Republic of Latvia

Cabinet

Regulation No. 444

Adopted 17 September 2019

**Procedures by Which State Aircraft Use a Civil Aviation Aerodrome**

*Issued pursuant to*

*Section 29.1 of the law On Aviation*

**I. General Provisions**

1. The Regulation prescribes the procedures by which State aircraft shall use a civil aviation aerodrome.

2. Terms used in the Regulation:

2.1. alternative security measures – a set of measures allowing for derogation from the common basic standards referred to in Article 4(1) of Regulation (EC) No 300/2008 on the basis of Article 1(1)(3) of Commission Regulation (EU) No 1254/2009 of 18 December 2009 setting criteria to allow Member States to derogate from the common basic standards on civil aviation security and to adopt alternative security measures (hereinafter – Regulation No 1254/2009);

2.2. State aircraft passenger – a public official or another natural person who is on board a State aircraft during its flight, except for the State aircraft crew;

2.3. baggage of the State aircraft passenger – personal property of the State aircraft passenger and the property necessary for the performance of service or work duties carried by the State aircraft passenger on board the State aircraft;

2.4. State cargo – cargo which is transported with a State aircraft and is not military cargo, and also cargo the content of which is intended to be used by its commissioning party or recipient for the performance of public functions;

2.5. accompanying persons – persons who are not on board the State aircraft during its flight but may be present in the civil aviation aerodrome to ensure the organisation of the measures related to a State aircraft flight and the handling thereof.

3. The Regulation shall apply to the civil aviation aerodromes of the Republic of Latvia in which the security measures specified in 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 and repealing Regulation (EC) No 2320/2002 (hereinafter – Regulation No 300/2008) must be ensured.

4. The Regulation shall not apply to the State aircraft:

4.1. which have been classified as military aviation aircraft or with which military cargo is transported;

4.2. which participate in search and rescue measures, perform flights for aerial work, and also perform flights for the purpose of law enforcement, fire-fighting, or medical assistance purposes and which must land in a civil aviation aerodrome during such flights.

5. A civil aviation aerodrome shall apply the alternative security measures referred to in Sub-paragraph 8.2 of this Regulation on the basis of the security risk assessment performed by *valsts aģentūra “Civilās aviācijas aģentūra”* [State agency Civil Aviation Agency] (hereinafter – the Civil Aviation Agency) in accordance with Regulation No 1254/2009.

**II. Handling of State Aircraft Passengers and Their Baggage**

6. Handling of State aircraft passengers and their baggage in a civil aviation aerodrome shall be applied by the State institution the competence of which includes the organisation of a visit of State aircraft passengers (delegation) or by a foreign embassy accredited in the Republic of Latvia for handling of passengers (delegation) of the relevant State aircraft and their baggage (hereinafter – the organiser of the visit).

7. The organiser of the visit shall:

7.1. determine the responsible officials who coordinate the handling of State aircraft passengers in a civil aviation aerodrome;

7.2. ensure that the responsible officials referred to in Sub-paragraph 7.1 of this Regulation are trained in accordance with the requirements of Paragraph 11.2.2 of Annex to Commission Implementing Regulation (EU) 2015/1998 of 5 November 2015 laying down detailed measures for the implementation of the common basic standards on aviation security (hereinafter – Regulation No 2015/1998) and have received a pass of the relevant civil aviation aerodrome.

8. On the basis of a request of the authorised person of the delegation and the security risk assessment performed by the Civil Aviation Agency, the organiser of the visit shall take the decision on the application of the alternative security measures referred to in Sub-paragraph 8.2 of this Regulation to State aircraft passengers and accompanying persons and, not later than 48 hours before the State aircraft flight, submit an application (Annex 1) to the administration of the civil aviation aerodrome if:

8.1. handling of State aircraft passengers is planned;

8.2. it is necessary to apply the following alternative security measures to State aircraft passengers, their baggage, and accompanying persons:

8.2.1. the exemption from access control;

8.2.2. the exemption from security screening;

8.2.3. the special security screening.

9. If urgent action is necessary, the period for submitting the application referred to in Paragraph 8 of this Regulation may be reduced to the period on which the organiser of the visit has agreed with the administration of the relevant civil aviation aerodrome.

10. The alternative security measures referred to in Sub-paragraph 8.2 of this Regulation shall be applied to State aircraft passengers and their baggage if they are departing from a civil aviation aerodrome of the Republic of Latvia, and also to accompanying persons.

11. Exemption from a security screening shall be applied to the baggage of a State aircraft passenger which is placed in the baggage compartment of the State aircraft if, on the basis of a request of the organiser of the visit, the State Security Service or the Military Police ensure that third parties have not accessed the abovementioned baggage from the moment of assembly thereof to the transfer at the civil aviation aerodrome.

12. The administration of the civil aviation aerodrome in cooperation with the organiser of the visit shall ensure that State aircraft passengers, their baggage, and accompanying persons are transported to the State aircraft in isolation from other passengers and crew of civil aviation aircraft and the civil aviation aerodrome personnel not involved in the handling of the State aircraft.

13. The organiser of the visit shall ensure that the State aircraft passengers and accompanying persons exempted from the security screening are informed of the security procedures of the civil aviation aerodrome and of the restrictions which are related to the carriage of dangerous substances in aircraft.

14. If exemption from the security screening is applied to State aircraft passengers and accompanying persons, the administration of the civil aviation aerodrome in cooperation with the State Security Service or the Military Police shall organise a security escort so that these persons would get to the State aircraft in isolation from other civil aviation aircraft passengers.

15. The organiser of the visit shall agree on the security measures referred to in Paragraphs 11 and 14 of this Regulation with the State Security Service or the Military Police not later than 48 hours before the State aircraft flight.

16. The ground handling of a State aircraft – baggage handling, handling on apron, physical handling of the incoming, outgoing, and transit cargo and mail in the stage between the airport terminal and the aircraft, control of the loading of the baggage on board the aircraft, exchange of information and provision of communication – in a civil aviation aerodrome which is subject to the laws and regulations governing the procedures for granting access to the airport ground handling market shall be ensured by a merchant who is entitled to provide the abovementioned ground handling services in the respective civil aviation aerodrome.

17. State aircraft may be placed in the demarcated area of a civil aviation aerodrome for the provision of ground handling services.

**III. Handling of State Cargo**

18. Transportation of State cargo from a civil aviation aerodrome of the Republic of Latvia shall be organised by the State institution the competence of which includes despatching of State cargo or by a foreign embassy accredited in the Republic of Latvia for the despatching of the relevant State cargo (hereinafter – the consignor of State cargo).

19. The consignor of State cargo shall:

19.1. determine the responsible officials who coordinate the handling of State cargo in a civil aviation aerodrome;

19.2. ensure that the responsible officials referred to in Sub-paragraph 19.1 of this Regulation are trained in accordance with the requirements of Paragraph 11.2.2 of Annex to Regulation No 2015/1998.

20. The consignor of State cargo shall, not later than four working days before the State aircraft flight, submit an application (Annex 2) to the Civil Aviation Agency for the application of alternative security measures. Exemption from the security screening shall be applied to the State cargo as the alternative security measure.

21. The Civil Aviation Agency shall, within two working days from receipt of the application referred to in Paragraph 20 of this Regulation, perform a security risk assessment in accordance with the requirements of Article 1 of Regulation No 1254/2009 and take the decision to exempt the State cargo from the security screening or to refuse to exempt the State cargo from the security screening, justifying the decision accordingly. The Civil Aviation Agency shall send the decision taken to the consignor of State cargo, its selected regulated agent, and the administration of the civil aviation aerodrome.

22. Handling of State cargo shall be ensured by a regulated agent the aviation security programme of which includes a section approved by the Civil Aviation Agency on the handling of State cargo. The list of regulated agents is published on the website of the Civil Aviation Agency www.caa.lv.

23. The regulated agent selected by the consignor of State cargo shall ensure that the State cargo is handled in accordance with the requirements of Paragraph 6.2.2 of Annex to Regulation No 2015/1998.

24. If there are such dangerous substances or goods on board the State aircraft which are referred to in Annex 18 to the Convention on International Civil Aviation of 7 December 1944 and in the document Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284) of the International Civil Aviation Organisation, its ground handling shall be ensured in accordance with the laws and regulations determining the procedures for transporting dangerous goods and dangerous freight by air.

Prime Minister A. K. Kariņš

Minister for Transport T. Linkaits

**Annex 1**

Cabinet Regulation No. 444

17 September 2019

**Application for the Receipt of State Aircraft Passenger Handling Services and for the Application of Alternative Security Measures in a Civil Aviation Aerodrome**

1. Informācija par valsts gaisa kuģa (turpmāk – gaisa kuģis) lidojumu:

Information about State aircraft (hereafter – aircraft) flight:

1.1. lidojuma mērķis/flight purpose 

1.2. gaisa kuģa tips/aircraft's type 

1.3. gaisa kuģa plānotais nosēšanās laiks/aircraft's scheduled arrival time 

1.4. gaisa kuģa plānotais izlidošanas laiks/aircraft's scheduled departure time 

1.5. gaisa kuģa lidojuma numurs/aircraft's flight number 

1.6. virszemes apkalpošanas pakalpojumu sniedzējs/ground handling service provider/ 

2. Gaisa kuģa pasažieru skaits:

Number of aircraft's passengers:

Ielido/Arrive  Izlido/Depart  Tranzītā/Transit 

3. Informācija par nepieciešamajām drošības pārbaudes un piekļuves kontroles procedūrām

Information about the security screening access control procedures required

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| 3.1. Atbrīvot no drošības pārbaudes:  Exempt the following from security screening:   pasažierus/passengers   pavadošās personas/accompanying persons   rokas bagāžu/cabin baggage   reģistrēto bagāžu/checked-in baggage  3.2. Nodrošināt īpašo drošības pārbaudes procedūru:  Ensure the special security screening procedure:   atviegloto pārbaudi/preferential screening   pastiprināto pārbaudi/enhanced screening   pieteiktajam transportam/vehicles screening  Prasību apraksts/description of requirements | 3.3. Atbrīvot no piekļuves kontroles: Exempt the following from access control:   pasažierus/passengers   pavadošās personas/accompanying persons   transportlīdzekļus/vehicles  3.4.  Pasu kontrole bez personas  klātbūtnes/Passport control without the presence of a person |

4. Delegācijas locekļu saraksts

List of members of the delegation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Vārds/  Name | Uzvārds/  Surname | Amats/  Position | Piemērojamās drošības pārbaudes/  Applicable security screening procedures |
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|  |  |  |  |  |

5. Pavadošo personu saraksts

List of accompanying persons

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| --- | --- | --- | --- | --- |
| No. | Vārds/  Name | Uzvārds/  Surname | Amats/  Position | Piemērojamās drošības pārbaudes/  Applicable security screening procedures |
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6. Drošības dienests, kurš nodrošina amatpersonu un delegācijas aizsardzību

Security service providing protection for officials and the delegation

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| --- | --- | --- |
| Valsts drošības dienests/Latvian State Security Service | Militārā policija/ Military police | Cits/Other |

7. Vizītes organizatora atbildīgā amatpersona, kas organizē un koordinē lidojuma apkalpošanu (amats, vārds, uzvārds, tālruņa numurs, e-pasts)\*

The responsible official of the organiser of the visit who organises and co-ordinates flight servicing (position, name, surname, telephone number, email)\*



8. Delegācijas pilnvarotā persona (amats, vārds, uzvārds, tālruņa numurs, e-pasts)

The responsible official of the delegation (position, name, surname, telephone number, email)



9. To transportlīdzekļu valsts numuri, kuriem nepieciešams iebraukt kontrolējamā teritorijā, un transportlīdzekļu vadītāju saraksts

Registration numbers of vehicles requiring access to the airside part of the Airport and driver list

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| --- | --- | --- | --- | --- | --- | --- |
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| --- | --- | --- | --- | --- |
| No. | Vārds/  Name | Uzvārds/  Surname | Amats/  Position | Piemērojamās drošības pārbaudes/  Applicable security screening procedures |
|  |  |  |  |  |
|  |  |  |  |  |

10. Izlidojošo/ielidojošo personu saraksts, kurām ir līdzi dienesta ieroči (norādīt vārdu, uzvārdu un informāciju par dienesta ieroču veidu un skaitu)

List of departing/arriving persons which carry service weapons, indicating the name, surname and information on the type and number of service weapons

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| --- | --- | --- | --- | --- |
| No. | Vārds/  Name | Uzvārds/  Surname | Amats/  Position | Dienesta ieroču veids un skaits/  type and number of service weapons |
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11. Nepieciešamais papildu aprīkojums un pakalpojumi/

Additional equipment and services required

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| --- | --- | --- | --- |
| Karogi/ Flags | Paklāji/ Carpets | Goda sardze/ Guard of honor | Masu informācijas līdzekļu pārstāvji/ Media representatives |

12. Informācija par kravu, ja tāda ir (norādīt kravas kopējo svaru, gabarītus, vienību skaitu un informāciju par bīstamajām vielām un izstrādājumiem tajā)/Information regarding cargo (if any) (specify the total weight, dimensions, number of units, hazardous substances and articles in it)







13. Citas norādes par gaisa kuģa pasažieru, bagāžas un/vai kravas apkalpošanu (norādīt, ja gaisa kuģa apkalpošanai ir nepieciešamas papildu tehnoloģiskās iekārtas un/vai aprīkojums)

Information about additional servicing of aircraft's passengers, baggage and/or cargo (specify if any additional technological devices and/ or equipment is needed to service the aircraft)



14. Pakalpojumu apmaksas veicējs/Payer for provided services:

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| --- | --- | --- | --- | --- |
| Prezidenta kanceleja/ Office of the President | Valsts kanceleja/ State Chancellery | Ārlietu ministrija/ Ministry of Foreign Affairs | Aizsardzības ministrija/ Ministry of Defence | Cits/Other |

Papildu informācija/ Additional information 

**After completion, this application is classified as limited access information**

After completion, this application is classified as limited access information

Piezīme/Remark. \* Pēdējā brīža izmaiņas/Last minute changes.

Atbildīgā amatpersona var veikt nebūtiskas izmaiņas pieteikumā esošajā informācijā/

The responsible official may submit minor changes to the information contained in the application.

Vizītes organizators apņemas atbilstoši kompetencei veikt visus nepieciešamos pasākumus, lai pieteikumā minētās personas, kuras lūgts atbrīvot no drošības pārbaudes, neradītu apdraudējumu civilās aviācijas drošībai.

The organiser of the visit undertakes within the limits of his competence, all necessary measures to ensure that persons which will be exempted from security screening do not create a threat to the security of civil aviation.

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| (vizītes organizatora pilnvarotās personas amats, vārds, uzvārds, paraksts/position, name, surname, signature of the person authorised by the organiser of the visit) |

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| --- | --- |
| on \_\_\_ \_\_\_\_\_\_\_\_ 20\_\_\_ |  |
| (datums/date) |  |

Minister for Transport T. Linkaits

**Annex 2**

Cabinet Regulation No. 444

17 September 2019

**Application for the Application of Alternative Security Measures to the State Cargo in a Civil Aviation Aerodrome**

1. Informācija par valsts gaisa kuģa (turpmāk – gaisa kuģis) lidojumu:

Information about State aircraft (hereafter – aircraft) flight:

1.1. lidojuma mērķis/flight purpose 

1.2. gaisa kuģa veids un tips/aircraft's kind and type 

1.3. gaisa kuģa plānotais nosēšanās laiks/aircraft's scheduled arrival time 

1.4. gaisa kuģa plānotais izlidošanas laiks/aircraft's scheduled departure time 

1.5. gaisa kuģa lidojuma pasūtītājs/aircraft's flight customer 

1.6. virszemes apkalpošanas pakalpojumu sniedzējs/ground handling service provider 

2. Valsts kravas nosūtītāja atbildīgā amatpersona, kas organizē un koordinē valsts kravas apkalpošanu (amats, vārds, uzvārds, tālruņa numurs)\*

The responsible official of the organiser of the flight who organises and co-ordinates flight servicing (position, name, surname, telephone number)\*

3. Oficiālais kravu aģents, kurš apkalpo valsts kravu

Regulated agent which handles the State cargo



4. Informācija par bīstamām vielām un izstrādājumiem valsts kravā (norādīt bīstamās vielas un izstrādājumus vai pievienot sarakstu)

Information on hazardous substances and articles transported as cargo on board of the aircraft (specify the hazardous substances and articles or annex a list)



5. Amatpersona, kas atbildīga par bīstamo vielu un izstrādājumu apkalpošanu (amats, vārds, uzvārds, tālruņa numurs)

The official responsible for handling of hazardous substances and articles(position, name, surname, telephone number)



6. Valsts kravas pēdējais pārkraušanas punkts pirms nogādāšanas lidlaukā

The last transshipment point of State cargo before delivering it to the aerodrome



7. Informācija par valsts kravas aizsardzības pasākumiem, kas tiek piemēroti kravai no tās pēdējā pārkraušanas punkta līdz lidlaukam, no kura krava tiks tālāk transportēta ar gaisa kuģi

Information on protection measures applied to State cargo from its final transshipment point until delivery to the aerodrome from where the cargo will be further transported by aircraft



Piezīme/Remark. \* Pēdējā brīža izmaiņas. Atbildīgā amatpersona var veikt nebūtiskas izmaiņas pieteikumā esošajā informācijā/Last minute changes. The responsible official may submit minor changes to the information contained in the application.

Valsts kravas nosūtītājs apņemas ievērot drošības procedūras, kas noteiktas civilās aviācijas lidlaukā, kurā notiek lidojuma apkalpošana.

The organiser of the flight undertakes to comply with the security procedures of the relevant civil aviation aerodrome where the flight is organised.

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| (lidojuma organizatora pilnvarotās personas amats, vārds, uzvārds, paraksts/position, name, surname, signature of the person authorised by the authority organising the flight) |

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| --- | --- |
| on \_\_\_ \_\_\_\_\_\_\_\_ 20\_\_\_ |  |
| (datums/date) |  |

Minister for Transport T. Linkaits