

# **Policy Framework** for the Regional Biometric Data Exchange Solution



## **The Bali Process**

on People Smuggling, Trafficking in Persons and Related Transnational Crime



**Part 6** : Template Correspondence

## Attachment 5

# Template Correspondence

The purpose of this document is to provide Participating Members with template correspondence to notify the RBDES Manager of participation, suspension, termination and amendments to any Associated Arrangements.

The wording contained in these templates act as guides only and Participating Members are free to draft correspondence in whatever form, style and language that is appropriate to the circumstances of each Participating Member. Where appropriate, drafting suggestions are provided in footnotes throughout this document.

## 1. Participation correspondence

Dear RBDES Manager

### **PARTICIPATION IN THE REGIONAL BIOMETRIC DATA EXCHANGE SOLUTION**

The [Government of XXX] has the honour of notifying the RBDES Manager that it has made arrangements for participation in the Regional Biometric Data Exchange Solution with [the Government of XXX].

These arrangements, formalized through [an exchange of letters/memorandum of understanding/agreement], represent the specific details of our Governments' participation and information exchange through the Regional Biometric Data Exchange Solution. We do not intend through these arrangements to create legally binding obligations under international law.

We intend to comply with the Terms of Use for Participation in the Regional Biometric Data Exchange Solution. These Terms of Use, and any amendments to the Terms of Use, form part of our [an exchange of letters/memorandum of understanding/agreement], and, to the extent of any incompatibility between the [an exchange of letters/memorandum of understanding/agreement] and the Terms of Use, the provisions of the Terms of Use will prevail.

The specific details of our arrangements that we notify to the RBDES Manager are:

[insert details of specific arrangements]<sup>15</sup>

[signature box]

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<sup>15</sup> The details that should be notified include the maximum number of requests per year, the maximum response period, the types of biometric data to be exchanged, notification of designated departments, ministries and National Accountability Officers, and the length of the arrangement.

## 2. Letter notifying suspension of participation

Dear RBDES Manager

### **SUSPENSION OF PARTICIPATION IN THE REGIONAL BIOMETRIC DATA EXCHANGE SOLUTION**

The [Government of XXX] notifies the RBDES Manager that it has suspended its arrangements with the [Government of XXX] in the Regional Biometric Data Exchange Solution.

We intend for our arrangements to resume [on DATE, or at a later date to be notified to the RBDES Manager].

[signature box]

## 3. Letter notifying amendments

Dear RBDES Manager

### **AMENDMENT TO PARTICIPATION IN THE REGIONAL BIOMETRIC DATA EXCHANGE SOLUTION**

The [Government of XXX] notifies the RBDES Manager that it has amended its arrangements with the [Government of XXX] in the Regional Biometric Data Exchange Solution.

The specific details of the amendments are:

[insert details of specific arrangements]<sup>16</sup>

[signature box]

## 4. Letter notifying termination of participation

Dear RBDES Manager

### **TERMINATION OF PARTICIPATION IN THE REGIONAL BIOMETRIC DATA EXCHANGE SOLUTION**

The Government of XXX notifies the RBDES Manager that our Government wishes to terminate participation in the Regional Biometric Data Exchange Solution and terminate all individual arrangements between our Government and Governments' of participating members.

[signature box]

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<sup>16</sup> The details that should be notified include the maximum number of requests per year, the maximum response period, the types of biometric data to be exchanged, notification of designated departments, ministries and National Accountability Officers, and the length of the arrangement.

## 5. Letter of confirmation by the RBDES Manager

Dear [XXX]

**CONFIRMATION OF [PARTICIPATION/AMENDMENT/SUSPENSION  
OF PARTICIPATION/TERMINATION OF PARTICIPATION]  
IN THE REGIONAL BIOMETRIC DATA EXCHANGE SOLUTION**

The RBDES Manager confirms your [participation/amendment/suspension of participation/termination of participation] in the Regional Biometric Data Exchange Solution, which takes effect from the date of this [letter/email].

[signature box]



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REGIONAL SUPPORT OFFICE  
THE BALI PROCESS

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