



DOCUMENTS: THE DEVELOPER'S TOOLKIT

As the leading intergovernmental organization in the field of migration, the International Organization for Migration (IOM) is increasingly called upon by States to assist in addressing complex border management challenges. The Immigration and Border Management (IBM) Team offers guidance and expertise to governments aspiring to strengthen their technical knowledge and institutional capacity in migration and border management - aiming at long-term sustainability.

To reach this objective, the IBM Team develops and delivers training courses and "training of trainers" programmes for immigration officials, backed by a suite of key in-house training manuals, including the Essentials of Migration Management, the Essentials of Migration Practice, the Passport Examination Procedures Manual and the Documents: The Developer's Toolkit.

THE MANUAL

The Immigration and Border Management Programme aims at assisting states in assessing and improving the security of their identity documents and issuance systems, targeting the full identity management chain

– from the delivery of reliable breeder documents such as birth certificates to the safe and reliable issuance of secure identity documents.

In this context, the Developer's Toolkit provides an overview of the key issues that should be considered in every new identity document development process. It aims at expanding the knowledge and facilitating the work of both individuals and agencies involved in developing secure travel and identity documents.

THE EDITOR'S NOTE

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SINCE DOCUMENT DEVELOPERS HAVE TO COPE WITH LARGE NUMBERS OF FACTORS WHEN CREATING NEW SECURE DOCUMENTS, THE EXPERTISE OF VARIOUS SPECIALISTS WAS SOUGHT.

THE COMBINATION OF THEIR EXPERTISE, THEIR PRACTICAL KNOWLEDGE AND ACQUIRED EXPERIENCE IN THE FIELD OF SECURE DOCUMENTS MAKES THIS BOOK UNIQUE.

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International Organization for Migration (IOM)

PURPOSE AND TARGET GROUP

The management and use of secure identity and travel documents, including documents incorporating biometric technology, is an increasingly important and complex issue for States.

Nevertheless, limited reference material is publicly available on the fundamental processes involved in developing a secure document. This gap in reference material challenged two documents specialists, Diana Ombelli and Fons Knopjes, to compile and edit a book about how secure documents are developed. Working closely with a number of respected international experts to document and record their knowledge and experience, this Developer's Toolkit seeks to provide a detailed overview of all topics related to the development and implementation of a new security document as well as to offer some inspiration in setting up a document development project.

This manual is designed to provide up to date technical and managerial guidance on the process of developing new identity and travel documents (including passports) to all interested stakeholders.

LEARNING PROCESS

The Toolkit is not a do-it-yourself manual indicating step-by-step the way to follow, but represents a reference source, where the manager or developer of a secure document can find tools and ideas to fine-tune their project and the product. Given the great variety in the types and form of secure documents, the editors have concentrated their attention on travel and identity documents. The Toolkit is intended to present an overview of the key issues that should be addressed in every new secure document development process. It covers issues including the security concept through to logistics infrastructure. The Toolkit also highlights the importance of the "security chain" in which the weakest link determines the overall security the secure document.

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CHAPTER 1: GENERAL INTRODUCTION

Definition of a secure document; Function; Value; Means of securing a document; The security document chain; Defining the process; Ensuring quality.

CHAPTER 2: GETTING STARTED

General assessment; Fraud risk analysis; List of requirements; Project management; Critical issues; Standards.

CHAPTER 3: PRODUCER

Producer or system integrator; Tender procedures; Agreement on Government Procurement; Aspects of the tender procedure; The contract; The role of the governmental entity in the quality chain.

CHAPTER 4: THE CHAIN FROM APPLICATION TO ISSUANCE

Governmental issuing authorities; Private sector as the issuer; Application procedure; Processing the application; Personalization of the document; Issuance of the document.

CHAPTER 5: PRODUCT DEVELOPMENT

Introduction; Design; Materials; Personalization techniques; Tests; Preparing mass production; Quality Assurance.

CHAPTER 6: IDENTITY AND ITS VALUES

Introduction; Identity; Confusion between numerical and qualitative; Toolkit for biometric individualization in forensic science; Conclusion.

CHAPTER 7: THE USE OF BIOMETRICS WITH TRAVEL DOCUMENTS

Introduction; The Functions of biometric identification devices; The limitations of biometrics; The technologies; How the general biometric system works; Testing and test results; An example system: INSPASS.

CHAPTER 8: THE PROCESS OF DIGITAL IDENTIFICATION

Introduction to digital identification; How digital identification works; Security policy.

CHAPTER 9: INFORMATION, COOPERATION AND TRAINING

Information sources; International cooperation; Training and quality of training.

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