



**TECHNICAL ADVISORY GROUP ON MACHINE READABLE  
TRAVEL DOCUMENTS (TAG/MRTD)**

**TWENTY-SECOND MEETING**

**Montréal, 21 to 23 May 2014**

**Agenda Item 3: Activities of the ICBWG**

**GUIDE FOR ASSESSING SECURITY OF HANDLING AND  
ISSUANCE OF TRAVEL DOCUMENTS**

(Presented by the Implementation and Capacity Building Working Group (ICBWG))

**1. INTRODUCTION**

1.1 The purpose of this Working Paper is to inform the TAG about how the Guide for Assessing Security of Handling and Issuance of Travel Documents has been used and about updates in process. The Guide in its current format is in 2 parts. Part 1 contains guidance material, while Part 2 is the assessment tool.

1.2 At TAG-MRTD/17 held in Montréal from 20 to 22 March 2007, the TAG recognized the importance of increasing the security of travel document issuance and handling, and approved the New Technologies Working Group (NTWG) proposal to develop guidelines for assessing security and implementing best practices in these fields.

1.3 At TAG-MRTD/18 held in Montréal from 5 to 8 May 2008, WP/4 informed the TAG about the progress on the project. The TAG approved the continuation of work on the Guide, while advising that it should not be too large and should contain relevant references where additional information could be obtained.

1.4 Following TAG-MRTD/18 this work item moved from the NTWG to the ICBWG.

1.5 At TAG-MRTD/19 held in Montréal from 7 to 9 December 2009, the TAG approved the publication of the Guide and a review of the Guide in two years from that time.

## 2. BACKGROUND

2.1 The original intent of the Guide was for self-assessment; however, it has been used to some degree in workshops related to travel document issuance, and by ICAO experts assessing travel document issuance processes in developing and developed Member States.

2.2 Comments on the content and functioning of the Guide have been collected during the years since its publication. The expert assessors, through their experiences with the Guide, have provided the majority of comments, which are now being considered in the revision.

## 3. CURRENT STATUS

3.1 Part 2 was identified as being particularly problematic due to the complexity of the scoring system and the great number of detailed questions, which make it somewhat impractical to use. As a result, the ICBWG has prepared a template that can be used by the expert assessor and that is much more succinct and identifies, at a higher level, the goal(s) which the best practices try to achieve for each chapter. The template is included as Appendix A. We expect this template to be 'field tested' over the next year, after which time, the ICBWG will determine whether a similar template should be prepared for the remaining chapters of the Guide.

3.2 In spite of Part 2 being somewhat impractical, it can still be used by authorities that wish to complete a more comprehensive assessment. Part 2 is also a good reference document that can be used to encourage discussion in workshops. As such, Part 2 will be retained in its current format. The questions in Part 2 will be reviewed in future to ensure they continue to align with guidance in Part 1.

3.3 Part 1 is in the process of being updated. Changes to Part 1 include the following:

- Fundamentals on evidence of identity will be incorporated into the chapter on the entitlement process;
- Basic information on PKI will be added to the chapter on document security;
- In cases where it is not clear 'why' a certain practice is recommended, this will be added;
- Examples of ways to achieve the same goal through different means will be added where possible; and
- All references and links will be reviewed and updated.

## 4. ACTION BY THE TAG/MRTD

4.1 The TAG/MRTD is invited to:

- a) Note the work;
- b) Provide additional comments on an ongoing basis, and
- c) Authorize the ICBWG to continue work on revising the Guide as noted in section 3.

— END —

## Assessment Guide Part 3 – Sample Template

<b>Protection and Secure Management of Raw Materials and Blank Books</b>	
<p><u>Why is this important?</u> Raw materials and blank books must be securely stored, transported and accounted for at all times. Lost and stolen materials and books can be used to create counterfeit personalized documents and can thus affect the reputation of the documents and jeopardize security.</p> <p>Consider:</p> <p>Storage of blank documents at the production site and the TDIA as well as transport between these sites is secure (i.e. limited access vault, armoured vehicle etc.);</p> <p>A unique, unalterable book number appears on each page of the TD (for tracking, mitigating book alteration or use of pages in a new document);</p> <p>Book pages are numbered sequentially;</p> <p>All raw materials and books are accounted for at all times, including at manufacturing facilities, at the TDIA and between these sites.</p> <p>Waste material and spoiled books are destroyed.</p> <p>(Reference – Part 1 Chapter 4)</p>	
Current Situation:	
Strengths:	
Weaknesses:	
Recommendations:	C/N

C= critical    N=non-critical