



Biometric Data Sharing Review Committee Meeting Summary

8-9 December 2014, Bangkok, Thailand

List of participants

- Mr. Paul Cross, Assistant Secretary, Identity Branch, Department of Immigration and Border Protection, **Australia** (Co-Chair);
- Mr. Sjef Broekhaar, Senior Regional Immigration and Border Management Specialist, Regional Office for Asia and the Pacific, **International Organization for Migration (IOM)** (Co-Chair);
- Mr. Thinlay Wangchuk, Director General, **Department of Immigration, Bhutan**;
- Mr. Tshewang Tobgyel, Regional Director, **Department of Immigration, Bhutan**;
- Mr. Timbul Pardede, Deputy Director of Information Technology Cooperation and Immigration Information Sharing, **Directorate General of Immigration, Indonesia**;
- Mr. Alwen Nursyam Malik, Deputy Director of Special Travel Document for Indonesian Migrant Worker, **Directorate General of Immigration, Indonesia**;
- Mr. Justin Alves, Immigration Manager-Risk, **Immigration New Zealand, New Zealand**;
- Mr. Jose Carlitos Licas, A/g Chief Intelligence Division, **Bureau of immigration, Philippines**;
- Mr. Norman Tansingo, Technical Assistant for Operations, **Bureau of Immigration, Philippines**;
- Ms. Yoko Iwasa, Senior Regional Registration Officer, **Regional Office for South East Asia, United Nations High Commissioner for Refugees (UNHCR)**;
- Mr. Toshio Naito, Senior Regional Durable Solutions Officer, **Regional Office for South East Asia, UNHCR**;
- Ms. Lisa Crawford, RSO Co-Manager, **Regional Support Office of the Bali Process (RSO)**;
- Mr. Ashley Cadogan-Cowper, Programme Manager, **RSO**;
- Mr. Hoang Lam Nguyen, Project Specialist, **RSO**;
- Ms. Sylwia Gawronska, Consultant, **RSO**.

Meeting agenda and outcomes

Agenda items	Outcomes
Welcome Address and Introduction to Review Committee	The RSO Co-Manager welcomed the Biometric Data Sharing Review Committee (Committee) members to the meeting and outlined key expectations of the Committee members and the timelines for the project. The Co-Chairs from IOM and Australia discussed the outcomes from the Roundtable on Biometric Data Sharing for Identity Verification held on 15 and 16 October, and recapped the Terms of Reference for the Committee. They also discussed the objectives and outcomes operations of the Committee and expectations from this meeting.
Update on the RSO's development of the	The Committee was updated by the RSO on the development of the policy framework (Framework) and technical system (System) for the Regional

regional biometric data exchange system	Biometric Data Exchange Solution. The Committee exchanged views on the progress of the development of the Solution.
Review of draft Terms of Use and draft Model Associated Arrangements	The Committee reviewed and discussed the draft Terms of Use and the draft Model Associated Arrangements (Exchange of Letters and Memorandum of Understanding) that had been prepared and presented by Lam Nguyen of the RSO. Comments to the drafts were noted for further consideration by the RSO.
Hypothetical Scenarios	The Committee was presented with 2 hypothetical scenarios that demonstrated the potential operational and policy issues arising from the use of the System. The Committee reviewed, discussed and raised key issues and questions which will inform the further development of the Framework.
Demonstration of three vendor approaches	The Committee received a demonstration of the three vendor capabilities for meeting the technical requirements of the System. The demonstrations raised questions and generated discussion around approach and functionality.
Overview of Considerations for the System	The Committee was presented with an overview of considerations for the technical system by Ash Cadogan-Cowper of the RSO. The Committee discussed and raised questions which will inform the further development of the System.
Discussion regarding Refinement of Requirements	The Committee was presented with the formative High Level Requirements of the proposed System. The Committee discussed and suggested refinements to these requirements.
Timelines and definition of next steps, including next meeting/s.	The Committee was advised on timelines, upcoming deadlines and defined dates for next meetings of the Committee and the RDSI project (see below).

Summary of key points

1. Welcome address and introduction to Review Committee

The RSO Australian Co-Manager opened the meeting by welcoming all participants. She emphasized the key aspects of the Solution: that it was non-binding, voluntary, and included a System that did not retain any data. She reaffirmed that the role of the Committee was to review the development of the Solution by the RSO, and that Committee members were not committing their governments/organizations to participating in the Solution. She reminded participants that they will be asked to defend and present the Solution to the full membership, and therefore she encouraged strong discussion during the meeting to develop a Solution in which participants had confidence. She reiterated that if a robust Solution can be developed, it will be a significant outcome that shows how the RSO is capable of delivering tangible outcomes on behalf of its members.

The IOM and Australian Co-Chairs discussed the outcomes from the preceding Roundtable on Biometric Data Sharing for Identity Verification held on 15 and 16 October and recapped the Terms of Reference (ToR) for the Review Committee. They reiterated the role of the Committee over the two days and discussed the objectives and the expectations of the Committee during the meeting. The Co-Chairs thanked the members for their participation.

2. Update on the RSO's Development of the Regional Biometric Data Exchange Solution

The Committee was updated by the RSO on the development of the policy framework and technical system for the Regional Biometric Data Exchange Solution. The key points of this update include:

- Four policy documents have been prepared for review by the Committee: the Terms of Use, Explanatory Notes, Model Exchange of Letters and Model Memorandum of Understanding.
- Four activities have been taken on the technical side: an environmental scan of the technical systems available, consideration of high level technical requirements, planning of the procurement of hardware and a commercial-off-the-shelf (COTS) software system, and testing of demonstrator software supplied by 3 commercial vendors.

3. Review of draft policy documents and hypothetical scenarios

The Committee reviewed and discussed the draft Terms of Use, the draft Explanatory Note, the draft Model Exchange of Letters and the draft Model Memorandum of Understanding. The Committee also worked through 2 hypothetical scenarios: the first scenario involved a potential human trafficking case while the second scenario involved a people smuggling/refugee case. Both these scenarios drew out the key procedures and considerations for biometric data exchange through the Solution. The Review Committee considered that the RSO should:

- 3.1 Compile a table outlining the key documents that the Review Committee will review (see Appendix A).
- 3.2 Explore any alternative names for the “Terms of Use”.
- 3.3 Provide greater emphasis in preambles and introductory paragraphs that the Solution should complement other data exchange mechanisms available and that the Solution will provide appropriate “checks and balances.”
- 3.4 Provide greater emphasis that a high value, low volume approach will be taken as a starting point during the initial implementation phase, and any further expansion of the use of the System can be considered at a later time.
- 3.5 Clarify in the Terms of Use the key roles and responsibilities within the Solution.
- 3.6 Explore clearer definition of the “identification and identity verification” process.
- 3.7 Provide greater emphasis in the “Terms of Use” that requests can be sent through the System to multiple Participating Members.
- 3.8 Consider what standard basic information should be exchanged between Participating Members upon a positive biometric match.
- 3.9 Explore emphasizing that the System will involve data exchange rather than database sharing.

4. Demonstration of three Vendor Approaches

The Committee was shown demonstrations of three possible vendor approaches from Daon, Biometix and Northrop Grumman/Morpho. These vendor demonstrations showed the different user interface, technical and administrator capabilities that are available when procuring a commercial-off-the-shelf (COTS) product.

5. Overview of Considerations for the System and discussion of High Level Requirements.

The Committee discussed the key considerations in developing the System, the System’s key design principles and the High Level Requirements for approaching the market for procurement. Committee members agreed that a hub-and-spoke model was the most appropriate architecture for the Solution, given the need for possible integration between members with different levels of technical sophistication. The Committee also agreed on the high level requirements for the System. The Review Committee considered that the RSO should:

- 5.1. Clarify what “no data will be retained” and “at rest” means
- 5.2. Explore whether there can be separate files within one request to easily upload into databases
- 5.3. Identify key roles and responsibilities, and milestones for the software and hardware procurements
- 5.4. Clarifying the balance between security and flexibility, for example considering any need for IP/MAC address registration

5.5. Consider design of proactive system defence processes such as alert systems.

6. Discussion of timelines and next steps, including next meeting/s.

The Committee discussed timelines and defined next steps as outlined in the table below:

19-23 January 2015	<p><u>Circulation of project documents</u></p> <p>A complete set of project documents will be sent out to Review Committee members for review.</p>
5-6 February 2015	<p><u>2nd Review Committee meeting</u></p> <p>2nd Review Committee meeting to be held in Bangkok, Thailand. The Review Committee will be provided a demonstration of the “Proof of Concept” systems procured.</p> <p>The Review Committee will provide comments on the project documents provided, and consider what will be the Review Committee’s recommendations that will be presented to the full membership.</p>
9-13 February 2015	<p><u>Circulation of project documents</u></p> <p>The reviewed documents will be sent to full Bali Process membership for consultation prior to the Senior Officials Meeting and Consultation Workshop.</p>
Early March 2015	<p><u>Senior Officials Meeting of the AHG</u></p> <p>Senior Officials Meeting of the Ad Hoc Group of the Bali Process. The Solution will be one of the projects presented by the RSO to the Ad Hoc Group. The Senior Officials will provide comments and feedback.</p>
February to March 2015	<p><u>Consultations by the RSO with individual Bali Process members</u></p> <p>The RSO will individually consult with Bali Process members to inform and update members of the development of the Solution.</p>
Early April 2015	<p><u>3rd Review Committee meeting</u></p> <p><u>Consultation Workshop</u></p> <p>A Consultation Workshop on the Solution will be held back to back with the 3rd Review Committee meeting. The 3rd Review Committee will provide any final comments for the Solution, and prepare for presenting the Solution at the Consultation Workshop.</p> <p>All Bali Process members will be invited to the Consultation Workshop and the Review Committee will present its recommendations to the full membership. The full membership will have the opportunity to test and review the Solution.</p>
End of April/early May 2015	<p><u>Minister’s meeting</u></p> <p>The Solution will be presented at this meeting of the Ministers of the full Bali Process membership.</p>