



**Organization for Security and Co-operation in Europe  
Permanent Council**

PC.DEC/794  
26 April 2007

Original: ENGLISH

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**662nd Plenary Meeting**

PC Journal No. 662, Agenda item 5

**DECISION No. 794  
AGENDA, TIMETABLE AND ORGANIZATIONAL MODALITIES OF  
THE 2007 OSCE WORKSHOP ON THE IMPLEMENTATION OF  
MINISTERIAL COUNCIL DECISION No. 7/03 ON  
TRAVEL DOCUMENT SECURITY**

The Permanent Council, taking into account its Decisions Nos. 756 on the OSCE work programme for 2007 on preventing and combating terrorism, and 777 on the dates of the 2007 OSCE Workshop on the Implementation of Ministerial Council Decision No. 7/03 on Travel Document Security,

Approves the agenda, timetable and organizational modalities of the above-mentioned Workshop contained in the annex to this decision;

Tasks the OSCE Action against Terrorism Unit (ATU) with developing, with the agreement of the Chairmanship, a detailed annotated agenda, timetable and organizational modalities of the 2007 OSCE Workshop on the Implementation of Ministerial Council Decision No. 7/03 on Travel Document Security.

**AGENDA, TIMETABLE AND ORGANIZATIONAL MODALITIES OF  
THE 2007 OSCE WORKSHOP ON THE IMPLEMENTATION OF  
MINISTERIAL COUNCIL DECISION No. 7/03 ON  
TRAVEL DOCUMENT SECURITY**

Vienna, 19 and 20 July 2007

**I. Agenda and timetable**

**Thursday, 19 July 2007**

- 3.15 p.m.                    Opening session: Welcoming remarks
- Representatives of the OSCE Chairman-in-Office;
  - Secretary General; and
  - International Civil Aviation Organization (ICAO).
- 3.45 p.m.                    Working session 1: New technologies and machine-readable travel documents, biometrics and ePassports
- ICAO standards and OSCE commitments;
  - ICAO document 9303 — passports and identity cards;
  - Biometrics/contactless chip/RFID technology;
  - Ensuring high quality capture of biometric identifiers;
  - Interoperability with border control;
  - Authentication protocols and the Public Key Directory (PKD);
  - Integration with private procedures, e.g., Advanced Passenger Information (API).
- 5.15 p.m.                    Questions and discussion

**Friday, 20 July 2007**

- 9.30 a.m.                    Working session 2: Handling and issuance
- Minimum security standards for the handling and issuance of machine-readable passports and other travel documents, including:
    - Document handling;
    - Document application and adjudication;
    - Document issuance and delivery;
    - Preventing malfeasance of document-issuing employees;

- Personalization, enrollment and issuance;
  - Ensuring that breeder documents are integrated with a comprehensive identification and civil registration system on the basis of National Personal Identification Numbers (NPIN);
  - The Interpol Stolen and Lost Travel Document Database (SLTD) programme and integrated solutions to access SLTD (FIND/MIND).
- 11 a.m. Coffee break
- 11.30 a.m. Questions and discussion
- 12.30 p.m. Lunch
- 2 p.m. Working session 3: International co-operation
- How to formulate a government tender;
  - Necessary domestic legislation;
  - Inter-agency steering committee;
  - Financing a document upgrade project;
  - Public-Private Partnerships (PPP).
- 3.15 p.m. Coffee break
- 3.45 p.m. Questions and discussion
- 5 p.m. Closing of the Workshop

## II. Organizational Modalities

The opening session will be chaired by the ATU Programme Co-ordinator.

Each of the working sessions will have an additional moderator and the ATU will provide rapporteurs.

The Rules of Procedure of the OSCE will be followed, *mutatis mutandis*, at the Workshop. Also, the guidelines for organizing OSCE meetings (PC.DEC/762) will be taken into account.

Simultaneous interpretation will be provided in the OSCE official languages (English, French, German, Italian, Russian and Spanish).

The Secretary General will distribute a comprehensive report on the Workshop.

The press will be informed by the Press and Public Information Section (PPIS), as appropriate.

### **III. Participation**

Three-member delegations from participating States will be invited and will, ideally include high- or mid-level officials from the (1) travel document personalization center, (2) identity and enrollment authority (handling and issuance expert) and (3) relevant document printing facility, if applicable.

Relevant OSCE institutions will be invited to the Workshop, as well as the OSCE Partners for Co-operation and the OSCE Parliamentary Assembly.

Other international organizations, involved in travel document security matters related to terrorism will also be invited.

As the OSCE is committed to promoting gender equality, the participation of both women and men in this event will be encouraged.

#### **Guidelines for speakers**

To facilitate discussion within time constraints, keynote presentations will be limited to 25 minutes and interventions/questions from the floor to five minutes. Participants are encouraged to share specific national experiences and requirements for successful requests for travel document security assistance, to identify needs and ways of possible improvement in this area, and to utilize panel experts as resources for enhancing overall document security, as well as related civil registration systems. Moreover, participants are welcome to provide more detailed written remarks which can be provided to all participants, in order to allow questions and comments from the floor.

To promote interactive discussion, interventions in the working sessions should be as concise as possible and should not exceed five minutes.

#### **Guidelines regarding deadlines for submission and distribution of written contributions and factual information**

By 22 June 2007, workshop participants representing participating States should, via their national delegations only, inform the OSCE ATU of the composition of their delegations in response to the invitation that will have been sent out by the OSCE Secretariat.

By 6 July 2007, participating States and other participants in the Workshop are invited to submit any written contributions they may have.

Written contributions and factual information should be submitted to the OSCE ATU, which will then distribute them. This information could also include contributions from OSCE institutions and other international organizations, if appropriate.

The OSCE Secretariat will not be in a position to translate written contributions; only workshop proceedings will be simultaneously interpreted into the OSCE official languages, as mentioned above.