, delivery of Type B messages can be ascertained by the Airline through the non-repudiation logging available to all Edifly users at the source EDIfly gateway
- For MATIP or MQ connections, messages delivered to RA can be ascertained by WCC through the message receipt logs available within the WCC environment where the MATIP and MQ connections terminate.

All the test messages should follow the format as mentioned in the section 5.2. All the required data fields should be included in the passenger list. Any message processing error will be available on the 'Messages' tab of RA's API/PNR passenger screening application.

Test data is a real data from an operational system of the air carrier or a fictitious data, if the air carrier has it for testing of its own systems.

7.4 Granting of accreditation

When all functional test cases have been successfully passed, a certification assessment report is drawn up by the RA, Technical Certification is communicated to the data provider and date of entry into the production is scheduled.

The granting of a Technical Certificate finalizes the process of accreditation.

For the use of a new system, an application should be routinely made for an update of the approval and, if necessary, the certification of the new system.

In the case where the new route involves a system that is already certified for the company, no new tests need to be performed.

PASSENGER NAME RECORD IMPLEMENTATION GUIDE

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2. Introduction

2.1. General Information

The aim of this Guide is to:

- a) Assist air carrier operating international passenger air services to and from Georgia to understand the requirements of supplying Passenger Name Record (PNR) data to the Responsible Authority;
- b) Establish unified standards and approaches during the process of the PNR data submissions.

This Guide is elaborated based on the respective requirements of the Legislation of Georgia and IATA/ICAO/WCO Guides on Passenger Name Record data.

2.2. Responsible Authority and contact information

Authority which is entitled to receive a PNR data sent by the air carriers is a Legal Entity of Public Law (LEPL) Operative-Technical Agency of Georgia (hereinafter – Responsible Authority), which performs the function of Passenger Information Unit (PIU). Passenger Information Unit brings together various competent agencies responsible for the detection, prevention and investigation of the crime of terrorism and other serious crimes. In particular, Passenger Information Unit consists of:

- Representatives of the Ministry of Internal Affairs of Georgia seconded to the PIU;
- Representatives of the LEPL Revenue Service seconded to the PIU;
- Representatives of the State Security Service of Georgia seconded to the PIU.

PIU is a single entry point for interaction with the air carriers and data providers. PIU is entitled to:

- a) Receive, process, store, pseudonymise and delete the PNR data, also to transfer those data or the result of processing them to the competent authorities;
- b) Manage relationship with the air carriers, authorized persons and conduct their accreditation.

Contact information on technical and legal details:

State Security Service of Georgia, LEPL –Operative-Technical Agency of Georgia

Mail: piu@ssg.gov.ge

Address: 21G, Petre Kavtaradze Str, Tbilisi 0186, Georgia

Phone: +995 322 410 410; +995 322 410 400

2.3. Legal framework

- a) Article 71¹ of the Air Code of Georgia;
- b) Government decree N. 174 on Adoption of the Rules of Provision of the Advance Passenger Information and Passenger Name Record data to the competent authority

3. Obligation to provide the PNR data

3.1. General Obligation

Air carrier, which carries out a regular or irregular international flight from a foreign country to Georgia (including stopovers on the territory of the third countries) or from Georgia to a foreign country (including stopovers of the territory of the third countries) is obliged to submit a PNR data to the PIU.

This obligation does not cover:

- Cargo flights;
- Rescue/evacuation flights;
- State Aviation.

Air carrier is obliged to provide to the PIU PNR data which is held on its reservation system (GDS or equivalent) or departure control system. Air Carrier is not obliged to transfer the information, which is not collected in its reservation or departure control system.

3.2. Data to be provided

PNR data can include the following information collected by the air carrier during the normal business activities:

1. PNR Locator Code (Record indicator, confirmation number, reservation number or any other indicator)
2. Date Of Reservation/issuance
3. Date(s) Of Intended Travel
4. Name/Names
5. Address and contact information
6. All Forms Of Payment Information. In particular:
 - 6.1. payment means (cash, credit card, bank transfer)
 - 6.2. ticket price indicated in respective currency
 - 6.3. information about payer (name/surname/contact information)
 - 6.4. credit card details (type, number, credit card name, date of expire, name and surname of the holder)
7. All Travel Itinerary For Specific PNR
8. Frequent Traveler Information
9. information on travel agent/agency
10. Travel status of the passenger
11. Split/Divided PNR Indicator

12. General Remarks
13. Ticketing field information
14. Seat number and other information
15. Code Share PNR Information
16. Baggage Information
17. Total number and other names on PNR
18. Any Collected API Information
19. Any historical changes.

*further technical details and definition of the data items are provided in Annex N. 4

3.3. Timing for provision of the PNR data

The PNR data should be provided:

- 24 hours earlier before the scheduled departure time;
- Immediately after takeoff – Obligation will be met if the data is transferred no later than 15 minutes from the “wheels up”.

3.4. Code-shared flights

Code sharing exists when:

- a) One air carrier operates a flight on behalf of another, using the carrier’s airline designator in the flight number;
- b) Two or more carriers jointly operate a flight under one or more airline designators.

In case of code-share flights the airline operating the flight is responsible for the collection and submission of the PNR data to the PIU. The flight number provide should be a flight number of the operating airline.

3.5. Authorized persons

The air carrier or its authorized person (service provider) can provide the PNR data. Authorized person is a person, who on behalf of the air carrier transmits a data to the PIU. In any case, the air carrier remains the responsible for the submission of the data.

3.6. Standard flight

3.6.1. Direct flight without a stopover

In case of direct flight from or to Georgia, which does not count a stopover in the territory of the third country, two transmissions of the PNR data is expected – first 24 hours earlier before the flight scheduled time and second immediately after the takeoff.

3.6.2. Multi-segment journeys and flights

A traveler may make a journey with multiple segments. In this case air carrier is required to send all the reservation data listed in section 3.2.

3.6.2.1. Multi-segment journey with different flight numbers

When the various segments are operated by one or more air carriers under the different flight numbers for each of the segments, the requirement with respect to transmitting of the PNR data is applicable only to the segment involving flying to, transiting or departing from Georgia.

3.6.2.2. Multi-segment flights with one flight number

When the various segments are carried out under the same flight number, the following rules should apply:

Scenario N 1. Flight London-Munich-Tbilisi consist of two segments: London – Munich (segment A) and Munich – Tbilisi (segment B). In this scenario, two messages are expected:

The PNR data of all the passengers register on the flight Munich – Tbilisi - 24 hours earlier before the flight from the Munich and immediately after takeoff.

Scenario N 2. Flight Tbilisi – Munich – London – two transmission will be expected (24 hours before the scheduled time of departure and immediately after takeoff) for all passenger departing from Tbilisi.

Scenario N 3. Transit flights Tbilisi is a transit point for the flight Munich – Tbilisi – Doha. In this scenario, it is required all PNR data of all passengers registered on the flight in four messages:

First message – 24 hours before the scheduled flight time from the Munich;

Second message – immediately after the takeoff;

Third message – 24 hours before the scheduled flight time from Tbilisi;

Fourth message - immediately after the takeoff.

If the transit flight involves more than three segments, it is required to be transmitted a PNR of the passengers who will transit Georgia.

3.7. Flight subject to incidents

Following cases are considered as a flight incidents:

- A) Cancelled flights
- B) Postponed and/or renumbered flights
- c) Emergency.

In cases prescribed by points “a” and “c” air carriers do not transmit data. In cases prescribed by point “b” the air carrier will transmit data at the time of actual takeoff of the postponed and/or renumbered flight, without the need to inform PIU.

3.8. Management of transmission incidents

If the air carrier identifies a transmission incident in its systems or when receiving an acknowledgement of receipt indicating that a message sent to the PIU system in “non-compliant” shall immediately notify the PIU. A transmission should be finalized as soon as possible. Incident management is independent of penalty management process.

4. Data transmission method, formats and transport mechanisms

4.1. Data transmission Method

For data transmission a “push” method is used.

The PIU receives PNRGOV messages through the secured telecommunication channel provided for by EDIfly as the gateway entry point to the API application, which can be;

1. Directly through the EDIfly community with an EDIfly gateway for encrypted exchanges in the Airline (or its DCS/PSS host) premises; or
2. MATIP or MQ connections over a VPN connection to PIU's API/PNR Gateway.

The EDIfly address of the API production system is: TBSPN11

The EDIfly address of the API test system is: TBSTN11

These addresses are only reachable within the EDIfly community, as the 11 IATA code is not a registered address and is a controlled duplicate managed and maintained by EDIfly.

Message length is not limited, so multi-part messages are not required.

Details for MATIP and MQ connections will be provided on request to airlines wishing to connect using either of these methods.

4.2. Data transmission formats

Data transmission format is a form, by which data is to be provided to the PIU.

PNR data is stored in the booking system of the airlines. PNR messages are sent in the WCO/IATA/ICAO PNRGOV standard.

For PNRGOV messages, it requires version 15.1, both UN-EDIFACT and XML formats are accepted.

Transmission – exceptional scenarios

The PNR data should be transmitted in Type B/EDIFACT format to IATA-address TBSPN11. In exceptional circumstances (e.g. system failure), the PNR data may be sent by email.

The relevant email address is piu@sbg.gov.ge

4. Personal data Protection consideration

4.1. Control of the data processing

Processing of the PNR data by the Passenger Information Unit is controlled by the State Inspector, which supervises a personal data protection in Georgia and controls that the regulations and procedures on personal data collection, processing, storing and deletion are in full compliance with the requirements of the Georgian legislation.

For the proper implementation of the control function by the state inspector, the PIU is obliged to:

- Keep full records of any activities performed on the PNR data;
- Provide those records to Inspector in case of request.

PIU will insure that:

- a) Data is processed only for the purpose prescribed by the legislation;
- b) Access to the data is restricted to a limited number of the officers within the PIU who are specially authorized to process the data;
- c) A comprehensive physical and electronic security system is in place in accordance with the various requirements and instruments.

4.2. Retention of the PNR data

The PNR data is retained for a period of 5 years in the database of the PIU, after which it is deleted automatically. The data is pseudonymised after six months from the moment of submission of the PNR data to the PIU. Upon expiry of the period of six months, full PNR data is permitted only based on a court order issued by the judge.

5. Registration, validation, certification and granting an accreditation

5.1. Registration

Once the legal requirement to submit a PNR data has been notified to the airline, the Carrier contacts the PIU to initiate the process of accreditation. For this purpose the air carrier should register on the

dedicated web-site and fill the registration application. Registration application should provide the following information:

Air carrier data

Air carrier IATA code

Air carrier name

Responsible person

Air carrier ICAO code;

IP address

Contact person/persons

Name

Family Name

Telephone

Mailing address;

Email

Other data

System users

Name

Family name

Telephone

Email

AIR CARRIERS DATA	
IATA carrier code	ICAO carrier code
Carrier name (Latin)	IP Address
Material responsible person (Latin)	

CONTACT PERSON	
Name (Latin)	Mailing address (Latin)
Phone	Email
Other data (Latin)	

SYSTEM USER	
Last Name (Latin)	Name (Latin)
Phone	Email

ReCaptcha

REGISTRATION

In addition, the air carriers should specify:

- the list of routes they operate that depart from, arrive in or transit through state territory, indicating for each:
- the reservation and registration systems used,
- the possible use of a service provider for the data transmission.

5.2. Validation of the application for accreditation

The PIU examines and validates the application for approval filed by the airline for the transmission of the PNR data. In fact, some airlines may not be able to immediately comply with all the PIU requirements. In this case, the validation of the application is subject to an undertaking by the airline and a timetable for compliance.

5.3. Certification

Certification is the process of assessing the ability of a data provider to operationally connect to the system. The certification may concern either the system of an airline or that of a possible service provider to which the airline subcontracts the transmission of the data.

The certification step includes the carrying out of tests of data transmissions and their analysis.

Certification shall be carried out in a test environment.

Testing should be completed end to end between the Airline and the PIU using the test environment initially, to confirm the messages are correctly formatted and delivered.

Testing of Type B message delivery can be achieved for both implementation options, where;

- For the direct use of the EDIfly community, delivery of Type B messages can be ascertained by the Airline through the non-repudiation logging available to all Edifly users at the source EDIfly gateway.
- For MATIP or MQ connections, messages delivered to PIU can be ascertained and confirmed by PIU through the message receipt logs available within the PIU environment where the MATIP and MQ connections terminate.

All the test messages should follow the format as mentioned in the section 4.2. All the required data fields should be included in the passenger list. Any message processing error will be available on the 'Messages' tab of PIU's API/PNR passenger screening application.

Test data is a real data from an operational system of the air carrier or a fictional data, if the air carrier has it for the purpose of testing of its own systems.

6.4 Granting of accreditation

When all functional test cases have been successfully passed, a certification assessment report is drawn up by the PIU, Technical Certification is communicated to the data provider and date of entry into the production is scheduled.

The granting of a Technical Certificate finalizes the process of accreditation.

For the use of a new system, an application should be routinely made for an update of the approval and, if necessary, the certification of the new system.

In the case where the new route involves a system that is already certified for the company, no new tests need to be performed.

Interface informational module and exchange of the information

1. Interface Information Module

The data provided to the PIU is categorised into several datasets. The data items that exist within each of these datasets are outlined in this section.

1.1. Service Information (SI) Dataset

The list of the SI data items and their definition is provided in Table 2.

Table 1 SI Data Items

Data Item	Definition
Flight identification	IATA Code assigned to the Carrier and/or the Flight Number
Scheduled Departure Date	Local date for scheduled voyage departure (at Last Place/Port of Call)
Scheduled Departure Time	Local Time for scheduled voyage departure (at Last Place/Port of Call)
Scheduled Arrival Date	Local date for scheduled voyage arrival at Place/Port of First Arrival
Scheduled Arrival Time	Local Time for scheduled voyage arrival at Place/Port of First Arrival
Place/Port of First Departure	Port of departure of Carrier's voyage
Place/Port of First Arrival	Place/Port in the country of destination where Vessels arrive from the 'last place/port of call'
Border crossing point	Border crossing point of entry in to the territory of the country
Total number of the passengers carried	Total number of the passengers confirmed as departed and carried on that transport

1.1.1. SI Dataset: Technical Details

The SI dataset defines the voyage for which data is submitted to the PIU. Details of SI data items and their definition are provided below.

1.1.1.1. Carrier Code and/or flight number

PIU requires unique Carrier codes to identify each Carrier. PIU supports two character IATA code.

1.1.1.2. Port Codes

The PIU system supports a number of port code standards. PIU ingests the following port codes:

Port IDs assigned by IATA (three characters) or assigned by ICAO (four characters) location indicators.

1.1.1.3. Scheduled Departure/Arrival Date and Time

The Scheduled Departure/Arrival Date and Scheduled Departure/Arrival Time given for a voyage must remain the same for all subsequent message submissions for the same voyage.

For example, if the Carrier reports a Scheduled Departure Date of 2020-04-28 and a Scheduled Departure Time of 1410, then all subsequent messages - PNR message submitted 24 hours before the flight, and API/PNR messages submitted on departure must report the same scheduled date and time.

All Dates and Times must be reported as local time and date to both the Port of Departure and the Port of Arrival.

1.1.1.4. Country and Issuing State Codes

PIU accepts the set of ISO 3166 alpha-3 codes country codes.

PIU also accepts the set of ICAO Doc 9303 codes for the designation of nationality, place of birth or issuing state/authority. These 3-letter codes are based on the ISO 3166-1 Alpha-3 codes, with extensions for certain States. An extension means either a change, e.g. for Germany the ISO 3166 alpha-3 code is DEU but for the ICAO 9303 the code is D, or a new code, e.g. UNO which designates the UN.

For the PIU, it is possible to specify Nationality or Issuing State using either the ICAO 9303 or ISO 3166 code.

1.2. Advanced Passenger Information (API) Dataset

The API data accompanies SI data. API and SI data should be sent in a one message immediately after the “wheels up”.

Table 2 API Data Items

Data Item	Definition
Travel Document Type	Type of Travel Document being used
Travel Document Number	Identification Number of the Travel Document

Travel Document Expiry Date	Expiry date of the Travel Document Mandatory only if the travel document has one.
Travel Document Issuing State	State/Organization that issued the Travel Document being used
Surname	Surname (family name) of the travelling person
Given Names	Given names of the travelling person.
Gender	Gender of the travelling person
Date of Birth	Date of birth of the travelling person
Nationality	Nationality of the travelling person
*Seat number	Passenger seat number
*Baggage Details	Weight of total luggage, Total number of bags, Tag information of bags, bag destination
*Status of the Passenger	Traveler, crew, transit passenger
*Initial Point of Embarkation	Port code of the initial place of embarkation
Final Point of Debarkation	Port code of the final place of debarkation
*PNR locator code	A code which uniquely identifies a particular PNR record for a given voyage. This code is used to link a passenger's API data to a single PNR record. The same PNR record locator code needs to be included in both the API and PNR.
*Visa information	Visa number, date and place of issue
*Information on permanent residence	Country, state, province, district, city, address and post code

* Indicates fields that a Carrier may supply to the extent known. Note: mandatory, to the extent known, where a Carrier is submitting PNR.

1.2.1. API Dataset: Technical Details

The API dataset provides data on a traveler. Details of API data items and their definition are provided below.

1.2.1.1. Travel Document Type

Table 4 lists the Travel Document Codes that are accepted by the PIU system.

Table N.3 Travel Document Codes and Names (acceptable travel documents)

Travel Document Type	Document Code	Document Name
Passport	P*	Passport
Group/collective Passport	G	Group Passport
National Identity Card - A	A*	Identity Card - A
National Identity Card - C	C*	Identity Card - C
National Identity Card - I	I*	Identity Card - I
Military Identification	M	Military Identification
Diplomatic Passport	D	Diplomatic Identification
Re-entry Permit (I-327) s5 Refugee Travel Document	T	Re-entry Permit
Refugee Travel	PT	Refugee Travel

Collective Passports

A collective passport must be reported as a 'Group Passport'

Document Name or a 'G' Document Code depending on the chosen message format.

Carriers must treat each passenger reported on the collective passport as if they had their own passport. Therefore, each of the passengers is reported with same Travel Document Number and Travel Document Issuing State data items.

Family Passports

A family passport is one where a standard passport, reported as a 'Passport Document' Name or a 'P' Document Code depending on the chosen message format, is used as the Travel Document Type for the holder of the document and any of their child/children that is/are listed on that passport.

Carriers must report each of the passengers using a family passport as if they had their own passport. Therefore, each of the passengers is reported with same Travel Document Number and Travel Document Issuing State data items.

Travel document Number

Travel document number data is populated with the reference number of the document used by the traveller for identification purposes on the voyage.

This data item should be populated with the reference number on the document scanned by the MRZ reader if an MRZ reader is used by the Carrier.

Where a travel document has no reference number of its own, such as a United Nations Laissez-passer, the reference number from the accompanying documents should be entered instead.

Travel Document Expiry Date

This data item is required if the travel document provides an expiry date.

The Travel Document Expiry Date data item should be populated with the date on the document scanned by the MRZ reader if an MRZ reader is used by the Carrier.

Travel Document Issuing State (IS)

RA accepts the set of ISO 3166 alpha-3 codes and ICAO Doc 9303 country codes for the Travel Document Issuing State data item.

1.2.1.2. Surname

The Surname data item contains the family name of the travelling person as provided on the travel document.

1.2.1.3. Given Names

The Given Names data item contains the given names of the traveller as provided on the travel document. All given names of the traveller must be provided. At least one given name must be provided.

1.2.1.4. Gender

The Gender data item contains the gender of the traveler as it is provided in the travel document.

1.2.1.5. Date of Birth

The Date of Birth data item contains the date of birth of the traveller as provided on the travel document. The Date of Birth data item must coincide with the value scanned by the MRZ reader if an MRZ reader is used by the Carrier.

1.2.1.6. Nationality

Nationality of the traveller as per the travel document.

PIU accepts the set of ISO 3166 alpha-3 codes and ICAO Doc 9303 codes for the designation of Nationality data item.

1.2.1.7. API Dataset (PNR Subset)

The following PNR datasets may also be supplied if held within the Carriers Departure Control System.

Note: Where a Carrier is supplying PNR to RA, these data items become mandatory to the extent known by the Carrier:

1.2.1.7.1. PNR Locator Code

The PNR record locator is a code which is provided on both API/SI transmissions and PNR/SI transmissions. This field is mandatory for submissions relating to routes for which Carriers provide PNR data to the PIU.

1.2.1.7.2. Initial Point of Embarkation

Port code of the initial place of embarkation.

1.2.1.7.3. Final Point of Debarkation

Port code of the final place of debarkation.

1.3. Passenger Name Record (PNR) Dataset

PNR data accompanies the SI data and provides the specific data items in Table 5.

Table N 4. PNR data items

Data Item	Definition
PNR Locator Code (Record indicator, confirmation number, reservation number or any other indicator)	A code which uniquely identifies a particular PNR record for a given voyage. The voyage would be defined by the SI data set. This code is used to link a passenger's API data to a single PNR record. The same PNR record locator code needs to be included in both the API and PNR.
Date Of Reservation/issuance	Date reservation made/issuance of the ticket
Date(s) Of Intended Travel	Date Passenger intends to travel
Name/Names	Passenger name/names.
Address and contact information	Passenger's address and any further contact address for the passenger/reservation; Contact Telephone Numbers (Can include telephone number for passenger, Travel Agency, Hotel etc.); Email Address - Email address of person who made reservation;
All Forms Of Payment Information	Specifies payment means (cash, credit card, bank transfer); ticket price indicated in respective currency; information about payer (name/surname/contact information); credit card details (type, number, credit card name, date of expiry, name and surname of the holder) (not: credit card details should not include CSC (also referred to as CVV)); Billing Address
All Travel Itinerary For Specific PNR	Route booked for those passengers on the PNR record. Will consist of several sets of SI data one for each leg of the journey associated to the booking.
Frequent Traveller Information	Card number and type of any frequent flyer or similar scheme used.
Travel Agent	Agency name, IATA code or telephone number of travel agency.
Travel status of the passenger	Traveler's registration time, check-in status, no-show or go-show information

Split/Divided Indicator	PNR	The fact that a reservation in respect of more than one passenger has been divided due to a change in itinerary for one or more but not all of the passengers.
General Remarks		Additional information that the agent considers of interest or relevance to the booking. Including all available information on unaccompanied minors under 18 years, such as name and gender of the minor, age, language(s) spoken, name and contact details of guardian (name, contact information and etc.)
Ticketing information	field	Including ticket number, date of ticket issuance and one-way tickets,
Seat number and other information		Class of travel, seat number and cabin number allocated Class of travel, seat number and cabin number requested
Code Share Information	PNR	PNR reference of code share booking.
Baggage Information		Weight of total luggage, Total number of bags, Tag information of bags, special luggage, additional luggage, luggage destination and other information produced during the registration
Total number and other names on PNR		Including a total number and names of all other passengers in PNR
Any Collected API Information		Any API data elements collected at the time of booking - 24 hours earlier before the scheduled flight; Full API data collected during the registration process in 15 minutes after the “wheels up”.
Any historical changes in PNR		

2. Exchange of the information

This sections provides an overview of the information exchange process between the air carrier and PIU according to the protocols and formats agreed during the process of accreditation.

2.1. API information exchange

API information is provided according to the time scale determined by the legislation and includes complete, confirmed list of departed passengers. It is mandatory for all passenger departure data for one voyage to be included within a message.

Departure messages are sent from the carriers system to the PIU via one of the transport mechanisms described in annex N. 4, containing voyage SI data and full API data. The triggering event for the passenger departure details is the final list of Passengers confirmed as travelling or a list of those confirmed as not having departed being available to the Carrier. Therefore, departure submissions are provided to the PIU as one of the following:

Departure Confirmations

- a final list of passengers confirmed as having departed (i.e. full manifest)

Departure Exceptions

- a final list of passengers who are confirmed as having not departed.

2.2. PNR information exchange

PNR data submissions are required from air carriers for all PIU -designated international journeys outbound from and inbound to Georgia, including transit flights. For each journey, two data submissions are required; a preliminary PNR data submission and a final PNR data submission. Preliminary and final PNR data submissions are subject to separate submission schedules and must be provided as separate messages at the appropriate times.

2.2.1. Preliminary submission of PNR data

PIU requires that Carriers send the PNR data for each passenger booked on a specific journey 24 hour earlier before the scheduled flight. A carrier may opt to send more than one message to report changes in booking data as their system receives it.

2.2.2. Final Submission of the PNR data

Second transmission of the data is required not later than 15 minutes from the “wheels up”, after the Carrier has finished making changes to the PNR. Message should contain voyage SI data and full PNR data.

The Final message should only be transmitted to the PIU when the known data is stable.

2.3 Message Responses and Error Handling

When a Carrier submits data to the PIU system, a Transport Level Acknowledgement may be used to acknowledge message receipt.

2.3.1 Transport Level Acknowledgement

Specifics as to the behaviour of each transport level acknowledgement are dependent on both the transport protocol selected and the-specific implementation of that protocol.

For example, an FTP client from a command prompt might simply display a string such as “1234 bytes transmitted successfully”, whilst a GUI-based client might display a dialog box confirmation successful transmission. For these reasons, specifics of the transport level acknowledgement format and content are not contained in this section.

2.3.2 Error Handling

Hardware, communication or software failure internal to PIU is managed as part of the PIU management environment.

Some transport mechanisms provide limited support for error flows, mainly centred on if the data transmission was successful.

These error flows do not contain any information pertaining to data validation or quality; they are only intended to acknowledge successful data transfer.

The data quality of transmissions is monitored on an on-going basis.

Should negative trends be identified, these trends are reported to the Carrier along with information to aid the Carrier in determining what the root of the problem is.

Implementation Steps

Implementation Process

EDIfly implementation method for;

1. API; and
2. PNR

Is similar for each standard, where both messages are transmitted as UN/IATA format messages within IATA Type B messages, where the only difference being the IATA address that each message is sent to.

There are two implementation methods available to connect to the EDIfly community service, being:

1. Direct using the EDIfly transmission technology; and
2. In-Direct using a VPN between Airline and RA to the API/PNR gateway located within RA

For the direct method, a subscription to EDIfly for connectivity from Airline system or its PSS/DCS host is required, unless Airline is already a subscriber and customer of the EDIfly service. Please contact sales@edifly.com for the setup of as **RA has an agreement with EDIfly that communications between any Airline or its PSS/DCS host** will be enabled by a free recipient-license with EDIfly which can enable use of EDIfly transmissions for these Type B messages with RA.

Connectivity to the Airline's local EDIfly Gateway is not limited to MQ-Series and MATIP B, as the EDIfly gateway supports the following connectivity standards:

- MQ series
- MATIP/BATAP
- TCP/BATAP
- File
- FTP
- HTTP Post
- SOAP Web Services
- AppSocket
- SMTP
- POP3
- Any JMS compatible data source
- JDBC database

Where messages received through any of these channels will be routed through RA applications correctly.

RA has an agreement with EDIfly that communications between any Airline (or its DCS-Host/PSS) and RA are not billable to that Airline based on a recipient-license.

For the indirect method, a VPN will need to be established between the Airline system and RA premises for communication using either MQ-Series or MATIP B only to transfer Type B messages. The implementation method for this VPN is documented in a separate document provided by RA on request.