ORDINANCE ON THE REQUIREMENTS TO THE UNIFORM ENVIRONMENT FOR EXCHANGE OF ELECTRONIC DOCUMENTS

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Chapter One
GENERAL PROVISIONS

Article 1. (1) The Ordinance regulates the requirements to the development, the functioning and the exploitation of the Uniform Environment for Exchange of Electronic Documents.

(2) The Uniform Environment for Exchange of Electronic Documents (UEEED) is manageable environment for standardized exchange of documents, entered in the Register of the Information Objects, among the information systems in the administration for the purposes of the e-Governance.

Article 2. (1) The Uniform Environment for Exchange of Electronic Documents shall provide means for secure exchange of electronic documents among persons registered for participation in the exchange under Chapter Six.

(2) The exchange in UEEED shall be conducted on the basis of Internet protocols.

Article 3. (1) Internal electronic administrative services shall be provided through UEEED by the administrative bodies to other administrative bodies, persons performing public functions, and organizations providing public services.

(2) Electronic administrative services may be provided through UEEED by the administrative bodies, the persons performing public functions and by the organizations providing public services to the citizens and organizations.

(3) The single portal for access to electronic administrative services and other specialized applications supported by the Minister of State Administration and Administrative Reform in implementation of the Law on e-Governance are part of the UEEED.

Article 4. The compliance between application and answer in an electronic service, ensured by the entry of the service in the Register of the Electronic Services, shall not be subject to inspection by the UEEED.

Article 5. The exchange of unstructured documents through UEEED shall be performed through their inclusion in the content of electronic documents, registered in the Register of the Information Objects.

Article 6. No processing of the content of the transmitted electronic documents shall be performed in UEEED.

Article 7. All participants in the exchange of electronic documents through UEEED are equal.

Article 8. The Uniform Environment for Exchange of Electronic Documents shall be developed and supported by the Minister of State Administration and Administrative Reform.

Chapter Two
TRANSFER OF DOCUMENTS THROUGH UEEED

Article 9. (1) The exchange of electronic documents among the information systems of the participants in the exchange through UEEED shall be performed through a Communication Server.

(2) The connection between the information systems of the participants in the exchange and the Communication Server shall be realized through a specialized program application for connection (Communication Client).

(3) The heads of the administrations shall be responsible for the introduction of the Communication Client under paragraph 2, while observing the requirements of Article 11.

Article 10. (1) The protocol for document exchange through UEEED shall be developed by the Minister of State Administration and Administrative Reform on the basis of specification of the consortium W3C - SOAP (Simple Object Access Protocol) version 1.2 and the subsequent.

(2) The protocol under paragraph 1 shall be published on the Internet site of the Ministry of State Administration and Administrative Reform.

Article 11. (1) The Communication Client shall be provided for use to the participants in the exchange by the Minister of State Administration and Administrative Reform, free of charge.

(2) The Communication Client shall be included ex officio in the List of the Certified Information Systems by the Chairman of the State Agency for Information Technology and Communications upon request by the Minister of State Administration and Administrative Reform.

(3) The Minister of State Administration and Administrative Reform and the Chairman of the State Agency for Information Technology and Communications shall ensure that the Internet sites of the Ministry of State Administration and Administrative Reform respectively of the State Agency for Information Technology and Communications, offer the opportunity for download of the installation package of the Communication Client, together with a detailed installation and use manual.

(4) The specification of the interface between the information systems of the participants in the exchange and the Communication Client shall be published on the Internet site of the Ministry of State Administration and Administrative Reform

Article 12. (1) The transfer of an electronic document through UEEED shall be performed among the information systems of the participants in the exchange.

(2) The administrations shall join the UEEED through their Administrative Information

Systems (AIS) within the meaning of Article 4 of the Ordinance on the Internal Circulation of Electronic Documents and Paper Documents within the Administrations, adopted by Decree of the Council of Ministers No 101 of 2008 (SG, No 48/ 2008).

(3) An administration may join the UEEED through several registrations for one of its AIS or with more than one AIS, if supported.

(4) The transfer of an electronic document between two participants in the exchange shall be performed through the Communication Server, within the framework of a single procedure of document exchange under the following conditions:

1. one exchange procedure shall transfer only one electronic document;

2. the document under point 1 may consist of and contain an unlimited number of other electronic documents, including unstructured documents under Article 5.

(5) A single information system may start several parallel exchange procedures.

Article 13. (1) Every document exchange procedure has two sessions as follows:

1. exchange session where the Communication Client of the sending participant sends a communication to the Communication Server;

2. exchange session where the Communication Server sends a communication to the Communication Client of the receiving participant.

(2) The communications under paragraph 1 contain the document to be transferred and they are part of the protocol specification under Article 11.

(3) The communications under paragraph 1 are created as types of electronic documents and are registered in the Register of the Information Objects by the Minister of State Administration and Administrative Reform.

(4) The session under paragraph 1, point 1 shall be terminated after return of communication on end of session from the Communication Server to the Communication Client of the sending participant.

(5) The session under paragraph 1, point 2 shall be terminated after return of communication on end of session from the Communication Client of the receiving participant to the Communication Server.

(6) The communication under paragraph 4 shall be generated by the Communication Server upon receipt of the communication under paragraph 5.

Article 14. The sessions under Article 13 (1) have the maximum permissible time of realization indicated in the protocol specification under Article 10 (1).

Article 15. (1) When the period of realization of the session for communication exchange under the Article 13 (1), point 2 exceeds the maximum allowed, the Communication Server shall:

1. terminate the execution of the session for a communication exchange;

2. send the document contained in the communication to the official e-mail address of the receiving party;

3. return to the Communication Client of the sending participant a communication on the change in the mode of transfer from transfer through UEEED to transfer through e-mail address.

(2) In case that the Communication Server is unable to perform the sending under the paragraph 1, point 2 to the Communication Client, which have initiated the document exchange session, a communication shall be returned about it.

(3) the Communication Client received the communications under the paragraph 1, point 3 and paragraph 2 shall inform the information system of the sending participant that the sending is impossible.

(4) The Communication Server shall reject any communications from the Communication Client of the receiving party on the termination of the session in accordance with paragraph 1, point 1.

Article 16. (1) When the period of realization of the session for a communication exchange under Article 13 (1), point 1 exceeds the maximum allowed, the Communication Client of the sending participant shall:

1. terminate the execution of the session for communication exchange;

2. notify the information system of the sending participant that the transfer has failed.

(2) The Communication Client shall reject any communications from the Communication Server on the session terminated in accordance with paragraph 1, point 1.

Article 17. (1) The communications related to the termination of a session for communications exchange are part of the protocol specification under Article 10.

(2) The communications under paragraph 1 are created as types of electronic documents, registered in the Register of the Information Objects by the Minister of State Administration and Administrative Reform.

Article 18. (1) The Communication Server shall provide temporary storage of communications sent to one and the same Communication Client if the sending to the client creates time overlap.

(2) The temporary storage under paragraph 1 shall be performed during the sending of the communications in order of their receiving.

Chapter Three
IDENTIFICATION OF THE PARTICIPANTS IN THE EXCHANGE THROUGH UEEED. SECURITY OF THE EXCHANGE THROUGH UEEED

Article 19. The participant sending a communication through an exchange session shall be identified by his or her IP address before the Communication Server.

Article 20. (1) The official information in the communications under Chapter Two shall not be encrypted and shall have a structure and organization of data in accordance with the specification of the consortium W3C - SOAP (Simple Object Access Protocol) version 1.2 and the subsequent.

(2) The content of the communication under Chapter Two shall be transmitted in encrypted form for the purposes of the transfer.

Article 21. (1) The participant receiving a document within an exchange procedure shall be identified by the Communication Server for the purposes of the sending with a Unique Register Identifier (URI), created upon registration of the participant in the UEEED.

(2) The Unique Register Identifier under paragraph 1 together with other official information servicing the execution of the document exchange procedure and the document itself shall be transmitted in the content of the encrypted communication in accordance with Article 20 (2).

Article 22. (1) The encryption under Article 20 (2) shall be performed through asymmetric cryptography methods, through the Public Key of the participant – addressee of the communication.

(2) Every participant in the exchange shall sign the communications sent through the his or her Communication Client, including the Communication Server on behalf of the Minister of State Administration and Administrative Reform,.

(3) The signature under paragraph 3 does not have the features of an electronic signature and is used only for the securing of authenticity and integrity of the communications sent through the Communication Client, respectively the Communication Server for the purposes of the exchange.

Article 23. The Public Key certificates, used by the participants in the exchange through UEEED for encrypting of communications for the purposes of the exchange, shall be issued by the internal infrastructure of the Public Key for all administrations, developed and supported by the Minister of State Administration and Administrative Reform.

Article 24. (1) The certificates under Article 23 shall be issued upon registration of a participant in the UEEED exchange in the List of the Participants.

(2) The certificate under paragraph 1 shall be issued for the Communication Server upon its registration ex officio in the UEEED List of the Participants, by the Minister of State Administration and Administrative Reform.

(3) Upon the registration of every participant in the exchange shall be provided with a certificate for the Basic Public Key issued by the internal infrastructure of the Public Key, by which the certificates of the participants in the exchange are signed, as well as with the certificate for the Public Key of the Communication Server, with the Public Key from which the Communication Client of the participant in the UEEED will encrypt its communications to the Communication Server.

Article 25. The Communication Server shall check the Public Key certificates of the registered participants in the exchange and shall use the certified thereof Public Keys while encrypting communications addressed to the participants through their Communication Clients.

Chapter Four
CONTROL OVER THE ELECTRONIC DOCUMENTS TRANSMITTED THROUGH THE UNIFORM ENVIRONMENT FOR EXCHANGE OF

ELECTRONIC DOCUMENTS

Article 26. (1) The Communication Server shall decrypt the communications sent to it.

(2) The Communication Server shall check the transmitted document in the decrypted communication under paragraph 1, to verify compliance with its registration as type of document in the Register of the Information Objects.

(3) The check-up under paragraph 2 covers only the compliance of the structure of the data in the transmitted document and the presence of unwanted software in the files with unstructured data, contained in the document. In case that the transmitted document contains other documents, registered in the Register of the Information Objects, the check-up under paragraph 2 and the unwanted software check-up shall not be performed for these documents.

Article 27. (1) In case of a failed check-up under Article 26 (2), the Communication Server shall return to the participant who sent the document a communication that the transfer of the document cannot be performed.

(2) The communication under paragraph 1 shall be created as a document of the type "Communication that the document transfer cannot be performed" with the following content:

1. type of transfer – transfer through UEEED;

2. communication that the document transfer cannot be performed and shall be pointed at least one of the failed check-ups, performed under Article 26 (2), with text as follows:

a) the submitted document is not registered as type of information object in the Register of the Information Objects;

b) the submitted document does not correspond to the registered formalized description according its registration in the Register of the Information Objects;

c) the submitted document contains viruses or other unwanted software;

3. detailed description of the result of the check-ups of the document under Article 26 (2), provided by the content of the document "Registered errors in a content of document" in accordance with the Ordinance under Article 43 (2) of the Law on e-Governance.

(3) The communication under paragraph 2 shall be sent through the UEEED and to the e-mail address of the participant.

(4) The Minister of State Administration and Administrative Reform shall maintain a documentary register of AIS for the purposes of the UEEED.

(5) Every document sent in accordance with paragraph 1, shall be automatically recorded in the Official Documentary Register of AIS under paragraph 4.

Article 28. (1) In case of a necessity for a technician to have access to the documents decrypted and evaluated under Article 26, the access shall be of level of security "2" or "C" in accordance with the Ordinance under Article 43 (2) of the Law on e-Governance.

(2) Each access under paragraph (1) shall be subject to registration in accordance with Article 43.

Chapter Five
LIST OF THE PARTICIPANTS IN THE UEEED

Article 29. The Minister of State Administration and Administrative Reform shall keep a List of the Participants in the UEEED through persons authorized by him.

Article 30. (1) The List of the Participants in the UEEED is a database built in the AIS of UEEED, containing formalized descriptions of the participants in the UEEED, in relation to the exchange of documents among them.
(2) The Communication Server shall have direct access to the data in the List.
(3) The List shall support history of records.

Article 31. (1) The List under Article 29 shall contain the following:
1. data identifying the administration, the person performing public functions, the organization providing public services, or the recipient of electronic administrative services;
2. name of the participant;
3. IP address – the Internet address, from which the information system of the participant sends and receives communications;
4. provision of services – it is pointed that the participant provides electronic services through UEEED;
5. validity of participation in the exchange with values "exchange authorized" or "exchange not authorized".
(2) An administration, a person performing public functions, an organization providing public services, or recipient of electronic administrative services may apply for entry of more than one participant in the UEEED. Every participant in the UEEED shall be enlisted with a unique name and IP address.

Article 32. The procedure for entry in the List of the Participants in the UEEED shall start with an application by an administrative body, person performing public functions, organization providing public services, or recipient of electronic administrative services.

Article 33. The procedure for entry consists of:
1. registration of the application for entry;
2. verification that the application has been submitted by authorized person;
3. verification that all required facts have been applied and that they meet the requirements of the Ordinance;
4. verification that the participant in the UEEED has already been included in the list;
5. generation of a pair of cryptographic keys and issuance of a certificate for a Public Key by the internal infrastructure of the Public Key for all administrations;
6. conduction of tests to verify the technical readiness of the participant to join the UEEED;
7. performance of the entry;
8. notification of the applicant for the performed entry respectively for the refusal.

Article 34. (1) The Minister of State Administration and Administrative Reform shall perform an entry into the List of the Participants in the UEEED.
(2) In case of non-conformity, the Minister of State Administration and Administrative

Reform jointly with the applicant of the entry shall remove the non-conformity.

Article 35. The entry into the List shall be performed through entering of data on the entered facts in the data base of the registers' information system.

Article 36. (1) Upon initial entry of an information object or an electronic service a batch shall be created.

(2) URI shall be generated for each batch, consisting of the following:

1. Unique Register Identifier of a section – URI created in the Register of the Registers and the Data upon the registration of the List of the Participants in the UEEED shall be entered into it;

2. a batch number – the consecutive number of a batch into the List of the Participants in the UEEED shall be entered.

(3) A description with the following content shall be maintained for each batch:

1. the applicant of the entry – name, BULSTAT code or UIC code, e-mail address and telephone exchange shall be entered for the legal person, who has applied for entry; respectively-name, UCN or PNF, e-mail address and telephone number for a natural person;

2. the Unique Register Identifier of the application for entry – URI of the application requesting the entry shall be entered;

3. the Public Key of the participant in the exchange;

4. the time of entry – the automatically generated data on the time of the entry performed into the Register shall be entered;

5. the employee, who has performed the entry – data, identifying through the information system supporting the list, the employee, who has performed the entry into the Register shall be automatically entered.

(4) Access to the entries under paragraph 3, point 3 have only the Communication Server and officials appointed by the Minister of State Administration and Administrative Reform.

(5) To the content of each entered fact a description shall be kept containing:

1. the number of entry – an automatically generated serial number of entry by a fact in the content of the batch shall be entered;

2. the Unique Register Identifier of a fact – the URI of the type of the fact/the data shall be entered in section "Types of Facts" or section "Unified Data" of the Register of the Registers and the Data;

3. the content of the fact – the data forming the content of the fact subject to entry shall be entered;

4. the Unique Register Identifier of the application for entry - URI of the application requesting entry shall be entered;

5. the applicant for entry – name, BULSTAT code or UIC code, e-mail address and telephone exchange or the legal person who has applied for entry shall be entered respectively - name, UCN or PNF, e-mail address and telephone number of a natural person;

6. the time of entry – the automatically generated data on the time of entry performed into the List shall be entered;

7. the employee, who has performed the entry – data identifying through the information system supporting the Register, the employee who has performed the entry into the Register, shall be entered automatically.

Article 37. (1) The entry of changes in the facts concerning a participant in UEEED shall be performed by the entry of new fact.

(2) After the performance of the entry under paragraph 1, the current status of the batch of a participant in the UEEED reflects the last entry made.

Article 38. (1) The Minister of State Administration and Administrative Reform shall prohibit a participant in UEEED to take part in the exchange through performance of an entry of this fact under Article 31 (1), point 5 in cases where:

1. there is data on compromising of the cryptographic keys;

2. there is impaired functionality of the Communication Client, which disturbs the work of the Communication Server, and has not been removed in due time;

3. there is sending of documents containing viruses or other unwanted software in accordance with the Ordinance under Article 43 (2) of the Law on e-Governance;

4. there is an overload of the Communication Server caused by unjustifiable number of simultaneously opened exchange sessions;

5. there is a systematic sending of documents, which exceed the sizes as defined by Article 48 (1), point 1 of the Ordinance on the Electronic Administrative Services adopted with a Decree of the Council of Ministers No 107 of 2008 (SG, No 48/ 2008).

(2) The Minister of State Administration and Administrative Reform shall renew the exchange by allowing the exchange under Article 31, (1), point 5 in case that the grounds for prohibition have seized to exist.

Article 39. (1) The Minister of State Administration and Administrative Reform shall provide the following electronic services related to the List of the Participants in the UEEED:

1. entry of facts for a participant in the UEEED;

2. reference to the entries in the Register of the UEEED.

(2) For the purposes of receiving applications for entry in the List of the Participants in the UEEED, the Minister of State Administration and Administrative Reform shall provide an official e-mail address and develop a web-based application for submission of electronic documents to AIS of UEEED.

(3) The references under paragraph 1 point 2 shall not include the facts about IP addresses and Public Keys of the participants in the UEEED.

Article 40. The Minister of State Administration and Administrative Reform shall include ex officio in the list under Article 29:

1. the single portal for access to electronic administrative services;

2. all other specialized applications supported by him in implementation of the Law on e-Governance.

Chapter Six
REGISTRATION OF EXCHANGE THROUGH UEEED

Article 41. (1) Every procedure for a document exchange through UEEED shall be

registered automatically.

(2) The minimum content of the registered data under paragraph 1 shall include:

1. the Unique Register Identifier of a document;

2. the Unique Register Identifier of the sending participant;

3. the Unique Register Identifier of the receiving participant;

4. the time of sending of the document by the Communication Client of the participant who has sent the document;

5. the time of receipt of the document by the Communication Client of the participant, who has received the document;

6. the mode of sending – it is noted whether the document is sent:

a) through UEEED;

b) to the e-mail address of the participant – receiving the document through UEEED;

c) the sending has been impossible with the means of the UEEED.

(3) The content of the documents transmitted through UEEED shall not be subject to registration.

Article 42. (1) The registered data under Article 41 shall not be subject to deletion or correction.

(2) The data under Article 41 shall be stored with no limitation of the time period.

Article 43. For every access to the data under Articles 28 and 40, the following information shall automatically be registered:

1. data, identifying through AIS the person who has performed the access;

2. the time of the sign in access mode;

3. the time of the sign off access mode;

4. the type of the data – under Article 28 or Article 41.

Article 44. The Uniform Environment for Exchange of Electronic Documents shall ensure means for analysis of the data under Articles 41 and 43.

Supplementary Provisions

§ 1. Within the meaning of the Ordinance:

1. "Unstructured documents" are documents in a format different from XML, and documents in XML format, which are not registered in the Register of the Information Objects.

2. "Communication Server" is a specialized information system intermediating the functions of addressing the exchange of electronic documents, ensuring the security of the exchange and performing functions of verifying the compliance of the structure of the electronic documents with their registration in the Register of the Information Objects.

3. "Communication Client" is a program application, which provides an interface for exchange of the transmitted electronic documents between the information system of the participant in the exchange and the Communication Server by means of relevant protocols.

Final Provisions

§ 2. The protocol for exchange of electronic documents through UEEED shall be developed by the Minister of State Administration and Administrative Reform within six months after the Ordinance has been adopted.

§ 3. The specification of the interface between the information systems of the participants in the exchange and the Communication Client shall be published on the Internet site of the Ministry of State Administration and Administrative Reform within six months after the Ordinance has been adopted.

§ 4. The Minister of State Administration and Administrative Reform shall ensure that the document under Article 27 (2) shall be registered in the Register of the Information Objects.

§ 5. The Ordinance shall be adopted on the grounds of Article 41 (2) of the Law on e-Governance.

§ 6. The Ordinance shall enter into force after the development and the publication of the documents under § 2 and 3.