Pursuant to the Article 61. paragraph (2) of the Law on Administration ("Official Gazette of BiH", No. 32/02), and Article 8. paragraph (1) item j) of the Law on Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina ("Official Gazette of BiH, No. 56/08), and based on the needs of the Ministry of Foreign Affairs, the director of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina issues

S T A N D A R D S
for organization of temporary locations for submitting applications for issuance of biometric travel documents of Bosnia and Herzegovina abroad

Article 1
(Definitions)

(1) **Temporary location** is a space where processing of applications for issuance of biometric travel documents and acquisition of biometric data are organized.

(2) **Temporary communication channel** is a VPN tunnel, temporarily established between a temporary location and the communication hub of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina (hereinafter: the Agency) in case when temporary locations operates in Online mode.

Article 2
(Objective and subject)

These standards define the procedures and rules that must be respected in order to organize temporary locations for submitting applications for issuance of biometric travel documents of Bosnia and Herzegovina abroad (so called diplomatic-consular days).

Article 3
(Jurisdiction in submitting a request)

Request for organizing a temporary location can be submitted exclusively by the Ministry of Foreign Affairs of Bosnia and Herzegovina.

Article 4
(Submission of a request)

(1) Organizing of a temporary location must be registered to the Agency at least 30 days prior to the commencement of operation of the temporary location.

(2) Registration of a temporary location is conducted in writing by specifying the exact address of the location, the exact time of operation of the location in the domestic and local time of the location, whether it is static or dynamic public IP address for establishment of VPN communication (if it is static public IP address, the exact IP address should be submitted, otherwise specify that it is dynamic IP address),

(3) The Agency shall inform the applicant at least 10 days prior to the commencement of operation of the temporary locations on parameters for establishment of temporary communication channel.

Article 5
(Rules for organization of a location)

Temporary locations can operate for 2 days longest. Testing of the operation of communication must be conducted one or two days prior to the official commencement of the operation. It is necessary to specify in the request which period of operation is related to the official operation of the temporary location and which to the test period.

Article 6
(Rules for operating a location)

(1) The entire period of operation of a temporary location must be video recorded. Medium with the video files must be kept for at least 5 years from the day of organization of temporary location. Persons who have submitted the request must be clearly visible in the recorded material.

(2) All operations on data from the location must be performed from at least two user accounts. Entering the request and acquisition of data must not be performed by the same user. Initiating biometric verification, initiating identity checks and approval of the request must be performed from the temporary location.

(3) Temporary location must be equipped with hardware device for establishment of VPN-s.

(4) Acquisition of biometric data must be conducted in accordance with prescribed standards.

(5) Responsibility for the safety of work on a temporary location and the entire administrative procedures conducted on these locations are held by the staff of the Ministry of Foreign Affairs.

Article 7
(Implementation of Standards and inspection supervision)

(1) Ministry of Foreign Affairs is responsible for all protective measures and conducting procedures for issuance of documents.

(2) The Agency is entitled to perform inspection supervision of the location and to disconnect the temporary communication channel at any moment.

Article 8
(Operation mode)

In case that the temporary location operates in Offline mode, it is not necessary to ensure temporary communication channel, defined in Article 1,paragraph 2. If the temporary location operates in the abovementioned operation mode, it is not necessary to inform the Agency on these activities. All other conditions related to the operation of the temporary locations are the same regardless of whether temporary location operates in Online or Offline mode.

Article 9
(Entry into force)

(1) These standards shall enter into force on the day of enactment and shall be applied only in case of organizing temporary locations for submitting applications for issuance of biometric travel documents of Bosnia and Herzgovina abroad (diplomatic-consular days).

(2) Ministry of Foreign Affairs is obliged to pass a separate internal act on the method of implementation of these standards and to perform continuous education of their staff about implementation of these standards.

(3) Ministry of Foreign Affairs is obliged to pass a separate internal act on keeping the video files about the operation of temporary locations.

(4) Upon entering into force of these standards, the standards for organization of temporary locations for submitting applications for issuance of biometric travel documents of Bosnia and Herzegovina abroad, No. 15-01-02-2-648/08 from 23 February 2010 which is as Enclosure 3 an integral part of Standards of protection at locations and recommendations for work of the staff of competent authorities – Version 2 of 17th August 2010 have ceased to be effective.

No: 15-03-02-2-508-1/2013

Date: 28 May 2013

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DIREKTOR
mr Siniša Macan

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