

IPA National Programme 2008 Part II – Bosnia and Herzegovina

Fiche 16: Citizen Identification Protection System

1. Basic information

1.1 CRIS Number: 2008/20-339

1.2 Title: Consolidation of Citizen Identification Protection System - CIPS registry

1.3 ELARG Statistical code: 03.10 European Standards/Information Society and Media

1.4 Location: Bosnia and Herzegovina

Implementing arrangements:

1.5 Contracting Authority: European Commission

1.6 Implementing Agency: European Commission

1.7 Beneficiary:

Institution: Directorate for CIPS project implementation

Ministry of civil affairs BiH

Senior Programming Officer (SPO): Mr. Srđan Nogo

Address: Trg BiH 1, Sarajevo

Phone: +387 33 561 550

Fax: +387 33 219 412

E-mail: srdjan@cips.gov.ba

Secondary beneficiaries:

Ministries of internal affairs in BiH (Republic Srpska, Federation BiH and Brcko District).

Ministry of Security

State Border Police

State Investigation and Protection Agency (SIPA),

The High Judicial and Prosecutorial Council

Central election commission in BiH

Financing:

1.8 Overall cost: EUR 2,250,000

1.9 EU contribution: EUR 2,000,000

1.10 Final date for contracting: Two years following the date of the conclusion of the Financing Agreement

1.11 Final date for execution of contracts: Two years following the end date of contracting

1.12 Final date for disbursements: One year following the end date for the execution of contracts

2. Overall Objective and Project Purpose

2.1 Overall Objective

Strengthening the CIPS Directorate as the central state institution in the area of telecommunications and registries management.

2.2 Project purpose

The purpose is to equip the CIPS Directorate with additional software and hardware tools to fulfil its role in information management.

2.3 Link with AP/NPAA / EP/ SAA

The draft Stabilisation and Association Agreement (SAA) makes a reference to the White book of European Union component dealing with the protection of personal data. Article 79 of the draft SAA states:

"Bosnia and Herzegovina will harmonise its legislation concerning personal data protection with Community law and other European and international legislation on privacy upon the entry into force of this Agreement. Bosnia and Herzegovina will establish independent supervisory bodies with sufficient financial and human resources in order to efficiently monitor and guarantee the enforcement of national personal data protection legislation. The Parties will cooperate to achieve this goal."

2.4 Link with MIPD 2008-2010

Axe 1: Political Criteria

EC assistance will support the implementation of the **2006 Public Administration Reform Strategy**, including support to the institutions responsible for EU integration policies to obtain a reformed, streamlined, harmonised, effective, transparent and service oriented public administration, capable of leading Bosnia and Herzegovina through the Stabilisation and Association Process. Support will be given only to ministries and institutions which are adequately financed and operational and properly equipped, especially in terms of premises and staff.

Axe 3: Ability to assume the obligations of Membership

The BiH Strategy and Action Plan for the development of the BiH information society will be implemented, liberalisation of the telecom sector. The national legislation for electronic communication and services will be aligned to the EU regulatory framework. The telecom regulator is fully able to carry out its mandate and meets EU standards.

2.5 Link with national/ sector investment plans

1. PAR (Public Administration Reform) strategy
2. Strategy for Information Society BiH and its Action Plan
3. EU Integration Strategy of Bosnia and Herzegovina

3. Description of project

3.1 Background and justification:

The Citizen Identification Protection System (CIPS) is primarily concerned with providing safe and secure registration and data management procedures, processes and system for the whole country. The CIPS Directorate is currently implementing or maintaining 14 projects that are important for the state pertaining to 350 locations in BiH and abroad involving around 20 local and foreign institutions and organisations. It has a total of 76 permanently employed staff.

The CIPS Directorate has responsibilities in different fields, they are mainly:

- Personal identification number- JMB of citizens in BiH.
- Residence permits
- ID card
- Driver's licenses
- Registration of vehicles
- Passports
- Central election register
- Visas and residence permits
- Standard police reports
- Criminal records and records of criminal acts perpetrators
- Records of companies' registers
- Citizenships records
- Database of Nationality-Citizenship
- Database of personal weapons of citizens and official persons

The new consolidated CIPS registry will have six new components:

- Improvement security level of CIPS information systems through consolidated database model of data and new integrated application
- Optical backbone backup for Synchronous Digital Hierarchy SDH network.
- Supply of hardware equipment and software to CIPS
- E-services.
- Help Desk Directorate of CIPS.
- Document management in Directorate of CIPS

The government of Bosnia and Herzegovina, e.g. CIPS Directorate is expecting to be provided by a fully developed, implemented, tested, bug-fixed, documented, with data migrated and super users trained database model, which will be, designed as consolidated system enabling support for new application(s) and new e-services . In Addition, new system will incorporate several applications already in production.

Consolidation needs to take into account data models and functionalities of existing applications/modules, already in production: Passports, ID Cards, Driving Licenses, Vehicle Registration system and applications/modules who are in the phase of implementation in the future by side of CIPS- Biometric Passport of BiH citizens.

Consolidated information system should be based on a modern, component-based design and an open, standards-based architecture, providing the highest levels of security and privacy to counter the risks of identity fraud across multiple sectors.

The accumulation of more and more databases (and more users) to the existing CIPS information system, this risk will only further increase. Moreover, due to the incremental growth of the CIPS information system, ad hoc security measures can only partially mitigate these risks. Therefore a more systemic solution, such as through the introduction of PKI, is urgently called for. Through the systemic introduction of PKI in the CIPS information system, access to personal data will be better canalized and organized. PKI system project is under implementation under IPA 2007 component.

CIPS Synchronous Digital Hierarchy-SDH communication network represent communication system for purpose connecting to the one unique network many state institutions in BiH. Basic idea and concept SDH network is that with Internet Protocol Ethernet protocols have been started in CIPS Directorate in purpose of establish of fast and cheaper connection for institution of BiH. The ownership of the established system has been granted by the BiH Council of Ministries BiH to CIPS Directorate. SDH network system was implemented by EC Delegation during 2005/2007 through EU CARD. Project was implemented in two phases. In the first phase CIPS Directorate implement connecting each other all police forces on all administrative levels on Entities and State level into one unique communication network. On the second phase we implemented connections between all High Judicial and Prosecution Council locations in BiH. With new SDH network CIPS Directorate increases the quality of data exchange and reduces the costs allocated by those institutions for communications purposes for pay rent for communication the Telecoms operators in BiH.

CIPS Directorate for insurance of availability of new SDH network on the level of 99,99% for users of the network have a responsibility to develop new backup backbone network, which is not base on the principles of radio technology. That future backup backbone network must be base on the principals that we can use existing optical channels who are already installed in BiH. On the State level we already have state institutions for transmission of electricity in BiH who poses optical SDH channels already installed throe entire BiH. The CIPS Directorate plan is that we can use the optical channels of Optical fibber composite Ground Wire - OPGW who are not in production to integration in the existing state SDH network.

CIPS Directorate will develop new e services system for citizens and business company in BiH. The main three part of the future e services CIPS Directorate system are:

1. Infrastructure of e-identification
2. Portal e-public administration
3. Computer network of e-public administration

Portal of e-public administration is one of the most important infrastructure elements when we are talking about e-public administration. Portal is one unique access point for citizens and business company in purpose of using online government e-services. Portal must join many web sites of particular Ministries, agencies and public administrations management body for at least free reasons:

1. Portal must be central and unique access point for achieve service of e- services for

citizens and business company so called Government to Citizens-G2C and Government to Business G2B e-services.

2. Digital identifications and authorisation of citizens and business company who use e-services must be on one place to reduce risks of identity fraud.
3. Constitute new unique standards in accordance with EU standards for all portals of e-public administrations

With the new portal the CIPS Directorate will develop several e-services for citizens and businesses.

For Citizens:

- Personal Documents
- Registration of vehicles
- Registries offices paper of birth and weddings-request and delivery
- Taxes application form for citizens
- Search for jobs
- Social protection funds
- Applications for building new houses and flats
- Police denunciation
- Public library
- Open competition for Scholarships
- Online change of residence of live
- On line reservation of the Doctor control
- e-services for companies
- Social security of employees
- Companies sales tax : application, notification
- VAT: application, notification
- Registration of new companies
- Deliver data for statistic to companies
- Custom declaration
- Licence for protection of environment
- Electronic for public procurements

Help desk CIPS Directorate is providing basic technical support to the beneficiaries and basic announcement to the informatics system beneficiaries and to the citizens regarding competency of services provided by CIPS Directorate (ID card, driving license, passport, visa, e t c) Help desk CIPS Directorate is working 24hours /7 days per week during all year. Establishing the certain level of skills and efficiently on help desk with goal of satisfying standards in implantation of informatics –communications technologies in public administration it is needed certain applicative solutions and training of employees help desk.

For the future service and supply contract CIPS Directorate will tender the contracts for maintenance service for the new information systems.

3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact

The systematic introduction of Consolidation of Citizen Identification Protection System - CIPS registry's technology is a high priority for the CIPS Directorate. As stated above, it would ensure better and more secured access to the various CIPS databases, in line with ICAO standards. Hence, through the introduction of infrastructure, security will become in line with ICAO standards and the protection of personal data can be better guaranteed. Moreover, it is envisaged that introduction will lead to an enhanced technical performance of the entire CIPS information system and should trigger other administrative institutions to follow the same example, in line with the ambitions set by the PAR strategy. The implementation of SDH System is very important for BiH because it highlights the capability of a State Institution to play a vital role in providing a state of the art technical service to other institutions in the country.

Impact:

The results of the project; i.e. enhanced security level of CIPS information systems, will provide a fundament for a strong country-wide push towards the development of e-Government in line with Information Society Development Strategy adopted by the Council of Ministers in 2004. The Strategy emphasizes re-engineering of the public administration, communication and IT infrastructure, inter-operability, security, computerization of fundamental registers, digitalization of joint and specialized functions of the administration, e-democracy, electronic services as well as Internet portals and access points. Introduction of Consolidation of Citizen Identification Protection System - CIPS registry's is in line with this ambition.

Catalytic effect:

The introduction of Consolidation of Citizen Identification Protection System - CIPS registry's infrastructure in the CIPS information systems, will allow for the introduction of other ICT services. This project further expands the scope of activities of CIPS Directorate to manage and administer a complex communication system such as SDH.

Sustainability:

The Consolidation of Citizen Identification Protection System - CIPS registry's system will require regular updating and maintenance after its installation. The CIPS Directorate estimates that approximately 200 000,00 EUR/year (additional equipment and staff – 10-15 persons) might be required for this purpose. CIPS Directorate will ensure that these resources necessary are budgeted for as of 2009.

CIPS will ensure that as of 2009 annual maintenance costs for the Consolidation of Citizen Identification Protection System - CIPS registry's system – approximately 200 000,00 Euro per year – are budgeted for.

3.3 Results and measurable indicators:

Result 1: Consolidation of Citizen Identification Protection System - CIPS registry's infrastructure and applications provided to all CIPS systems.

Result 2: Internal capacity building to ensure that future Consolidation of Citizen Identification Protection System - CIPS registry's system is in place

Measurable indicators

- CIPS registry's applications installed and accepted in production by the beneficiary.
- Higher availability of existing SDH communication network
- Rapid increase of bandwidth of existing SDH communication network
- More users will generate extra traffic through network communication channels
- Starting with production new network will connect new long distance location to CIPS network
- Reducing costs for rent communications channels for state institutions
- Applying on training process in information system on employees in Help desk CIPS directorate are increasing readiness of CIPS directorate to take role of developing information society on the all administrative levels in BiH.
- Certification for trainers
- Training need assessments report
- Number of staffed trained

3.4 Activities:

To deliver the results specified, inputs from four supply and three service contracts will be required. The CIPS Directorate will prepare detailed technical specifications of the required services and supply contracts for each component of system Consolidation of Citizen Identification Protection System - CIPS registry's that is compatible with existing and planned information systems of CIPS. CIPS will deliver these specifications on time in agreement with EC, in order for the EC to start the procurement procedure right after signature of the Financing Agreement.

This project consists of 2 activities for eight contracts.

Activity 1: Supply of hardware and software to CIPS for the SDH communication network, E-services and help desk – 4 contracts for specialist equipment

- Supply of hardware and software for Optical backbone backup for Synchronous Digital Hierarchy SDH network.(contract 1)
- Supply of hardware and software for Supply of hardware equipment and software to CIPS(contract 2)
- Supply of hardware and for E-services. (contract 3)
- Supply of hardware and software for Help Desk Directorate of CIPS. (contract 4)

Activity 2: Provide services for the SDH communication network, E-services,help desk and to ensure functioning of the technology and ensure that early a functioning system can be presented to the public – 3 TA contracts for ensuring system functioning

- Service contract for Optical backbone backup for Synchronous Digital Hierarchy SDH network. (contract 5)
- Service contract for E-services(contract 6)

- Service contract for Help Desk Directorate of CIPS(contract 7)
- Service contract for Document management in Directorate of CIPS(contract 8)

3.5 Conditionality and sequencing

There is no conditionality to start project activities since the legal status of CIPS has been resolved by adopting the Law on establishment of The Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina (in the past CIPS) in July 2008. The contracts can be tendered simultaneously.

3.6 Linked activities

Previous CARDS projects where CIPS was direct partner in implementation are listed below:

Information migration system (MIS)

The CIPS implementation of the project is to construct and implement a Migration Information System for the government of Bosnia and Herzegovina (BiH). At the Network operational center (NOC) in Sarajevo, the central database will be stored and a mirror of this database will be located in NOC Banja Luka. In all the other locations it is possible to connect to the central database and relevant information will be entered into the database and it will be possible to see the status of the procedures a foreigner is processing in BiH. The MIS will provide information that will assist the parties involved to manage migration information, data collection, processing and dissemination by keeping record of the stay and movement of aliens who have been admitted to BiH

Synchronous Digital Hierarchy SDH communication network (3.1 MEUR)

CARDS 2005 project with overall objective of providing assistance to CIPS Directorate for Building SDH. This telecommunication network system should provide coordination between institutional units who are responsible for providing security masers by using digital exchange of information, access central databases and access through integrated communications. This project removed organizational and operative problems when it comes to using confidential information and rendered using and exchange information more secure.

Projects under implementation for 2008

CARDS 2006 Twinning Light Project: Capacity Building Directorate of CIPS (250,000.00 EUR)

The CIPS role of the project is that CIPS Directorate will increase IT utilization in public administration to: make government more accountable, transparent and effective; improve information and service delivery; and encourage citizen participation in the decision-making process. The important anticipated changes relate to: policy; organization and human resources; IT infrastructure, including security; and automation of public administration business processes, including fundamental registries, horizontal functions and e-services

CARDS 2006 Equipment for project CARDS 2006, Supply of equipment to CIPS (150,000.00 EUR)

The CIPS role of the project is support CIPS Directorate to develop new Biometric passport of citizens of BiH. One of the reasons for implementing e-passport system is that our BiH team for Negotiation with EC in Brisel for Reduction Visa Rating for BiH citizens need

implementation of E passport (agreement between BiH and EC teams) In accordance with SAA BiH must adopt new regulation to harmonize our passport system with EU.

IPA 2007 Public Key Infrastructure (PKI) implementation on Citizen Identification Protection System (CIPS) locations responsible for issuing CIPS documents (EUR 400,000)

The CIPS role of the project is that the accumulation of more and more databases (and more users) to the existing CIPS information system, this risk will only further increase. Moreover, due to the incremental growth of the CIPS information system, ad hoc security measures can only partially mitigate these risks. Therefore a more systemic solution, such as through the introduction of PKI, is urgently called for. Through the systemic introduction of PKI in the CIPS information system, access to personal data will be better canalized and organized.

3.7 Lessons learned

Specific problems which are persisting and impact upon the overall effectiveness of the implementation of the past CARDS projects are:

Network. Project implemented in the past and directly financed through CARDS program was very important for CIPS directorate in the early beginning of Directorate establishing.

During implementation of these projects we had constant problems with network connection and project partner correspondence through CIPS system. (We did not have a good solution for connecting partners work station on the CIPS system through existing networks.) Other users from other state institutions that are not connected to CIPS network systems solved their connection problem by installing Asymmetric Digital Subscriber Line (ADSL) (which is a form of DSL, a data communications technology that enables faster data transmission over copper telephone lines than a conventional modem can provide) in their Diplomatic Posts Overseas. We realised from the past experience how we need to implement infrastructure solution just and only on the working station which are CIPS' property and which are fully controlled by the CIPS Directorate system.

Procedures. In the sense of learning from the past experiences and after deep analysis of the existing CIPS system we realise how existing procedures need to be updated with consolidated CIPS registry's Infrastructure. General idea is that we will follow applicable standards already used in countries candidates for joining EU.

Legislation. Prior to any operational use of any future developed systems it is necessary to complete the relevant Books of Rules.

4. Indicative Budget (amounts in EUR)

			SOURCES OF FUNDING									
			TOTAL EXP.RE	IPA COMMUNITY CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION	
ACTIVITIES	IB (1)	INV (1)	EUR (a)=(b)+(c)+(d)	EUR (b)	%(2)	Total EUR (c)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (2)
Activity 1		X	1.275.000	1.275.000	100							
Contract 1	_	_	600.000	600.000	100							
Contract 2	_	_	400.000	400.000	100							
Contract 3	_	_	100.000	100.000	100							
Contract 4	_	_	175.000	175.000	100							
Activity 2	X		975.000	725.000	74,36	250.000	25,64					
Contract 5	_	_	400.000	400.000	100							
Contract 6	_	_	225.000	225.000	100							
Contract 7	_	_	100.000	100.000	100							
Contract 8	_	_	250.000			250.000	100					
TOTAL IB			975.000	725.000	74,36	250.000	25,64					
TOTAL INV			1.275.000	1.275.000	100							
TOTAL PROJECT			2.250.000	2.000.000	88,89	250,000	11,11					

Amounts net of VAT

- (1) In the Activity row use "X" to identify whether IB or INV
- (2) Expressed in % of the **Total** Expenditure (column (a))

5. Indicative Implementation Schedule (periods broken down per quarter)

Contracts	Start of Tendering	Signature of contract	Project Completion
(contract 1)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH	2nd (quarters)2009	3rd (quarters)2009
(contract 2)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH	2nd (quarters)2009	3rd (quarters)2009
(contract 3)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH	2nd (quarters)2009	3rd (quarters)2009
(contract 4)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH	2nd (quarters)2009	3rd (quarters)2009
(contract 5)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH 8	3rd (quarters)2009	1st (quarters)2010
(contract 6)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH	3rd (quarters)2009	1st (quarters)2010
(contract 7)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH	3rd (quarters)2009	1st (quarters)2010
(contract 8)	1st (quarters)2009 1-2 mounts after signing of finance agreement between EC and BiH	3rd (quarters)2009	1st (quarters)2010

6. Cross cutting issues

6.1 Equal Opportunity

Equal opportunity for participation of men and women will be assured in all aspects of project implementation.

6.2 Environment

The project will not have any negative environmental effects.

6.3 Minorities

Participation in the project activities will be guaranteed on the basis of equal access regardless of racial or ethnic origin, religion or belief, disability, sex or sexual orientation.

ANNEXES:

ANNEX 1: Logical Framework Matrix in Standard Format

ANNEX II: Amounts (in EUR) Contracted and disbursed by quarter for the project

ANNEX III: Reference list of relevant laws and regulations about CIPS

ANNEX IV: Scope of the work CIPS Directorate

ANNEX 1: Logical Framework Matrix in Standard Format

LOGFRAME PLANNING MATRIX FOR Project Fiche	Consolidation of Citizen Identification Protection System - CIPS registry's		
	Contracting period expires: N+2		Disbursement period expires: N+5
	Total budget : 2 250 000,00 EURO		IPA budget: 2 000 000,00 EURO
Overall objective	Objectively verifiable indicators	Sources of Verification	
Strengthening the CIPS Directorate as central state institution in the areas of telecommunications and registries management.	<p>Assessment of EC:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CIPS Directorate has shown the capability of to play a vital role in providing in a perfect way a technical service to many other institutions in the country <input type="checkbox"/> All users of CIPS information systems are using this infrastructure. 	<ul style="list-style-type: none"> <input type="checkbox"/> Project reports <input type="checkbox"/> Project internal correspondence <input type="checkbox"/> Internal procedures <input type="checkbox"/> Internal log's of the system <input type="checkbox"/> Strategy of CIPS development plan <input type="checkbox"/> Annual activity reports <input type="checkbox"/> Decisions of Council of Ministries BiH 	
Project purpose The purpose is to equip CIPS Directorate with additional software and hardware tools to fulfil its role in information management.	Objectively verifiable indicators Assessment on: <ul style="list-style-type: none"> - Technical performance of entire CIPS communication network and CIPS Web services will rise. - CIPS Directorate secure connection point will rise there communication capacities. - Administrators of system will have better control of the system implementation process. - Agreement reached and approved on procedures regarding system access on new Consolidation of Citizen Identification Protection System - CIPS registry's infrastructure(will be main authority on state level for personal document of citizens) 	Sources of Verification <ul style="list-style-type: none"> - Technical documentation and reports of consolidated CIPS registry's from contractor - Project reports from contractor - Server logs on the system - Internal survey - Internal work reports of CIPS system by managing board and maintains body - - Decisions on internal procedures approved by CIPS management. - Number of active secure connection points 	Assumptions R: Technical problems regarding corporations network infrastructure use in the system where CIPS directorate is not owner.

Results	Objectively verifiable indicators	Sources of Verification	Assumptions
<p>R1 Consolidation of Citizen Identification Protection System - CIPS registry's infrastructure and applications provided to all CIPS systems.</p> <p>R2 Internal capacity building to ensure that future Consolidation of Citizen Identification Protection System - CIPS registry's system is in place</p>	<ul style="list-style-type: none"> - Consolidation of Citizen Identification Protection System - CIPS registry's applications installed and accepted by the beneficiary - Consolidation of Citizen Identification Protection System - CIPS registry's applications become operative - Higher availability of existing SDH communication network - Rapid increase of bandwidth of existing SDH communication network - More users will generate extra traffic through network communication channels - Starting with production new network will connect new long distance location to CIPS network - Reducing costs for rent communications channels for state institutions - Applying on training process in information system on employees in Help desk CIPS directorate are increasing readiness of CIPS directorate to take role of developing information society on the all administrative levels in BiH. - Certification for trainers - Training need assessments report - Number of staffed trained - Number of organized training for CIPS staff 	<ul style="list-style-type: none"> - Activity reports prepare by contractor - Annual report prepare by contractor - Test reports prepare by contractor - Project reports prepare by contractor - Certificate of Acceptance - Reports about security and working procedures - Training evaluation reports 	<p>R: Delays due complex tendering procedures</p> <p>R: Need for additional human resources</p>
Activities	Means	Costs	Assumptions

Activity 1: Supply of hardware and software to CIPS for the SDH communication network, E-services and help desk

Activity 2: Provide services for the SDH communication network, E-services, help desk and Document management to ensure functioning of the technology and ensure that early a functioning system can be presented to the public

4 Supply contracts and 4 TA contracts

Supply contracts for 1 275 000,00 EURO

TA contracts 975 000,00 EURO

TA contracts 725 000,00 EURO (IPA budget + 250 000,00 NATIONAL CONTRIBUTION)

ANNEX II: amounts (in EUR) Contracted and disbursed by quarter for the project

Contracted	Q1/2009	Q2/2009	Q3/2009	Q4/2009	Q1/2010
Contract 1		600.000			
Contract 2		400.000			
Contract 3		100.000			
Contract 4		175.000			
Contract 5			400.000		
Contract 6			225.000		
Contract 7			100.000		
Cumulated		1.275.000	2.000.000		
Disbursed					
Contract 1		360.000	240.000		
Contract 2		240.000	160.000		
Contract 3		60.000	40.000		
Contract 4		105.000	70.000		
Contract 5			240.000		160.000
Contract 6			135.000		90.000
Contract 7			60.000		40.000
Cumulated		765.000	1.710.000		2.000.000

ANNEX III: Reference list of relevant laws and regulations about CIPS

Laws from which definition of tasks for CIPS Directorate originate have been published in the Official Gazette BiH No. 32/01 and these are the following:

1. Law on Central Records and Data Exchange
2. Law on ID number
3. Law on residence and domicile
4. Law on ID card
5. Law on Personal Data Protection

The aforementioned laws initiated the establishment of CIPS Directorate. CIPS Directorate activities are associated also with other laws relating to registers defined in the Law on Central Records and Data Exchange. These are primarily:

1. Law on Passports
2. Law on Movement and Residence of Foreigners
3. Other laws and secondary legislation relating to register records and competent authorities relating to registers from the Law on Central Records and Data Exchange

In 2006, by changes and amendments of the Election Law, role of CIPS Directorate was defined within the election process. Also by conclusions and decisions of the Council of Ministers as well as by signatures of memorandum with the Delegation of European Commission to BiH, it has been defined that the Directorate manages and owns the network for data transfer for the needs of public security in BiH.

Decision of the Council of Ministers published in the Official Gazette 12/02, and defined as an independent Department within the Ministry of Civil Affairs by the Law on Ministers and other Administrative Bodies (Official Gazette BiH No. 5/03).

ANNEX IV Scope of the work CIPS Directorate

Citizen Identification Protection System-CIPS projects is an independent Department in the Ministry of Civil Affairs that was established by special Act. Act establishing Directorate for implementation of for CIPS project was passed by the Decision of the Council of Ministers BiH (Official Gazette BiH 12/02) , Directorate CIPS project is incorporated into the Ministry of Civil Affairs aims at implementing CIPS project. Subsequently, by Article 15 Paragraph 3 of the Law on Ministries and other Administrative Bodies (Official Gazette BiH 5/03), CIPS Directorate was defined as an independent Department. By Rulebook on internal organisation of the Directorate for implementation of CIPS project No. 01-02-2787/07 as of 05/06/2007, adopted by the Council of Ministers; CIPS Directorate has the following organisational units envisaged:

1. Office of General Director-Sarajevo
2. Technical and network section – Sarajevo
3. Section for Legal, financial and administrative function -Sarajevo
4. Section for stocking , personalisation and transport of personnel documents and reserve network operative centre – Banja Luka

All hired staff members perform the following duties:

1. Coordination, organisation, activities and maintenance of equipment and on-line systems at cca 130 locations in BiH where data processing is performed as regards personal documents (as a rule, competent authorities defined by the law are almost not interested for the locations and did not adjust their organisation in a way that these locations are totally included in their structures which makes enormous problems in the work of their locations),
2. Coordination of the activities and maintenance of equipment and systems at 20 locations in BiH and 20 locations abroad related for data processing as regards travel documents,
3. Maintenance and administration of the system with cca 45 Diplomacy consular mission of BiH-DKP (including Ministry of foreign affairs seat in Sarajevo), 14 border crossings and Ministry of Security where data on visas are processed,
4. Organisation of tasks, administration and maintenance of network operative centres where crucial registers and data related to state functioning are stored:
 - a. Data bases on personal identification numbers, personal identification cards and driving licenses (CIPS bases existing in one system),
 - b. Data bases of travel documents (data bases have been centralised and established by staff of CIPS Directorate who provided link between all locations of the competent authorities for issuing travel documents),
 - c. Data bases on visas issued (complete system have been realised by the representatives of CIPS Directorate),
 - d. Data bases of standard police reports,
 - e. Data bases related to money laundering system,
 - f. Maintenance of equipment and standardised micro-climatic conditions in network operative centres in Sarajevo and Banja Luka (halls where servers with data are existing as well as

telecommunication equipment)

5. Linkage and maintenance of communication system linking the following competent authorities (partly or fully):
 - a. Ministry of Interiors' (CIPS locations functioning within Ministries of Interiors and the very unit of Ministries of Interiors),
 - b. Foreign Ministries (diplomatic consulates network and seat Foreign Ministry)
 - c. Tax authority location,
 - d. High Judicial and Prosecution Council locations,
 - e. Some State Border Service locations,
 - f. Some SIPA locations
6. Functioning and maintaining of the centre for personalisation in Banja Luka where:
 - a. Personalisation of ID cards and driving licenses is performed,
 - b. Personalisation of travel documents (system established by CIPS Directorate staff),
 - c. Transport of documents to BiH locations
 - d. Maintenance of equipment and standardised micro-climatic conditions in the centre for personalisation in Banja Luka
7. Legal, financial and administrative function of CIPS Directorate performed at Sarajevo and Banja Luka locations:
 - a. Financial tasks:
 - i. System maintenance,
 - ii. Premises lease,
 - iii. Staff salaries and Service Contracts
 - b. Material tasks:
 - i. Equipment inventory at minimum 150 locations in BiH and abroad
 - c. Legal tasks,
 - d. Administrative-human resources tasks.