Technical conditions for transferring PNR data to the Passenger Information Unit
(PROJECT)

Ver. 0.2

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History of changes made

Date	Ver.	Description	Author
2018-02-27	0.1	Creating of document	Łukasz Grudziński

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PNR data range

Based on Article. 5 of the Act of 9 May 2018. on the processing of passenger name record data (Journal of Laws of 2018, items 894), the air carrier that organizes PNR flights, transfers PNR data concerning passengers of that flight to PIU, from the category of PNR data that it collects in the course of its activity for the purpose of booking or providing air transport.

The obligation applies to the flight of aircraft performing air transport of passengers, during which the state border is crossed and the take-off or landing takes place on the territory of the Republic of Poland (not applicable to domestic flights, i.e. those whose take-off and landing takes place on the territory of the Republic of Poland).

The PNR data includes the following categories of data:

1. PNR record locator;

2. Date of reservation/issue of ticket;

3. Date(s) of intended travel;

4. Name(s) and surname(s);

5. Address and contact information (telephone number, e-mail address);

6. Information on the payment for the ticket, including the payment card number, cash payment information, information on the invoice or other proof of payment for the ticket and information contained in the transfer order: bank account numbers of the sender and recipient, first and last name or sender's name and the recipient, amount and currency of the transfer, date and time of transfer and its title;

7. Complete travel itinerary for specific PNR;

8. Frequent flyer information;

9. Travel agency/travel agent;

10. Travel status of passenger, including confirmations, check-in status, no-show or go-show information;

11. Information on;

   a) separation of PNR data, including information on a change of booking made for more than one person in the area of indicating a new direction of flight for at least one of them, or

   b) dividing PNR data, including information on a change of booking made for more than one person in the scope of indicating a new direction of flight for all persons covered by it;

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12. General remarks (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 on departure and relationship to the minor, name and contact details of guardian on arrival and relationship to the minor, departure and arrival agent);

13. Ticketing field information, including ticket number, date of ticket issuance and one-way tickets, automated ticket fare quote fields;

14. Seat number and other seat information;

15. Code share information;

16. All baggage information;

17. Number and other names of travelers on the PNR;

18. Any advance passenger information (API) data collected (including the type, number, country of issuance and expiry date of any identity document, nationality, family name, given name, gender, date of birth, airline, flight number, departure date, arrival date, departure port, arrival port, departure time and arrival time);

19. All historical changes to the PNR listed in numbers 1 to 18.

Deadlines for transmission

According to art. 6 of the cited Act, PNR data are transferred to the PIU in two following dates:

1) from 48 to 24 hours before the planned start of the PNR flight,

2) immediately upon completion of the check-in and boarding of passengers on board an aircraft, when passengers are no longer able to board or leave the aircraft before it starts.

PIU on a request of a competent authority may additionally ask air carrier to provide data on other dates than 48 to 24 hours before the planned commencement of the flight and immediately after the check-in. PIU may in this case exempt the air carrier from the obligation to submit PNR data on the dates specified in art. 6 par. 1. This fact is noted in the request addressed to the carrier.

The data transmission terms preferred by PIU are:

• **25 hours before aircraft take-off for the first PNRGOV message**

• **ATD (actual time of departure) for the second PNRGOV message**

Depending on the capabilities of the systems used, air carriers retain the API data they collect as part of the PNR data, while other carriers do not. It is therefore important to ensure that air carriers that collect API data transmit them regardless of whether the technical means by which they retain API data are the same as for other PNR data. Therefore, if API data (in the context of PNR flight) are from DCS systems (Departure Control System), but it is not possible

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to synchronize them with the reservation system from which the PNRGOV message originates, transfer them using a separate channel using the **EDIFACT PAXLST format ATD.**

Each time a PNRGOV message is sent, it must contain a **full set of data (the so-called full PNR).**

Data format

The PNR National Information System supports following PNR data formats:

- EDIFACT PNRGOV - version 11.1 and later
- XML PNRGOV - version 13.1 and later

In the case of API data sent separately from the PNRGOV message:

- EDIFACT PAXLST - version from 2003 and later

Transmission protocols

Transmission protocol	Environment	EDIFACT PNRGOV	XML PNRGOV	EDIFACT PAXLST (API)
IATA TYPE-B	test	WAWPTXA	do not apply	WAWSTXA
	working	WAWPPXA		WAWSPXA
IBM MQ	test			
	working	**detailed configuration information will be provided in direct contact with NIS PNR technical support**		
AS4	test			
	working			

The following values should be used in the messages:

    a) PNRGOV:

            UNB Segment Interchange Recipient ID Element: **PLPIUPNR**

            UNG Segment Application Recipient ID Element: **PLPIUPNR**

    b) API:

            UNB Segment Interchange Recipient ID Element: **PLPIUAPI**

            UNG Segment Application Recipient ID Element: **PLPIUAPI**

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Web Portal for data transfer

Based on Article. 8 sec. 4 an air carrier that performs an irregular passenger air transport and does not have infrastructure to process and send the protocols and data formats specified above, transfers PNR data in accordance with a written arrangements with the Chief Commandant, among others via the portal provided by the Border Guard for so-called "Small carriers".

Via the portal, the air carrier enters PNR flight data, including passenger personal data, and then transfer it to the PIU. In addition, it is possible to send ready PNR messages via the portal in EDIFACT and XML formats.

Where the transfer of PNR data is impossible due to a technical failure on the part of a carrier operating regular flights, the carrier can use the above mentioned portal for the transfer of PNR data. The manner of submitting these data will be agreed with PIU on a basis of a written agreement (Article 8 (5) of PNR Act).

In the event of a technical failure occurring on the side of the carriers, resulting in the inability to transfer PNR data, the carrier fills in the form according to the example specified in Annex 4 and sent it to the Polish Passenger Information Unit.

In order to obtain an internet address for the "small carriers" portal, creating a user account and receiving access to it, please contact the Polish Passenger Information Unit.

Contact details

Contact	E-mail/address	Telephone/fax	Competence
Passenger Information Unit (PIU)	piu.pl@strazgraniczna.pl Al. Niepodległości 100 02-514 Warsaw Poland ePUAP –adres skrytki: KGSG/PNR	+48 22 513 55 00 Fax: +48 22 500 46 00 +48 22 500 46 01	The scope of information resulting from the law on the processing of passenger name record.
Service Desk (24/7)	servicedesk@strazgraniczna.pl	+48 797 337 000 +48 91 434 6029	Technical problems related to data transfer, carrier system failure, loss of connection with NIS PNR.
Technical Support	ksipnrsupport@strazgraniczna.pl		Configuration details of the NIS PNR system. Network addresses for individual data transmission protocols.

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Based on Article. 10. sec. 1 in order to ensure the effective transfer of PNR data, in order to ensure the effective transfer of PNR data, within 14 days prior to the commencement of PNR flights, he shall inform in writing or in an electronic form to the PIU about:

1) name of the carrier, address, telephone number and e-mail address - attachment 1,

2) protocol and data format from among those specified in the implementing regulations issued on the basis of art. 8 sec. 3 point 1, which were chosen to transfer PNR data to PIU, - Annex 2,

3) PNR schedules or flight programs established by the carrier - in the form of a structured document containing in particular: name of the carrier, departure / arrival date, departure / arrival time, flight number, airline code, departure / arrival airport,

4) elements of the category of PNR data collected by him - Annex 3.

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Annex 1 - contact details of the air carrier

DANE KONTAKTOWE PRZEWOŹNIKA	
Company name and IATA/ICAO code:	
E-mail address:	

Business contact

Personal data	
Title	
E-mail	
Telephone	

Contact for technical support*

Personal data	
Title	
E-mail	
Telephone	

24/7 technical support contact*

Personal data	
Title	
E-mail	
Telephone	

Service provider contact*

Personal data	
Title	
E-mail	
Telephone	

* Optional fields - recommended in order to improve cooperation

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Annex 2 - supported data formats and transmission protocols

Requirements	Available options
Transmission protocol	IATA Type-B IBM MQ AS4
Data format	PNRGOV: - EDIFACT (ver. 11.1 and later), - XML (ver. 13.1 and later) API: - EDIFACT PAXLST (2003 and later)
Flights direction*	Arriving and departing from Poland
Type of flights*	All available types code share, multi leg flight, circular flight, wet/dry lease, charter
The territorial range*	non-EU and intra-EU (with the exception of domestic flights)
The deadline for submitting data*	Message No. 1: between 48h and 24h before the aircraft starts Message No. 2: ATD (actual time of departure)
Contents of the message PNRGOV*	always full information (Full PNR)
Historical information in the message*	YES
Support for API data in the message PNRGOV*	YES
API sent by a separate channel*	YES
Compression support*	YES
Support for multi-part messages*	YES
Testing environment*	YES

* Optional fields - recommended in order to improve cooperation

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Annex 3 - scope of collected PNR data

Information on the scope of collected passenger data (PNR) by the air carrier			
Name of the carrier			
		Data collected obligatorily (ob), optionally (opt) *.	
		ob.	opt.
1.	PNR record locator	☐	☐
2.	Date of reservation/issue of ticket	☐	☐
3.	Date(s) of intended travel	☐	☐
4.	Name(s)	☐	☐
5.	Address and contact information (telephone number, e-mail address)	☐	☐
6.	All forms of payment information, including: billing address, payment card number, cash payment information, information on the invoice or other proof of payment for the ticket and information contained in the transfer order: bank account numbers of the sender and recipient, name and surname or name of the sender and recipient, amount and currency of the transfer, date and time of the transfer and its title	☐	☐
7.	Complete travel itinerary for specific PNR	☐	☐
8.	Frequent flyer information	☐	☐
9.	Travel agency/travel agent	☐	☐
10.	Travel status of passenger, including confirmations, check-in status, no-show or go-show information	☐	☐
11.	Split/divided PNR information incl.: change of booking made for more than one person in the scope of indicating a new direction of flight for at least one of them or dividing PNR data, i.e. change of booking made for more than one person in the field of indicating a new direction of flight for all persons covered by it	☐	☐
12.	General remarks (including all available information on unaccompanied minors under 18 years, such as:		
	a. name and surname (s), gender of the minor, age, language(s) spoken,	☐	☐
	b. name and surname (s) of the minor at the time of take-off of the aircraft, its address, telephone number, e-mail address, type and number an identity document and the type of connection between him/her and a minor,	☐	☐
	c. name and surname (s) of the minor at the time of landing of the aircraft, its address, telephone number, e-mail address, type and number of the identity document and the type of connection linking it with the minor,	☐	☐
	d. name and surname (names and surnames) of the air carrier's representative present at the departure and arrival	☐	☐
13.	Ticketing field information, including ticket number, date of ticket issuance and one-way tickets, automated ticket fare quote fields	☐	☐
14.	Seat number and other seat information	☐	☐
15.	Code share information	☐	☐
16.	All baggage information	☐	☐
17.	The number and names of other passengers mentioned in the PNR data regarding the booking	☐	☐
18.	Any advance passenger information (API) data collected (including the type, number, country of issuance and expiry date of any identity document, nationality, family name, given name, gender, date of birth, airline, flight number, departure date, arrival date, departure port, arrival port, departure time and arrival time)	☐	☐
19.	All historical changes to the PNR listed in numbers 1 to 18	☐	☐

* indicate whether the data in the course of the service is compulsorily collected by the carrier, or whether their provision is not obligatory.

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Annex 4 - data required when reporting the impossibility to transfer PNR data

<table>
<tr><td colspan="3" align="center">Reporting the impossibility of transferring PNR data</td></tr>
<tr><td>The name of the air carrier</td><td colspan="2"></td></tr>
<tr><td>The number (numbers) of flights to which the notification relates</td><td colspan="2"></td></tr>
<tr><td>PNR messages to which the application relates *</td><td colspan="2"></td></tr>
<tr><td>The date and time when the PNR data cannot be transferred</td><td colspan="2"></td></tr>
<tr><td>Expected period of inability to transfer PNR data</td><td colspan="2"></td></tr>
<tr><td>The reason for the impossibility to transfer PNR data</td><td colspan="2"></td></tr>
<tr><td rowspan="2">Will the PNR data be forwarded to PIU</td><td>☐ yes</td><td>☐ no</td></tr>
<tr><td>when:</td><td>reason:</td></tr>
<tr><td>A proposal for a different way of transmitting the PNR data in question</td><td colspan="2"></td></tr>
</table>

* specifying the date or dates in which the PNR data were to be provided on a scheduled basis

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