

RUP "National Airport Minsk"

# REGULATION

about Mass Media accreditation on the territory  
of RUP "National Airport Minsk"



## 01 GENERAL PROVISIONS

**1.1.** Accreditation of mass media (hereinafter referred to as MM) and their representatives is carried out in accordance with:

- The Law of the Republic of Belarus "About mass media";
- The government program for the protection of civil aviation against acts of unlawful interference, approved by Council of Ministers Decree of the Republic of Belarus No. 1295 10.10.2007;
- Instruction of the inspection in order to ensure aviation security, approved by the Decree of the Ministry of Transport and Communications of the Republic of Belarus and the Ministry of internal affairs of the Republic of Belarus No. 51/156 18.05.2009;
- The Aviation Security Program of the RUP "National Airport Minsk";
- This Status.

**1.2.** Accreditation of the MM and their representatives is carried out in order to create best conditions for the professional activities of journalists on the territory of the National Airport Minsk, as well as to preserve aviation security at the airport, and to ensure regular and effective work of the enterprise as a whole.

## 02 ELIGIBILITY FOR ACCREDITATION

**2.1.** Representatives of the editorial board (or directorate) of actual MM registered in the Republic of Belarus according to prescribed by the legislation of the Republic of Belarus, as well as representatives of foreign MM accredited to the Ministry of Foreign Affairs of the Republic of Belarus have the right to be accredited.

**2.2.** The lack of accreditation entails restriction of the rights of journalists in both controlled and uncontrolled areas of the airport, due to the special status of RUP "National Airport Minsk" (a sensitive facility).

## 03 TYPES OF ACCREDITATION

**3.1.** In order to carry out journalistic professional activities on the territory of the RUP "National Airport Minsk", the representatives of the editorial board (or directorate) of the MM can obtain temporary or permanent accreditation.

**3.2.** In order to carry out journalistic professional activities in the uncontrolled area of the airport, representatives of the editorial board (or directorate) of the MM can obtain either temporary (for a specific editorial task) or permanent accreditation for a period from six months to one year.

**3.3.** In case of reasonable necessity to perform a particular special task in the terminal control area, including in the security restricted area, temporary accreditation may be issued to MM representatives in coordination with the border and customs authorities.



## 04 4. PROCEDURE FOR OBTAINING PERMANENT ACCREDITATION TO AN UNCONTROLLED AREA.

**4.1.** To obtain permanent accreditation to the uncontrolled airport area, an application must be sent to General Director of RUP "National Airport Minsk" by :



fax:  
+375 (17) 279 17 68



email:  
info@airport.by

**4.2.** The application is submitted on the MM letterhead signed by the head of this MM and must be certified by seal. In the case of sending an application by e-mail, it must be a scan copy of the original document.

**4.3.** The application must contain:

- the full name of the MM;
- the founding Board;
- circulation and distribution method (broadcasting territory);
- frequency (broadcast time);
- subject or specialization;
- the location area of the editorial board (or directorate) of the MM;
- postal address and e-mail;
- telephone and fax numbers of the editorial board (directorate);
- the purpose of accreditation (for example, meeting guests of the show, pop or sport stars, etc.);
- accreditation period;
- contact person and his coordinates.

**4.4.** The application must also contain:

- the number of MM representatives who, during the accreditation period, will carry out professional duties in the uncontrolled area of the airport, indicating their surnames, names, patronymic names (if available), passport data, positions held and contact telephone numbers;
- a list of equipment, which will be used by journalists during the accreditation period (for example, two camcorders, one camera, etc.);

**4.5.** The decision on permanent accreditation is made within 10 working days from the date of receiving the application.

**4.6.** In the case of a positive decision, the Media Relations Department of RUP "National Airport Minsk" will send an official permission to carry out professional activities in the uncontrolled area of the airport to the editorial office (or directorate).

## 05 RIGHTS OF PERMANENTLY ACCREDITED MM REPRESENTATIVES IN AN UNCONTROLLED AREA

**5.1** Representatives of permanently accredited MM enjoy all the rights granted by the Constitution of the Republic of Belarus, the Law of the Republic of Belarus "About Mass Media", as well as the Regulation on coordination procedure of RUP "National Airport of Minsk" with MM.

**5.2.** Representatives of permanently accredited MM have the right to:

independently move freely within the uncontrolled area and carry out professional duties within the areas agreed with the representatives of Media Relations Department;

to the Cooperation and help of the staff of Media Relations Department, as well as other airport staff in photo and video shooting, interviews, etc.;

Cooperation from the staff of Media Relations Department to receive additional comments and clarifications of the airport Board and specialists on certain issues within their competence.

**5.3.** Representatives of permanently accredited media have the primary right to receive information, as well as photo and video of important events, events taking place at the airport or on its territory.

## 06 6. OBLIGATIONS OF PERMANENTLY ACCREDITED MM REPRESENTATIVES IN AN UNCONTROLLED AREA

**6.1.** In order to carry out professional duties, representatives of permanently accredited MM are obliged to inform staff of Media Relations Department of the airport about the time, purpose of photo-video shooting, interviews, etc., as well as the journalistic (filming) lineup, in advance (at least 4 hours before arrival) on one of the following phone numbers:

+375 (17) 279 22 78

+375(17) 279 26 17  
phone/fax

+375 (17) 279 25 53

**6.2.** Representatives of permanently accredited MM must:

- follow aviation safety regulations;
- comply with the requirements of the Aviation Security and Regime Services (ASRS) of the airport, as well as representatives of law enforcement agencies, which are performing duties at the airport;



- follow the recommendations of the airport Media Relations Department staff;
- do not interfere with the work of airport services;  
Do not interfere with the vehicles traffic, machinery duty, equipment and other technical means;
- not to inhibit the departure and arrival of passengers, as well as their free movement at the
- airport;
- respect the rights, interests, honor and dignity of passengers, airport staff and representatives of other enterprises and organizations operating at the airport;
- preliminarily coordinate with representatives of the Media Relations Department prepared materials for publication or on the TV air, including if they contain comments
- or statements by airport officials;  
use terminology correctly when covering specialized issues.

## 07 PROCEDURE FOR OBTAINING TEMPORARY ACCREDITATION TO AN UNCONTROLLED ZONE

**7.1.** To receive a one-time-use accreditation to the uncontrolled airport area, an application must be sent to the Director General of the RUP "National Airport Minsk" by:



fax:  
+375 (17) 279 17 68




email:  
info@airport.by

**7.2.** The application must be submitted on the company's letterhead signed by the head of this MM and must be certified by seal. In case of sending an application by e-mail, the scanned copy of original document must be attached.

**7.3.** The application must include:

- the full name of MM;
- the purpose of accreditation;
- The date and time of the presence of MM representatives in the uncontrolled area of
- the airport (for example, on August 15 from
- 12 to 17 o'clock);
- surnames, names, patronymic names of representatives of MM with indication of their positions and contact phone numbers;
- in case of necessity taking photos and videos, specify a list of equipment, which will be used by MM representatives (for example, two camcorders, one camera, etc.);
- the estimated place and time of publication in MM of prepared journalistic material;
- contact person and his coordinates.





**7.4.** The application for a one-time-use accreditation must be sent at least one day before the estimated time of arrival of MM representatives at the airport. In case of emergency, an application may be lodged on the same day, but no later than 3 PM.

**7.5.** Information on the decision about accreditation can be found on one of the following phone numbers:

**+375 (17) 279 22 78**

**+375(17) 279 26 17**  
phone/ax

**+375 (17) 279 25 53**

only if the staff of Media Relations Department have not contacted the editorial board of the media before this time.

## **08 8. RIGHTS OF REPRESENTATIVES OF TEMPORALLY ACCREDITED MEDIA IN AN UNCONTROLLED AREA**

**8.1.** Representatives of temporarily accredited MM enjoy all the rights granted by the Constitution of the Republic of Belarus, the Law of the Republic of Belarus "About Mass Media", as well as the Regulation on coordination procedure of RUP "National Airport of Minsk" with MM.

**8.2.** Representatives of temporarily accredited MM have the right to:

- independently move freely within the uncontrolled area and carry out professional duties within the areas in the presence of staff of Media Relations Department;
- to the cooperation and help of the staff of Media Relations Department, as well as other airport staff in photo and video shooting, interviews, etc.

Cooperation from the staff of Media Relations Department to receive additional comments and clarifications of the airport Board and specialists on certain issues within their competence.

## **09 9. OBLIGATIONS OF REPRESENTATIVES OF TEMPORARY ACCREDITED MM IN AN UNCONTROLLED AREA**

**9.1.** Representatives of temporary accredited MM must:

- follow aviation safety regulations;
  - comply with the requirements of the Aviation Security and Regime Services (ASRS) of the airport, as well as representatives of law enforcement agencies, which are performing duties at the airport;
  - follow the recommendations of the airport Media Relations Department staff;
- 

- do not interfere with the work of airport services;
- do not interfere with the vehicles traffic, machinery duty, equipment and other technical means;
- not to inhibit the departure and arrival of passengers, as well as their free movement at the airport;
- respect the rights, interests, honor and dignity of passengers, airport staff and representatives of other enterprises and organizations operating at the airport; предварительно согласовывать с представителями отдела по связям со СМИ
- preliminarily coordinate with representatives of the Media Relations Department prepared materials for publication or on the TV air, including if they contain comments or statements by airport officials;
- use terminology correctly when covering specialized issues.

## 10 SPECIAL PROCEDURE FOR ACCREDITING TO AN UNCONTROLLED AREA

**10.1.** In case of reasonable necessity to perform a particular special task in the terminal control area, including in the security restricted area, temporary accreditation may be issued to MM representatives.

**10.2.** An application must be sent in order to obtain necessary permissions:

To Aviation Department of the Ministry of Transport and Communications of the Republic of Belarus addressed to the Director of the Department;

To State Border Committee of the Republic of Belarus addressed to Chairman of the Committee. To resolve emerging issues promptly, contact Spokesman of the State Border Committee;

To State Customs Committee of the Republic of Belarus addressed to Chairman of the Committee.

**10.3.** All requests must be written on the company's letterhead signed by the head of this MM and certified by seal. In the case of e-mail request, a scanned copy of original document must be attached.

**10.4.** The application must include:

- the full name of MM;
- the purpose of accreditation;
- The date and time (for example, on August 15 from 12 to 17 o'clock);
- surnames, names, patronymic names of representatives of MM with indication of their positions, passport information (series and number, by whom and when issued, date and place of birth, registration address) and contact phone numbers;

- in case of necessity taking photos and videos, specify a list of equipment, which will be used by MM representatives (for example, two camcorders, one camera, etc.);
- the estimated place and time of publication in MM of prepared journalistic material;
- contact person and his coordinates.

**10.5.** All applications must be sent no later than 3 working days before the expected date of accreditation. In case of emergency, applications may be reviewed within 24 hours.

**10.6.** In case of reasonable necessity to perform a particular special task (including photo and video shooting, nearby or on board the aircraft, a MM representative must obtain permission from the airline's representative office.

**10.7** Information about accreditation can be obtained on one of the following phone numbers:

**+375 (17) 279 22 78**

**+375(17) 279 26 17**  
ТЕЛ/ФАКС

**+375 (17) 279 25 53**

only if the staff of Media Relations Department have not contacted the editorial board of the media before this time.

## **11 RIGHTS OF REPRESENTATIVES OF TEMPORALLY ACCREDITED MEDIA IN AN UNCONTROLLED AREA**

**11.1.** Representatives of temporarily accredited MM enjoy all the rights granted by the Constitution of the Republic of Belarus, the Law of the Republic of Belarus "About Mass Media", as well as the Regulation on coordination procedure of RUP "National Airport of Minsk" with MM.

**11.2.** Representatives of temporarily accredited MM have the right to:

move within the controlled area and to carry out professional duties in the presence of Aviation Security and Regime Services representatives of the airport, Border Guard State Control«Minsk» and the staff of Media Relations Department;

the cooperation and help of the staff of Media Relations Department, as well as other airport staff, Border Guard State Control«Minsk» representatives in photo and video shooting, interviews, etc.

Cooperation from the staff of Media Relations Department to receive additional comments and clarifications of the airport Board and specialists on certain issues within their competence.





## **12 OBLIGATIONS OF REPRESENTATIVES OF TEMPORARY ACCREDITED MM IN AN CONTROLLED AREA**

**11.1.** Representatives of temporary accredited MM must:

- follow aviation safety regulations;
- comply with the requirements of the Aviation Security and Regime Services (ASRS) of the airport, as well as representatives of law enforcement agencies, which are performing duties at the airport;
- follow the recommendations of the airport Media Relations Department staff;
- surnames, names, patronymic names of representatives of MM with indication of their positions, passport information (series and number, by whom and when issued, date and place of birth, registration address) and contact phone numbers; do not interfere with the work of airport services;
- Do not interfere with the vehicles traffic, machinery duty, equipment and other technical means;
- not to inhibit the departure and arrival of passengers, as well as their free movement at the airport;
- respect the rights, interests, honor and dignity of passengers, airport staff and representatives of other enterprises and organizations operating at the airport;
- preliminarily coordinate with representatives of the Media Relations Department prepared materials for publication or on the TV air, including if they contain comments or statements by airport officials;
- use terminology correctly when covering specialized issues.

## **13 REFUSAL AND WITHDRAWAL OF ACCREDITATION**

**13.1.** The Aviation Security and Regime Services (ASRS) of the airport reserves the right to refuse any accreditation to the MM without giving any reason.

**13.2** Accreditation may also be refused if:

- the application for accreditation does not meet the requirements of this Regulation;
- The information contained in the application does not correspond to reality.
- A MM representative accreditation may be revoked:
  - if he/she or the editorial board (Directorate) has violated the requirements of this Regulation;
  - for violation of aviation safety rules;
  - for the dissemination of information that does not correspond to reality, discrediting the honor and dignity of airport staff, as well as the business reputation of the RUP "Minsk National Airport";
  - for incorrect behavior and refusal to the demands of the ASRS (Aviation Security and Regime Services) staff;





- in case of the dismissal of a representative of the permanently accredited MM(which must be reported to the airport’s Media Relations Department within three days). At the vacant place the editorial office (Directorate) of the MM can accredit another employee.

## 14 14.FURTHER INFORMATION

**14.1** Additional information can be obtained from Media Relations Department on one of the following phones:

- +375 (17) 279 2278;
- +375 (17) 279 2617;
- +375 (17) 279 2553.

