



Босна и Херцеговина
Агенција за идентификациона
документа евиденцију
и размјену података



Bosna i Hercegovina
Agencija za identifikacijske/identifikacione
isprave/dokumente, evidenciju
i razmjenu podataka

Pursuant to Article 61 of the Law on Administration ("Official Gazette of BiH, No.32/02 and 112/09), Article 19 of the Law on Agency for Identification Documents, Registers and Data Exchange of BiH (Official Gazette of BiH, No 56/08) and Article 20 of the Law on Freedom of Access to Information in Bosnia and Herzegovina („Official Gazette of BiH“, No: 28/00, 45/06, 102/09, 62/11 and 100/13), the Director of the Agency for Identification Document Registers and Data Exchange of BiH issues the

INDEX REGISTER OF INFORMATION

of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina (2nd edition)



You may obtain Index register of information upon request in the Agency for Identification Documents, Registers and Data Exchange of Bosnia and on the website: www.iddeea.gov.ba

Banja Luka, June 2014

INDEX REGISTER OF INFORMATION OF THE AGENCY FOR IDENTIFICATION DOCUMENTS, REGISTERS AND DATA EXCHANGE OF BiH

The integral part of this Guidebook of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina for submitters of the request according to the Law on Freedom of Access to Information in Bosnia and Herzegovina is also the Index register of information which further informs the submitter of request about the kind of information that he/she can obtain in the Agency.

Please note that the Agency particularly takes into account the provisions of the Law on Protection of Personal Data when distributing information. ("Official Gazette of BiH", No. 49/06).

In accordance with the Law on Agency for Identification Documents, Registers and Data Exchange ("Official Gazette of BiH", No.56/08) following duties shall be the responsibility of the Agency:

- to propose and implement strategy and policy of development in the field of identification documents in Bosnia and Herzegovina pursuant to ICAO 9303 standard and other relevant standards;
- to conduct procurement, storage, personalization, quality control and transport of identification documents for the needs of competent authorities of Bosnia and Herzegovina;
- to technically design and establish registers defined by this Law;
- to maintain and manage the databases where data from the registers defined by this Law and from information systems are collected, and which are used to access the said registers;
- to provide appropriate infrastructure, special conditions for work and data protection, and other technical preconditions for undisturbed functioning of databases within its competences and databases which are within competences of other ministries, institutions and authorities at their request and in accordance with the law;
- to issue data on registers and from the registers to authorized institutions and legal entities;
- to design, develop and maintain software solutions necessary for maintenance of the registers within the competencies of the Agency, whether by internal resources, cooperation with source authorities or through involvement of companies.
- to develop, maintain and improve telecommunications network for data transmission for the needs of the Agency, and other public security authorities in accordance with the Telecommunications Law, in order to enable efficient data exchange from the registers defined by this Law;
- to set standards for the equipment that will be procured and used in the process of data processing and data exchange by competent, receiving and source authorities in accordance with this Law;

- to set standards which are necessary at the locations where central register system is accessed and data exchange is done in order to provide security and protection of data and the system itself;
- to implement administrative proceedings regarding the scope of work of the Agency in accordance with the effective legal regulations;
- the Agency is responsible for personalization and technical processing of following identification documents:
 - Identity cards;
 - Identity cards for foreigners;
 - Driving licenses;
 - Travel documents;
 - Tachograph cards;
 - Local Border Traffic Permits;
 - Documents for registration of vehicles;
 - Other identification documents with consent of the competent authorities and special Decision of the Council of Ministers;
- (3) the Agency maintains registers for:
 - identity cards of Bosnia and Herzegovina nationals;
 - identity cards for foreign nationals;
 - driving licenses;
 - civil, official and diplomatic passports;
 - personal identification numbers;
 - permanent and temporary residence of Bosnia and Herzegovina;
 - registration of motor vehicles and registration documents;
 - Tachograph cards;
 - Local Border Traffic Permits;
 - fines and registers of infringements;
 - other registers approved by the source authorities, and with special Decision of the Council of Ministers;
- digital signing in the field of identification documents, i.e. responsibility for electronic certificates and electronic signatures related to identification documents, in accordance with the law defining the electronic signature;
- cooperation with international institutions in charge for the field of identification documents.

Legal responsibilities of the Agency are realized within the following organizational units:

Technical sector:

- performs tasks of planning and development of information systems related to the work of the Agency;
- manages projects implemented by the Agency for the purpose of law enforcement;

- performs tasks of planning and development of computer networks used by other authorities which cooperate with the Agency in accordance with Law;
- independently or in cooperation with external legal entities and natural persons maintains the Data Transmission Network for the Agency and public safety authorities;
- performs administration and maintenance of equipment installed in the information - communication hubs in Banja Luka and Sarajevo;
- ensures efficient and economical use of human, financial and material resources of the sector through the execution of administrative tasks related to the designated work of civil servants and employees of the Agency and management of the same;
- performs maintenance and administration of equipment and systems for which the Agency is responsible, both for the Agency and the competent authorities, in the facilities of the Agency and in the facilities where the Agency has its own equipment;
- Develops and implements plans and policies of security and safety of the systems that are related to the Agency's work, especially regarding the protection of personal data;
- maintains optimal micro - climate working conditions in IT – communication hubs in Banja Luka and Sarajevo;
- cooperates with external companies and institutions regarding the development and maintenance of the systems that are within the Agency and the Sector;
- cooperates with competent authorities in the scope of its activities, particularly with external entities interested in the data exchange;
- conducts activities related to assessment of civil servants' performance and other activities regarding the status of civil servants and employees of the sector from the point of view of the labor law,
- plans training and education required for civil servants, particularly related to the training of experts in the field of information - communication technologies.

Sector for financial and legal affairs:

- ensures legitimate functioning of the Agency through appropriate application of regulations in the area of financial management, regulations concerning activities of the Agency and other regulations;
- performs financial analysis and planning in order to implement strategic and operational objectives of the Agency;
- performs the tasks of receiving, distribution and sending mail, keeping records of received and sent mail as well as keeping other prescribed records regarding office management, and archiving of the entire documentation received or created by the Agency,(registry and archive);
- ensures efficient and economical use of human, financial and material resources of the Agency through the execution of administrative tasks related to the determined work of civil servants and employees of the Agency, management of the same, making decisions about their rights and obligations in the service or in connection with the service by submitting proposals to the Director of the Agency;

- keeps material and financial records and treasury, conducts procurement procedures, distribution and maintenance of all equipment of the Agency, monitors the state of supplies and material records, and develops and monitors the financial plans;
- prepares proposals for amendments to regulations relating to the work of the Agency and conducts legal procedure for their adoption, and monitors changes of positive regulations;
- forms contracts, agreements, decrees, decisions and other acts necessary for the activities of the Agency and provides legal interpretations to the Director of the Agency;
- conducts disciplinary procedures for employees and participates in the work of the disciplinary committee of the Civil Service Agency of BiH in implementation of the disciplinary proceedings for civil servants;
- cooperates with and prepares answers upon request of the judicial authorities, Attorney's Office of BiH, the Public Procurement Agency, the Civil Service Agency of BiH, the Central Election Commission of BiH and other ministries and administrative bodies in BiH;
- conducts activities related to assessment of civil servants' performance and other activities regarding the status of civil servants and employees of the sector from the point of view of the labor law,
- is responsible for human resources management in the Agency.

Sector for Standards and International Cooperation

- follows relevant standards concerning competencies of the Agency, particularly ICAO 9303;
- follows European regulations concerning competencies of the Agency, especially the identification documents;
- monitors and coordinates activities related to the obligations of the Agency in the process accession of Bosnia and Herzegovina to European integrations;
- establishes contacts with foreign countries regarding the Agency's competencies;
- plans and proposes projects that are related to the application of new standards;
- plans and proposes projects related to European integration and the application of European regulations concerning the Agency's competencies;
- proposes training related to the application of European standards and regulations concerning the Agency's competencies;
- conducts activities related to assessment of civil servants' performance and other activities regarding the status of civil servants and
- management of human resources in the Agency.

Center for storage, personalization and transport of documents

- performs the tasks of storage, personalization, distribution and transport of all documents for which the Agency is responsible;

- ensures efficient and economical use of human, financial and material resources of the Center, through the execution of administrative tasks related to the determined work of civil servants and employees of the Agency and management of the same;
- makes development plans and follows European regulations and standards in the field of document protection;
- prepares and implements system of protection within the Center and monitors and establishes all necessary standards for operation;
- maintains optimal micro - climate working conditions within the Center;
- prepares necessary plans concerning the Center, and for the needs of the Agency and reports to the Agency on all activities of the Center;
- cooperates with competent authorities in the field of their activities;
- conducts activities related to assessment of civil servants' performance and other activities regarding the status of civil servants.

Regional centers: Sarajevo, Bihac, Bijeljina, Mostar

- exceptionally, the Regional Center Sarajevo performs administration and maintenance of telecommunications and IT equipment in the information - communications hub of the Agency in Sarajevo and implements activities according to instructions from the Technical sector;
- administers and maintains the Data Transmission Network in the part of the territory of Bosnia and Herzegovina defined by the Rulebook on Internal Organization of the Agency;
- performs tasks related to cooperation with competent authorities and other entities interested in data exchange in the part of the territory of Bosnia and Herzegovina defined by the Rulebook on Internal Organization of the Agency;
- performs tasks of supervision of competent authorities and other bodies related to the system of Agency in the segment of security on the part of the territory of Bosnia and Herzegovina defined by the Rulebook on Internal Organization of the Agency;
- performs administrative - personnel and financial matters related to the work of the Regional Center;
- conducts activities related to assessment of civil servants' performance and other activities regarding the status of civil servants and employees of the Center from the point of view of the labor law.

❖ Remark

- **Applications for access to information which are under control of the Agency and which refer to the competencies, scope of work and functioning of the Agency** are submitted in accordance with the Law on Freedom of Access to Information in BiH („Official Gazette of BiH“ No. 28/00, 45/06, 102/09, 62/11 and 100/13), exclusively on application form for access to information, which is available on the Agency's web site www.iddeea.gov.ba.

Access to data from the registers* that are maintained by the Agency is conducted in accordance with the Rulebook on Manner of Access to Registers and Data Exchange („Official

Gazette of BiH" No. 35/09) and applications are submitted exclusively on form Nr. 1 of this Rulebook, which is also available on the Agency's web site www.iddeea.gov.ba.

***The Agency maintains following registers:**

- identity cards of Bosnia and Herzegovina nationals;
- identity cards for foreign nationals;
- driving licenses;
- civil, official and diplomatic passports;
- personal identification numbers;
- permanent and temporary residence of Bosnia and Herzegovina;
- registration of motor vehicles and registration documents;
- Tachograph cards;
- Local Border Traffic Permits;
- fines and registers of infringements;
- other registers approved by the source authorities, and with special Decision of the Council of Ministers.

X

DIREKTOR
mr Siniša Macan

дигитално потписано / digitalno potpisano / digitally signed

Number: 15-01-02-3-449/14
Banja Luka, 11 June, 2014