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Delegations will find attached the declassified version of the above document.

The text of this document is identical to the previous version.

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# RESTREINT UE



COUNCIL OF  
THE EUROPEAN UNION

Brussels, 12 September 2006

12664/06

RESTREINT UE

SCH-EVAL 124  
VISA 218  
COMIX 732

## REPORT

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from : Evaluation Committee  
to: Schengen Evaluation Working Party

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Subject : Report on the Evaluation Committee's mission to the Embassy of **Slovenia in Moscow** in the context of the New Member States' preparations for the full implementation of the Schengen acquis

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Delegations will find attached the draft report of the Schengen Evaluation mission to the Embassy of the Republic of Slovenia in Moscow, drafted by the Evaluation Committee (Annex II) (hereinafter *EvalCom*). It is presented to the Sch-Eval Working Party for discussion and adoption, allowing for its eventual submission to the Council.

Comments of the Slovene authorities are set out after the comments and recommendations of the Evaluation Committee.

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### *Acknowledgements:*

*The members of the Evaluation Committee (EvalCom) wish to thank the Slovenian authorities for the excellent organization of the visit to the Embassy of Slovenia in Moscow. The EvalCom would also like to thank the staff of the Embassy and of the central authorities for their valued co-operation and for assisting it in carrying out its task*

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## 1. INTRODUCTION

Based on the mandate of the Schengen Evaluation Group (SCH/Com-ex (98) 26 def) and the programme of evaluations adopted by the Council (15275/04 SCH-EVAL 70 COMIX 718, and 7638/2/05 SCH-EVAL 20 COMIX 200), an Expert Committee (*EvalCom*) visited the Embassy of the Republic of Slovenia in Moscow, on 11 May 2006.

At the moment of this evaluation, the Visa Facilitation Agreement between the European Community and the Russian Federation, signed on 25 May 2006, had not entered into force yet.

## 2. MANAGEMENT SUMMARY

The EvalCom considers, on the basis of the checks carried out and the information gathered, that the Republic of Slovenia, as far as its Embassy in Moscow is concerned, will be in a position to implement the Schengen acquis in full in due course. No significant failings or chronic errors were noted in the daily work of the Embassy.

*Positive practices worth a particular mention, included :*

- general security (inside and outside)
- computer system
- traceability of visa stickers
- the training and education of its staff.

*Issues requiring special attention or reviewing by the Slovenian authorities in order for Slovenia to join Schengen in full related mainly to:*

- ensuring personal appearance of minors under 18
- security of safe box and windows on the ground floor

## 3. ACCESS TO THE EMBASSY AND CONSULAR SERVICES

### 3.1 Location; entrances

The building of the Slovenian Embassy in Moscow is located in a residential-business part of Moscow's city centre. There are four (4) underground stations in the neighbourhood.

The consular section's offices are on the ground floor of the Slovenian Embassy. The main entrance to the Embassy is also used as the entrance for visa applicants. Visa applicants enter the consular reception room through an entrance from the hall of the main entrance.

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## 3.2 Information

Information by telephone is provided every day of the week from 9.00 to 17.00, Fridays from 9.00 to 16.00.

Written information in Slovene, Russian and English on how to apply for a Slovenian visa, how to fill in the application form and other relevant information (working hours, required documents,...) is available at:

- a) Web page of the Ministry of Foreign Affairs of the Republic of Slovenia (Embassy in Moscow <http://www.gov.si/mzz-dkp/vmo/slo/index.html>)
- b) Written information regarding how to apply for a Slovenian visa, how to fill in the visa application form and other information required may be obtained at the consular reception room.
- c) A notice board containing information is located in the consular reception room; in the hall, there are instructions for filling in a visa application and for submitting the application;
- d) A notice board is located at the entrance to the building housing the Slovenian Embassy;
- e) Information is also provided directly to applicants by telephone, e-mail and fax

## 3.3 Application forms

Application forms are available in the waiting room and are given to travel agencies. Application forms, which can be obtained at the counters or from the abovementioned web site of the Embassy, are available in Russian. On the web site of MFA (<http://www.mzz.gov.si/>) application forms are available also in Russian, English, German, Italian, French and Slovenian.

## 3.4 Access management

The consular reception room measures 2 x 5 metres. It has two counters for visa applicants. The consular section also includes three offices.

The building or the hall and the consular reception room may be accessed through an electronic door and is supervised by the consular officer and a local security guard respectively, who is equipped with a portable metal detector.

Access to the consular waiting room is controlled by a consular officer working at the counter (video and direct surveillance). He communicates with visa applicants in front of the building by means of a speaking device installed next to the entrance to the building. The consular officer asks visa applicants to enter one by one. In this way, the number of clients in the room is regulated.

Official hours of the consular unit of the Slovenian Embassy in Moscow:

- Monday, Wednesday, Thursday and Friday from 10.00 to 12.00 - receiving visa applicants, from 12.00 to 13.00 - issuing travel documents with visas;
- Tuesday and Friday from 09.00 to 10.00 – filing applications and granting visas for travel agencies (both times are within the extension of official hours for travel agencies);
- Other consular clients are received on Monday, Wednesday, Thursday and Friday from 10.00 to 13.00;
- There are no limitations regarding time for Slovenian citizens.

### ***EvalCom comments and recommendations:***

**Access to the Embassy and consular section is adequate.**

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## 4. SECURITY

### 4.1 Outside the building

The premises of the Embassy are constantly protected by a member of the Russian Federation militia and a security guard from a private security agency ("Norte Security").

The interior and exterior of the Embassy are protected by mechanical, electronic and video security and surveillance system of the Ministry of Foreign Affairs of the Republic of Slovenia.

The premises are surrounded by a 2.5 m high wall. The outer door is protected with a key-lock, the door of the courtyard is burglar proof and equipped with an electronic code lock.

The internal entrance from the hall of the main entrance to the offices of the Embassy is protected by a burglar proof and bullet-proof wall. Behind the entrance there is a smaller "intermediate" space, which is used for interviews with applicants. This room is divided from the consular corridor and main staircase with two doors made of secure glass.

All windows of lower offices of the Embassy are protected with iron bars.

The offices of the consular unit are separated from other offices and protected with mechanical, electronic and video surveillance. The consular reception room for visa applicants has also video surveillance.

There is an alarm system which, when triggered, starts emanating an audio signal and automatically dialling telephone numbers of the duty phone (mobile) of the security officer and then successively the numbers of the head of the consulate and diplomats. The alarm system is organised by security zones which facilitates the switching off or on of individual zones.

#### - Key regime

The keys of the consular section premises and other Embassy premises are never taken out of the building of the Embassy. They are stored in the key-locker, which is on the wall next to service entrance and is protected with an electronic code lock. Only service entrance keys may be taken out of the building. These keys are in possession of diplomats and security guard, who additionally have personal code for turning on/off the alarm system and personal code for unlocking the key-locker.

#### - Video system

The activity on the premises of the Embassy is recorded by 8 digital cameras. Video system stores the shots on a hard disc. The images are kept for a period of 30 days.

In the absence of the security officer, security duties are carried out by the consul. The Embassy has recorded no security problems in the last five years.

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## 4.2 Inside the building

The lower part of the consular desk separating the reception room for visa applicants from the consular office is made of metal plates (thickness 1 cm), the upper part with counters for visa applicants is made of bullet proof glass.

The consular desk has two counters . The desk prevents direct contact and provides sufficient security.

### *EvalCom comments and recommendations:*

**The “strong room” in the office of the consul, containing the safe with blank visa stickers, is weak (gypsum board) and when fully applying the Schengen Acquis, it would be recommended to construct a strong room with solid walls.**

**Iron bars at some ground level windows are attached to the outer wall only with screws which could be easily removed from outside. It is recommended to correct this.**

**Otherwise the security measures are adequate.**

### *Comments of Slovenia:*

*Visa stickers are kept in a safe in the consular office. The Consul, Vice-Consul and security guard have access to the office. Other employees, except for the Ambassador, are not allowed to enter the office. The keys of the safe are kept by the Consul (and his/her deputy when replacing the Consul).*

*A part of the Consul’s office was specially arranged for the safe where stickers and processed visa applications are kept. Slovenia agrees with the Committee’s findings that the walls of the specially arranged part of the office are rather thin, but it also believes that the entire Consul’s office is secure enough to store a safe with visa stickers. We will nevertheless take the Committee’s comments into account and install an additional alarm with a separate zone which will be deactivated directly before entering the office (the Consul and Vice-Consul will receive their own special codes). We also plan to fortify the interior walls of the specially arranged part of the office and thus increase the protection of blank visa stickers.*

*With regard to the gratings over the windows facing the Embassy’s yard, it should be mentioned that the yard is safeguarded by a security guard and a safety camera; the glass of all windows is also protected with bomb blast foil. We agree with the Committee’s findings regarding the unsatisfactory protection of the gratings and will eliminate this defect as soon as possible.*

## **5. SUBMISSION OF APPLICATIONS**

### 5.1 Pre-check of applications

Due to the limited number of applications no pre-check is necessary – all checks are done at the counter.



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Visa applications are submitted:

- In person;
- By parents on behalf of their children (till the age of 16), in which case a parental consent is required (by one if the child is travelling with the other or by both if the child is travelling alone) officially certified by public notary. The Embassy does not keep the official copy (EvalCom was informed that Russian nationals have to show it to the Russian board police when leaving the country);
- By proxy/representative (visa applications may be submitted by a third person authorised by the applicant (certified signature) – by analogy with the Administrative Procedure Act;
- Through a representative (travel agencies and companies may submit applications through a representative/courier). Representatives must be authorised. Embassy's consular section keeps a list of authorised representatives of travel agencies).

The Embassy's consular section accepts no visa applications sent by mail.

## 5.2 Personal appearance

If in the above cases the contents of the application shows without any doubt that a person meets the requirement for issuing a visa and the authorised person provides satisfactory information on the purpose of the visit, the applicant needs not come to the Embassy's consular section in person. If the application or the interview give rise to doubts (purpose of the visit, means of subsistence, documentation,...), the personal appearance of the applicant is required for the interview or (s)he needs to explain unclear issues at the Embassy's consular section.

## 5.3 Nationality of applicants

95 per cent are Russian nationals.

## 5.4. Treatment of applications from non-residents

Slovenia has its own national 5 A list and applicants are checked with the Slovene central authorities.

## 5.5. Handling Fee

Handling fee for issuing a visa is EUR 35, and is to be paid in Euros. Applicants are informed about the amount of the handling fee and the currency in which it has to be paid; they are also informed that the paid handling fee is not refunded in the case of a refused visa application. Upon discretion of the Ambassador, the handling fee may be waived. Handling fee exemption applies to holders of diplomatic or official travel documents, high officials of the Russian Federation and university professors. Individuals can be exempted from the payment of the handling fee for social, economic, cultural, sports, and humanitarian reasons. Family members of an EU citizen are exempt from paying the handling fee.

### *EvalCom comments and recommendations:*

**The EvalCom established that minors under 18 are also exempted from personal appearance which is not in accordance with the CCI (chapter III, point 4, in which minors are not mentioned as a standard category) and should be corrected once applying Schengen in full.**



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## **Comments of Slovenia:**

*Minors are allowed to travel abroad on the basis of their parents' permission.*

*The permission is not required if:*

*- the minor is travelling with his or her mother and father.*

*If the minor is travelling with his or her father, the mother's permission is required, and vice versa.*

*If the minor is travelling with a third person, both parents' permission is required.*

*If one of the parents is dead, a death certificate replacing his or her signature is required.*

*If the mother is a single parent and the father is unknown or his parental rights and responsibilities have terminated, a social service certificate proving these facts is required.*

*Minors are not always required to personally come to the Embassy of the Republic of Slovenia in Moscow, since Russian border control authorities accurately examine the minors' documents (parents' permission must be written on a special form and certified by a notary) and are very consistent (sometimes even bureaucratic). Russian border control authorities always make personal contact with minors and evaluate the quality of the relationship between a minor and an accompanying adult; if the authenticity of the documents or genuineness of the relationship (minor-adult) is questionable, special examination procedures are envisaged (fight against trafficking in children).*

*With the full implementation of the Schengen Agreement, Slovenia will in accordance with the Committee's recommendations change the described practice to make it fully consistent with the provisions of the Common Consular Instructions.*

## **6. PROCESSING THE APPLICATION**

### **6.1 Lodging of an application.**

Applications are received at the counters. During the receiving procedure the application is examined.

Upon the receipt of an application, a basic interview is held with the applicant. Unclear issues concerning individual procedures are clarified by the consul.

Upon submission of the application, the handling fee is charged and a receipt is issued to the applicant. The application number, paid handling fee and the date by which a decision on the application must be taken are marked on the receipt. Applicants are handed out their travel documents with visas affixed on the basis of the receipt.

Each received visa application is entered into the application register together with the fee and number. This information is also noted on the application itself, and an application stamp (consisting of date and the small seal of the Embassy of Moscow) is affixed in the travel document.

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## 6.2 Examination of an application

After an application has been submitted, the information is entered into the VIZIS computer programme and the photo is scanned.

The visa granting procedure is performed by the consul, who examines the applications. The consul performs computer procedures, examines applications and enters official notes in the programme and on application forms.

In the first stage, it is checked whether the data were correctly entered into VIZIS (correct spelling, proposed period of visa validity, etc.) and the scanning of the photograph was successful; the contents of the application and the notes written on it are also examined. All applicants are automatically checked through security databases.

The second stage of this procedure is the approval of applications by the consul. Further procedures depend on the result of the approval procedure (if, for instance, "security risk" is established, the application is sent to the Ministry of Foreign Affairs for additional clearance).

Pursuant to the instructions of the Consular Division of the Ministry of Foreign Affairs, certain applications are sent to the Ministry of Foreign Affairs immediately after approval by the consul.

The visa application is issued/refused in the third stage, or it is requested that the application is supplemented, the applicant is invited to an interview, etc. In accordance with this decision, a consul marks and writes on the visa application: the issue of a visa, type of a visa and its validity.

In the case that not all documents are presented by an applicant, the passport is not stamped (application stamp) and all documents are returned.

### Consultation of central authorities

Consultation with central authorities is required when nationals of some third countries apply (national 5 A list).

In that case, the computer system alerts and indicates that the application has to be sent to the central authority for further checking by the police authorities before a decision on issuing a visa is taken (compulsory consultation).

If an applicant has been issued a Slovene visa in a Slovene embassy or consulate elsewhere, this also appears in the computer. All Slovene consulates are connected to the central visa computer system (VIZIS) whose database is updated every 15 minutes.

It is automatically checked whether any data from stolen documents appear in the national system (alert of stolen documents with 530.000 entries) or in the visa ban list from the central data base. If there is a hit, such an application is sent to the central authorities where files are compared and decision taken. There is an automatic refusal by the consul only if a hit is from the national blacklist.

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## 6.3 Supporting documents (categories)

Requirements for all types of visas:

- Valid passport/travel document valid at least three months respectively beyond the validity of the requested visa;
- One colour photo;
- Old passport (if any) if the valid one is newly issued and if the applicant has obtained visas previously;
- If children are travelling alone or with just one parent, the application must be supported by a Consent verified by a Notary from both or the other parent and any other documentation necessary to guarantee the protection of children; a birth certificate should also be attached;
- Proof of travel medical insurance covering the whole period of stay.

### **Private visas:**

Signed (fax messages are accepted) invitation or invitation by letter from Slovenia stating the following information:

- Data of the applicant and the reference (names, birth date, passport number, address, phone numbers);
- Purpose of the stay;
- Duration of the planned stay;
- Relation between the applicant and the reference;
- The terms of financing in connection with the trip (person responsible);
- Declaration of the employer stating for how long the applicant has been employed and confirming holiday period;
- Documentation confirming the relations between the two parties (birth certificates, marriage certificates, confirmation from authorities in case of weddings, funerals, confirmation, baptizing, divorce certificate);

### **Business visas:**

Invitation by letter from the Slovenian company with all relevant information:

- Data of the applicant and the reference (names, address, phone numbers);
- Purpose and duration of the stay;
- The terms of financing in connection with the trip (company responsible);
- Commercial relations;
- Declaration of the employer, stating the position of the applicant and confirming that the duty travel takes place.
- In doubtful cases, the proof of cooperation is required (contracts).

A visa application must contain original documents. Applications containing scanned, copied or faxed documents are not accepted (except invitations from Slovenia which could be sent by fax). This is brought to attention of applicants in all written and other sources of information.

## 6.4 Co-operation with travel agencies

Travel agencies submit approximately 50% or 5,500 visa applications per year. Of the total number of applications submitted by travel agencies, up to 10 per cent of applicants are invited to appear in person for an interview.

The consular section cooperates only with those local travel agencies that have concluded partnership agreements with Slovenian travel agencies. A local travel agency must also have a valid licence for its activities.

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The Embassy's consular section keeps a record of Slovenian travel agencies, their contractual partners, responsible persons, representatives-couriers and lists of phone and fax contact numbers.

The following documents must be attached to each application submitted by a local travel agency:

- Original voucher issued by a Slovenian travel agency;
- Letter confirming the hotel reservation and describing tourist arrangement;
- Employment, salary and vacation certificate;
- Certificate of medical insurance for the period of vacation;
- If required, a transport ticket (plane) must be shown at the time when the visa is issued.

Visa applications submitted by local travel agencies can only be brought by their representatives, who must provide basic information about the tourist arrangement of the applicant while submitting the application. If the representative does not have this information, it is required from the responsible person of the Slovenian travel agencies.

## 6.5 Medical Insurance

Travel medical insurance is required in visa issue procedures according to the instruction issued by the Consular Division of the Ministry of Foreign Affairs on 31 May 2004.

The Slovenian Consular section provides relevant information to applicants and guarantors. Upon the introduction of the travel medical insurance requirement, The Slovenian Embassy adopted the established list of insurance companies provided by the consular section of the Austrian Embassy in Moscow, which has been partly supplemented.

Travel medical insurance is required already at the time of submission of the application and has to be valid for the whole duration of the planned stay.

## 6.6 Types of visa issued

Transit visas (visa type B), short-stay visas (visa type C), long-term visas (visa type D). The vast majority of the issued visas are short-stay visas ("C"-type).

## 6.7. Recognition of Schengen visas for the purpose of transit/stay.

For Russian citizens, a valid Schengen visa is recognised as a transit and short stay visa.

### *EvalCom comments and recommendations:*

**With regard to the non-acceptance of an incomplete application, i.e. the application is not processed, not paid for and the application stamp is not affixed in the passport, the EvalCom recommends that once fully implementing the Schengen acquis, this practice should be abolished, since not processing and/or stamping the passport could lead to 'visa shopping'. Other than that, the existing procedures regarding processing of applications are adequate.**

### *Comments of Slovenia:*

*All diplomatic missions and consular representations have already received the instructions that in the case of missing documents application is processed, passport stamped and handling fee charged. In this case, the applicant receives a written information which documents are missing and should be submitted.*

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## 7. VISA STICKER

### 7.1 General: printing and affixing

Visa stickers are handled, printed and affixed by expatriate staff.

In case of a mistake, stickers are cancelled and new ones are issued after a brief check without needing a new application. In the case of a mistake or misprint of the visa sticker, this visa sticker is destroyed by inserting a red cross on it, by destroying the integrated Kinegram and by applying a stamp "cancelled". All information on invalidated and destroyed visas is entered into the visa register. No handwritten corrections are made.

### 7.2. Machine readable zone

The machine readable zone is filled out correctly and visa sticker affixed in a way that this zone could be used properly.

### 7.3. Use of the stamp of the issuing authority

*The expatriate staff puts a stamp on the stickers of the granted visas.*

*The expatriate staff also affixes on the sticker a dry seal (embossment), which covers a part of the sticker (at the right upper side) and a part of the page.*

### 7.4. Signature

The visas are signed by the consul or vice-consul.

### ***EvalCom comments and recommendations:***

**The visa sticker procedures are in line with the CCI.**

## 8. ISSUANCE OF VISAS

### 8.1 Issuing of the visa (Also see chapter 6.2)

The Embassy does not issue separate stickers to children registered in the passport of their parents.

### 8.2. Refusal of the visa

According to national legislation, the competent authority is not obliged to provide any explanation of grounds for refusal to issue a visa.

Nevertheless, the Embassy uses a standard form with 8 possible reasons (English and Slovene or only in Russian) with which they notify an applicant of the basic reason in case of refusal to issue a visa.



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There is no legal possibility to appeal against a Slovene visa refusal. Applicants may ask for reconsideration, but, unless some new substantial information is invoked, the decision is not changed.

If the applicant complains about the handling of the case – not the result – the complaint can be lodged with the Ministry of Foreign Affairs.

## 9. SECURITY STAFF/MATERIAL)

### 9.1 Staff : Division of tasks between expatriate staff and local staff

In total, the Embassy employs 1 Consul and 1 vice-Consul (diplomat), 1 technical (Slovene) staff, and 1 Russian staff.

*Local staff* may work at the counter and have contact with the applicants (only for travel agencies); prepare the electronic processing application (e.g. enter data into database); hand out the visas and cash the handling fee. They may not print the sticker.

*Expatriate(diplomatic) staff* may: receive negative answers from national databases and print the sticker, decide whether further information or an interview are required, decide whether a visa is issued or refused and contact local partners / consular representations of other MS if necessary in particular cases.

### 9.2 Staff

#### - checks upon recruitment

There is a national law dealing with national clearance for expatriate staff (depending on a post they occupy). For the local staff, after an interview, the file is sent to the National Security Agency for further checking which needs to be positive.

#### - further evaluation

There is no rotation of Russian local staff (there is only one person). Expatriate staff can replace each other but there is no routine rotation system.

#### - access (keys) and stock-monitoring

Keys are not allowed to leave the premises. Each person has access to those areas in the building that are related to his/her duties.

### 9.3 Documents

The transport of documents is made via diplomatic courier. Sensitive documents are stored in a safe in the consul's office. Only the consul and vice-consul have access to it. The stamps are kept in the safe when printing is not in progress.

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## Monitoring of stock is done by means of IT

The EvalCom was informed that visa stickers are sent to diplomatic missions and consular posts only upon a prior order from them. The order is completed in the VIZIS information system. The central authorities ensure that the maximum number of blank stickers does not exceed 2000.

Access to the segment of the visa information system dealing with visa sticker management, is granted to the head of the visa section. He must confirm the receipt of visa stickers both to the person having physically delivered the visa stickers and to the information system. Only visa stickers thus confirmed may be distributed in the system to employees of the Embassy authorised to print visa stickers. In addition, every employee must confirm receipt of the allotted visa stickers. In this process, the number of visa stickers allotted and their serial numbers are exactly specified. In addition, every employee must confirm receipt of the allotted visa stickers, otherwise printing is not possible. The number of the remaining stickers (after printing) is checked in the system and put back to the safe daily.

The EvalCom was told that all diplomatic missions and consular posts have an exact overview of the current status of visa stickers, as the Slovene Visa Information System records every printing and cancelling of stickers as well as any other operation (confirmation of receipt, assignation, activation and return) that are in any way related to visa stickers. The competent employees in the central body have an exact overview of the status of visa stickers. The records facilitate the establishing of location and status of any visa sticker (annulled visas stickers too).

## 9.4 IT

### - Login (passwords) and Access

There is a power-on and standard login password requirement. Password screen savers are in use. Backup of all visa data is provided at the Embassy and at central level (Ministry). Local staff does not have the possibility to perform checks against the national databases, only expatriate staff is entitled to do this.

### - Distribution of information (CD-ROM, updates, direct access, browsing)

Access to the segment of the visa information system where visa sticker management is performed is at the disposal of the head of visa section.

### - Encryption

EvalCom was informed that the whole Data transfer between Ljubljana and Moscow is double encrypted (standard Lotus Notes encryption + special encryption).

### - Data protection

EvalCom was informed that any login and data access is taped for the sake of the data protection.

### ***EvalCom comments and recommendations:***

**Security is properly regulated and a very good tracking system for blank stickers exists.**



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## 10. EDUCATION AND TRAINING

At least once per year all Consuls are called together to Ljubljana for a 3-4 days seminar. The last meeting of the kind was held in April 2006 and consisted of 2 days of general training at the premises of the Ministry of the Interior and a 2-day course (16 hours) of specialization on falsified documents, which was organised by the Austrian authorities at the Delegation of the Commission in Ljubljana. The Head of the Consular Section attended the seminar. On returning to Moscow, the EvalCom was told he instructed the other consular officers on the issues he had himself been trained on.

Two specialised pre-Schengen education seminars have also been recently organised by the Slovenian MFA. The first one took place in November 2005 and was devoted to specially exposed Consulates such as Moscow, Beijing and Kiev. The second one was carried out in February 2006 and was mainly focused on training new employees. In both courses, expertise on the CCI, the Schengen Convention and the detection of fraud documents was provided.

Local staff members are trained and monitored during their first month working at the Embassy by the visa officers.

An electronic on-line Manual file is installed in IT system both for expatriate workers and local staff members.

***EvalCom comments and recommendations:***  
**Education and training are adequate.**

## 11. EQUIPMENT FOR DETECTING FALSE DOCUMENTS

Embassy is equipped with a magnifying glass, 3 UV lamps and a CD-rom containing samples of documents. There is also a file containing locally detected examples of forged documents. Information on locally discovered forgeries is exchanged within the scope of local consular cooperation.

There is no retro-viewer or magnifying lens for reading microprint. In case of doubts, the consular staff can either contact police department in the capital or make use of expertise of experts at the Austrian embassy.

***EvalCom comments and recommendations:***  
**The EvalCom recommends that the Embassy be equipped with a retro-viewer and a magnifying lens.**

### ***Comments of Slovenia:***

A contract for additional sets of equipment for detecting false documents has already been signed and will be distributed to all *diplomatic missions and consular representations in the near future (September, October)*.

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## 12. CONSULAR CO-OPERATION

The EvalCom was explained that the Consul normally attends the monthly Local Consular Cooperation Meetings.

### *EvalCom comments and recommendations:*

The EvalCom regards as positive that LCC monthly meetings are regularly attended.

## 13. GENERAL CONCLUSIONS INCLUDING RECOMMENDATIONS

**At the end of its mission, the EvalCom considers, on the basis of the checks carried out and the information gathered, that the Slovene Embassy in Moscow will be in a position to implement the Schengen Acquis in the near future. No serious shortcomings were noted at any time in the daily work of the Embassy.**

**However, the EvalCom wishes to comment on a few points which, in its view, merit special attention by the Slovene authorities, at the time of full implementation of the Schengen Acquis**

- 1) Regarding the security situation, the strong room in the office of the consul is weak (gypsum board) and it is recommended to construct a strong room with solid walls. Iron bars at some ground level windows are attached to the outer wall only with screws which could be easily removed from outside.**
- 2) The EvalCom noted that minors under 18 are exempted from appearing in person, which is not in accordance with the CCI (chapter III, point 4) (not a standard category in the CCI) and should be implemented correctly in the light of Best practices. Otherwise, the existing procedures regarding processing of applications are carried out adequately and in accordance with the CCI.**

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# RESTREINT UE

ANNEX I

## Statistics

| 01.01.2005 | VMO  | A visas issued | B visas issued | C visas issued (ADS included) | C visas applied for | ADS visas issued | Total A,B,C visas issued | Total A,B,C visas applied for | Total A,B,C visas not issued | Not issued rate for A,B,C visas | Total LTV visas issued | D visas issued | "D+H" visas issued | Total A,B,C,LTV, D, D+H visas issued | Rate LTV visas issued / B + C visas issued |
|------------|--|----------------|----------------|-------------------------------|---------------------|------------------|--------------------------|-------------------------------|------------------------------|---------------------------------|------------------------|----------------|--------------------|--------------------------------------|--|
| 31.12.2005 | V 1.1  |                |                |                               |                     |                  |                          |                               |                              |                                 |                        |                |                    |                                      |  |
|            | jan.05   |                | 27             | 403                           | 405                 |                  | 430                      | 432                           | 2                            | 0,46%                           |                        |                |                    | 430                                  | 0,00%                                      |
|            | feb.05   |                | 22             | 504                           | 507                 |                  | 526                      | 529                           | 3                            | 0,57%                           |                        |                |                    | 526                                  | 0,00%                                      |
|            | mar.05   |                | 21             | 735                           | 746                 |                  | 756                      | 767                           | 11                           | 1,43%                           |                        |                |                    | 756                                  | 0,00%                                      |
|            | apr.05   |                | 15             | 959                           | 968                 |                  | 974                      | 983                           | 9                            | 0,92%                           |                        |                |                    | 974                                  | 0,00%                                      |
|            | maj.05   |                | 5              | 901                           | 906                 |                  | 906                      | 911                           | 5                            | 0,55%                           |                        |                |                    | 906                                  | 0,00%                                      |
|            | jun.05   |                | 27             | 1.537                         | 1.540               |                  | 1.564                    | 1.567                         | 3                            | 0,19%                           |                        |                |                    | 1.564                                | 0,00%                                      |
|            | jul.05   |                | 30             | 1.642                         | 1.642               |                  | 1.672                    | 1.672                         | 0                            | 0,00%                           |                        |                |                    | 1.672                                | 0,00%                                      |
|            | avg.05   |                | 12             | 1.362                         | 1.367               |                  | 1.374                    | 1.379                         | 5                            | 0,36%                           |                        |                |                    | 1.374                                | 0,00%                                      |
|            | sep.05   |                | 26             | 856                           | 857                 |                  | 882                      | 883                           | 1                            | 0,11%                           |                        |                |                    | 882                                  | 0,00%                                      |
|            | okt.05   |                | 16             | 596                           | 597                 |                  | 612                      | 613                           | 1                            | 0,16%                           |                        |                |                    | 612                                  | 0,00%                                      |
|            | nov.05   |                | 9              | 720                           | 720                 |                  | 729                      | 729                           | 0                            | 0,00%                           |                        |                |                    | 729                                  | 0,00%                                      |
|            | dec.05   |                | 3              | 1.253                         | 1.259               |                  | 1.256                    | 1.262                         | 6                            | 0,48%                           |                        |                |                    | 1.256                                | 0,00%                                      |
|            | <i>For information</i>                               |                |                |                               |                     |                  |                          |                               |                              |                                 |                        |                |                    |                                      |  |
|            | <b>TOTAL for VMO between 1/1/2005 and 31/12/2005</b> | <b>0</b>       | <b>213</b>     | <b>11.468</b>                 | <b>11.514</b>       | <b>0</b>         | <b>11.681</b>            | <b>11.727</b>                 | <b>46</b>                    |                                 | <b>0</b>               | <b>0</b>       | <b>0</b>           | <b>11.681</b>                        |  |
|            | TOTAL concerned cities (max 0)                       | 0              | 12             | 12                            | 12                  | 0                | 12                       | 12                            | 10                           | 10                              | 0                      | 0              | 0                  | 12                                   | 0  |
|            | Minimum  |                | 3              | 403                           | 405                 |                  | 430                      | 432                           | 0                            |                                 |                        |                |                    | 430                                  |  |
|            | Maximum  |                | 30             | 1.642                         | 1.642               |                  | 1.672                    | 1.672                         | 11                           |                                 |                        |                |                    | 1.672                                |  |
|            | Average  |                | 18             | 956                           | 960                 |                  | 973                      | 977                           | 4                            |                                 |                        |                |                    | 973                                  |  |

| 01.01.2006 | VMO  | A visas issued | B visas issued | C visas issued (ADS included) | C visas applied for | ADS visas issued | Total A,B,C visas issued | Total A,B,C visas applied for | Total A,B,C visas not issued | Not issued rate for A,B,C visas | Total LTV visas issued | D visas issued | "D+H" visas issued | Total A,B,C,LTV, D, D+H visas issued | Rate LTV visas issued / B + C visas issued |
|------------|--|----------------|----------------|-------------------------------|---------------------|------------------|--------------------------|-------------------------------|------------------------------|---------------------------------|------------------------|----------------|--------------------|--------------------------------------|--|
| 31.12.2006 | V 1.1  |                |                |                               |                     |                  |                          |                               |                              |                                 |                        |                |                    |                                      |  |
|            | jan.06   |                | 3              | 410                           | 419                 |                  | 413                      | 805                           | 9                            | 1,08%                           |                        |                |                    | 413                                  | 0,00%                                      |
|            | feb.06   |                | 14             | 622                           | 623                 |                  | 636                      | 1.273                         | 1                            | 0,08%                           |                        |                |                    | 636                                  | 0,00%                                      |
|            | mar.06   |                | 1              | 818                           | 829                 |                  | 819                      | 1.649                         | 11                           | 0,67%                           |                        |                |                    | 819                                  | 0,00%                                      |
|            | apr.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | maj.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | jun.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | jul.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | avg.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | sep.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | okt.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | nov.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | dec.06   |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            |  |                |                |                               |                     |                  | 0                        | 0                             |                              |                                 |                        |                |                    |                                      |  |
|            | <i>For information</i>                               |                |                |                               |                     |                  |                          |                               |                              |                                 |                        |                |                    |                                      |  |
|            | <b>TOTAL for VMO between 1/1/2006 and 31/12/2006</b> | <b>0</b>       | <b>18</b>      | <b>1.850</b>                  | <b>1.871</b>        | <b>0</b>         | <b>1.868</b>             | <b>3.757</b>                  | <b>21</b>                    |                                 | <b>0</b>               | <b>0</b>       | <b>0</b>           | <b>1.868</b>                         |  |
|            | TOTAL concerned cities (max 0)                       | 0              | 3              | 3                             | 3                   | 0                | 3                        | 3                             | 3                            | 3                               | 0                      | 0              | 0                  | 3                                    | 0  |
|            | Minimum  |                | 1              | 410                           | 419                 |                  | 0                        | 0                             | 1                            |                                 |                        |                |                    | 413                                  |  |
|            | Maximum  |                | 14             | 818                           | 829                 |                  | 819                      | 1.649                         | 11                           |                                 |                        |                |                    | 819                                  |  |
|            | Average  |                | 6              | 617                           | 624                 |                  | 144                      | 269                           | 7                            |                                 |                        |                |                    | 623                                  |  |

# RESTREINT UE

ANNEX II

## List of experts

| <b>Schengen Evaluation of the new Member States</b> |                               |
|---|-------------------------------|
| <b>VISA I</b>                                       |                               |
| <b>Moscow-St Petersburg, 10-18 May 2006</b>         |                               |
| <b>Leading expert</b>                               | Timo TÄRYNEN (FIN)            |
| BELGIUM   | Philippe LEFEBVRE             |
| CYPRUS  | Charalambos PANAYIDES         |
| GERMANY   | Berit BÄUMERICH               |
| NETHERLANDS   | Ferdi GEUTJES                 |
| SLOVAKIA  | Fedor ROLL                    |
| SPAIN   | Álvaro KIRKPATRICK DE LA VEGA |
| Commission  | Yolanda GALLEGO-CASILDA GRAU  |
| Council Secretariat                                 | Fedja ZLOBEC                  |

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