

# **ORDINANCE ON THE REGISTERS OF THE INFORMATION OBJECTS AND THE ELECTRONIC SERVICES**

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## **Chapter One**

### **GENERAL PROVISIONS**

Article 1. (1) This Ordinance shall determine the terms and conditions for the keeping, the storage and the access to the Register of the information objects and to the Register of the electronic services, hereinafter referred to as “the Registers”, as well as the technical standard for description of the information objects.

(2) The Registers shall be kept by the Minister of State Administration and Administrative Reform.

Article 2. (1) The Register of the information objects shall be a data base, managed by an information system and containing formalized technological descriptions of the information objects collected, created, stored and processed by the administrative bodies within the framework of their competence.

(2) The Register of the electronic services shall be a data base, managed by an information system and containing formalized technological descriptions of the electronic administrative services and of the internal electronic administrative services, provided through the uniform document exchange environment.

Article 3. (1) The Registers shall be kept by maintaining a single centralized data base.

(2) A history of the entries shall be recorded in the Registers.

## **Chapter Two**

### **INFORMATION OBJECTS AND ELECTRONIC SERVICES, SUBJECT TO ENTRY**

#### **Section I**

##### **Information objects, subject to entry into the Register of the information objects**

Article 4. (1) An information object shall denote single or composite data collected, created, stored and processed by the administrative bodies within the framework of their competence.

(2) The information objects shall be:

1. “term” - a notion, which is interpreted unequivocally by all participants in the administrative process;

2. “nomenclature” – a final list of thematically related terms, entered into the Register;
  3. “value” – constitutes a quantity and is described by a final number of meanings, determined by formal restrictions;
  4. “segment” – a structure made up of terms, nomenclatures, values and/or other segments, already entered into the Register;
  5. “document” – a segment for which a program application is ensured, enabling full, precise and true visualization of the data contained.
- (3) The Register of the information objects shall consist of the following sections by types of information objects, where circumstances concerning those objects are recorded:
1. “Terms” section;
  2. “Nomenclatures” section;
  3. “Values” section;
  4. “Segments” section;
  5. “Documents” section.

Article 5. The circumstances concerning an information object of the “term” type, subject to entry into the “Terms” section, shall be:

1. name of the information object – the full name of the information object of the “term” type shall be entered, whereby the object is unambiguously individualized; the name shall be unique for objects of “usable” status; where the name is normatively regulated, it shall be entered into the Register precisely in the manner, established in the regulation;
2. purpose of an information object – a brief text explanation of the information object of the “term” type shall be entered;
3. status of an information object – an indication concerning the possibility to use the object in regulations shall be entered, including in the definitions of other information objects; the possible values shall be “usable” or “unusable”;
4. Internet site for access to an information object – the electronic address (URL) of the Internet site shall be entered, from which access to the content of the term batch is taking place;
5. instructions on the handling of an information object – entered in free text or in computer-executable descriptions, which unify the creation of procedures for revising, visualization and other types of processing, related to the information object.

Article 6. (1) The circumstances concerning an information object of the “nomenclature” type, subject to entry into the “Nomenclatures” section, shall be:

1. name of an information object - the full name of the information object of the “nomenclature” type shall be entered, whereby the object is unambiguously individualized; the name shall be unique for objects of “usable” status;
2. purpose of an information object - a brief text explanation of the information object of the “nomenclature” type shall be entered;
3. unique register data identifier - unique register identifier of the entered in the “Unified data” section of the Register of the registers and the data in accordance with the Ordinance under Article 42(1) of the Law on e-Governance, a unified definition of data, corresponding to the information object of the “nomenclature” type;
4. status of an information object - an indication concerning the possibility to use the object in regulations shall be entered, including in the definitions of other information objects; the possible values shall be “usable” or “unusable”;

5. Internet site for access to an information object - the electronic address (URL) of the Internet site shall be entered, from which access to the content of the nomenclature batch is taking place;

6. instructions on the handling of an information object - entered in free text or in computer-executable descriptions, which unify the creation of procedures for revising, visualization and other types of processing, related to the information object;

7. XML definition of nomenclature – the content of the nomenclature shall be entered using the unique register terms identifiers, parts of its composition, already registered in the “Terms” section by means of a technical standard – definition in XML format with name, which is unique for the Register of the information objects;

8. instructions on checking the validity of the nomenclature – rules shall be entered for checking the validity of the nomenclature content in formalized mode according to a standard, entered into the Register of the Standards or by way of exception in free text;

9. Nomenclature of the errors – a set of errors, defined under point 8, shall be entered and also in accordance with their entry as terms in the “Terms” section.

(2) An information object under Paragraph 1 may be entered into the Register only if an entry exists in connection with it in the “Unified data” section of the Register of the registers and the data. In this case the circumstances under paragraph 1, points 1 and 2 shall be entered with the same content, as that entered into the Register of the registers and the data.

Article 7. (1) The circumstances concerning an information object of the “value” type, subject to entry into the “Values” section, shall be:

1. name of an information object - the full name of the information object of the “value” type shall be entered, whereby the object is unambiguously individualized; the name shall be unique;

2. purpose of an information object - a brief text explanation of the information object of the “value” type shall be entered;

3. unique register data identifier - unique register identifier of the entered into the “Unified data” section of the Register of the registers and the data of a unified definition of data, corresponding to the information object of the “value” type;

4. status of an information object - an indication concerning the possibility to use the object in regulations shall be entered, including in the definitions of other information objects; the possible values shall be “usable” or “unusable”;

5. Internet site for access to an information object - the electronic address (URL) of the Internet site shall be entered, from which access to the content of the batch of an information object of the “value” type is taking place;

6. instructions on the handling of an information object - entered in free text or in computer-executable descriptions, which unify the creation of procedures for revising, visualization and other types of processing, related to the information object;

7. XML definition of an information object of the “value” type – a description of the structure of the object shall be entered under a technical standard – definition in XML format, containing a name, which is unique for the Register of the information objects, as well as description of data supporting, other than text, if the value contains any;

8. instructions on checking the validity of the value - rules shall be entered for checking the validity of the value content in formalized type according to a standard, entered into the Register of the Standards or by way of exception in free text;

9. nomenclature of the errors - a set of errors, defined under point 8, shall be entered and in accordance with their entry as terms in the “Terms” section.

(2) An information object under paragraph 1 may be entered into the Register only if an entry exists in connection with it in the “Unified data” section of the Register of the registers and the data. In this case the circumstances under paragraph 1, point 1 and 2 shall be entered with content, similar to that entered into the Register of the registers and the data.

Article 8. (1) The circumstances concerning an information object of the “segment” type, subject to entry into the “Segments” section shall be:

1. name of an information object - the full name of the information object of the “segment” type shall be entered, whereby the object is unambiguously individualized; the name shall be unique;

2. purpose of an information object - a brief text explanation of an information object of the “segment” type shall be entered;

3. unique register data identifier - unique register identifier of the entered into the “Unified data” section of the Register of the registers and the data of a unified definition of data, corresponding to an information object of the “segment” type;

4. status of an information object - an indication shall be entered concerning the possibility to use the object in regulations, including in the definitions of other information objects; the possible values shall be “usable” or “unusable”;

5. Internet site for access to an information object - the electronic address (URL) of the Internet site shall be entered, from which access to the content of the segment batch is taking place;

6. instructions on the handling of an information object - entered in free text or in computer-executable descriptions, which unify the creation of procedures for revising, visualization and other types of processing, related to the information object;

7. XML definition of a segment – the object structure shall be entered – a definition in XML format with a name, which is unique for the Register of the information objects, containing other information objects of the “term”, “nomenclature”, “value” or “segment” types, which have already been entered into the Register of the information objects;

8. instructions on checking the validity of the segment - rules shall be entered for checking the validity of the segment content in formalized type according to a standard, entered into the Register of the Standards or by way of exception in free text;

9. nomenclature of the errors - a set of errors, defined under point 8, shall be entered and in accordance with their entry as terms in the “Terms” section.

(2) An information object under paragraph 1 may be entered into the Register only if an entry exists in connection with it in the “Unified data” section of the Register of the registers and the data. In this case the circumstances under paragraph 1, point 1 and 2 shall be entered with content, similar to that entered into the Register of the registers and the data.

Article 9. The circumstances concerning an information object of the “document” type, subject to entry into the “Documents” section, shall be:

1. name of an information object - the full name of the information object of the “document” type shall be entered, whereby the object is unambiguously individualized; the name shall be unique;

2. purpose of an information object - a brief text explanation of the information object of

the “document” type shall be entered;

3. status of a document - an indication shall be entered concerning the possibility to use the object of the “document” type in regulations, including in the definitions of other information objects; the possible values shall be “usable” or “unusable” or “application for visualization in a certification procedure”;

4. Internet site for access to an information object – the electronic address (URL) of the Internet site shall be entered, from which access to the content of the document batch is taking place;

5. unique register segment identifier – the unique register identifier shall be entered, under which the segment is registered and by which the data is presented in the document;

6. unique register application identifier - the unique register identifier shall be entered, under which an application is registered in the list of the certified information systems, enabling full, precise and true reproduction of the data content in the segment under point 5.

Article 10. The mode of formation of the names and the structure of the data of definitions in the information objects in XML format shall be in accordance with the requirements of the respective special law and determined in Criteria and rules for their application to entries.

## **Section II**

### **Electronic services, subject to entry into the Register of the electronic services**

Article 11. (1) Electronic services within the meaning of the Ordinance shall be the electronic administrative services and the internal electronic administrative services.

(2) The following types of electronic services shall be entered in the Register of the electronic services:

1. primary services, which are performed within the framework of a single administration, differentiated in geographical or functional terms, as a single process, starting from application for the service and ending by provision of the service or statement of refusal;

2. complex services, which are performed as a process, where the access to data, maintained by the administrations, shall take place by using primary or other complex services.

(3) The Register of electronic services shall consist of the following sections:

1. “Primary services” section;

2. “Complex services” section.

Article 12. (1) The circumstances concerning an electronic service of the “primary service” type, subject to entry into the “Primary services” section of the Register of the electronic services, shall be:

1. name of the electronic service – the full name of the primary electronic service shall be entered, whereby it is unambiguously individualized; the name shall be unique for services with “usable” status;

2. purpose of the electronic service – a brief text explanation of the purpose of the electronic service shall be entered;

3. status of the electronic service – indication shall be entered concerning the opportunity for the primary electronic service to be provided by the administrative bodies, by the organizations, providing public services and by the individuals, discharging public functions and

to be used in regulations, including in the definitions of complex electronic services; the possible values are “usable” or “unusable”;

4. Internet site for access to the electronic service batch - the electronic address (URL) of the Internet site shall be entered, from which access to the content of the batch of the primary electronic service is taking place;

5. unique register identifier of administrative service – the unique register identifier shall be entered, issued upon entry of the administrative service, which corresponds to the electronic service in the list of unified names of the administrative services, kept in accordance with the Ordinance under Article 5a, paragraph 1 of the Law on Administration; this fact shall be entered, where the electronic service is provided by administrations;

6. unique register identifier of application - the unique register identifier shall be entered, under which the segment, whereby the data in the application for the electronic service is presented, is registered in the Register of the information objects;

7. unique register identifier of reviser - the unique register identifier shall be entered, under which an application is registered in the lists of certified information systems, enabling full, precise and true revising of the content of the data in the application for the electronic service;

8. list of unique register identifier of responses – a list of unique register identifiers shall be entered, under which the documents, whereby the data is provided in response to an applied electronic service, are registered in the Register of the information objects, and where the result of the service provision is an administrative act, manifested in an act of entry into a public register, the unique register identifier of the register shall be entered;

9. unique register identifier of refusal – the unique register identifier shall be entered, under which the document, whereby provision of the electronic service was refused, had been registered in the Register of the information objects;

10. list of providers - a list shall be entered of data on the administrative bodies, the organizations, providing public services and of the individuals, discharging public functions, who provide the electronic service;

11. list of recipients of internal electronic administrative service - a list of data shall be entered for the administrative bodies, the organizations, providing public services and of the individuals, discharging public functions, who by virtue of regulation are entitled to access to the data, provided by the internal electronic administrative service and the conditions, under which they may obtain it.

(2) An electronic service under paragraph 1, when it is provided by an administrative body, may be entered into the Register only if an entry exists in regard to it as an administrative service in the list of unified names of the administrative services, kept by the Minister of State Administration and Administrative Reform. In this case the circumstances under paragraph 1, points 1 and 2 shall be entered with content, similar to that entered into the list of unified names of the administrative services.

Article 13. (1) The circumstances concerning electronic services of the “complex service” type, subject to entry into “Complex services” section, shall be:

1. name of the electronic service - the full name of the complex electronic service shall be entered, whereby it is unambiguously individualized; the name shall be unique for services of “usable” status; where the name is normatively regulated, it shall be entered into the Register precisely in the manner, established in the regulation;

2. purpose of the electronic service - a brief text explanation of the purpose of the

electronic service shall be entered;

3. status of the electronic service - an indication shall be entered concerning the possibility for the service to be provided by the administrative bodies, by the organizations, providing public services and by the individuals, discharging public functions and to be used in regulations, including in the definitions of complex electronic services; the possible values are “usable” or “unusable”;

4. Internet site for access to the batch of the electronic service - the electronic address (URL) of the Internet site shall be entered, from which access to the content of the batch of the complex electronic service is taking place;

5. unique register identifier of administrative service - the unique register identifier shall be entered, issued upon entry of the administrative service in the list of unified names of the administrative services, which corresponds to the electronic service; this circumstance shall be entered, where the electronic service is provided by administrations;

6. unique register identifier of application - the unique register identifier shall be entered, under which the segment, whereby the data in the application for the electronic service are presented, is registered in the Register of the information objects;

7. unique register identifier of reviser - the unique register identifier shall be entered, under which an application is registered in the lists of certified information systems, enabling full, precise and true revising of the content of the data in the application for the electronic service;

8. list of unique register identifier of responses – a list of unique register identifiers shall be entered, under which the documents, whereby the data is provided in response to an applied electronic service, are registered in the Register of the information objects, and where the result of the service provision is an administrative act, manifested in act of entry into a public register, the unique register identifier of the Register shall be entered; this circumstance shall be entered, where the responses to the primary services do not exhaust the responses of the complex service as a whole;

9. unique register identifier of refusal – the unique register identifier shall be entered, under which the document, whereby provision of the electronic service was refused, had been registered in the Register of the information objects; this circumstance shall be entered, where the refusal under the primary services do not exhaust the refusal of the complex service as a whole;

10. complex service – a complete description shall be entered of the procedures for providing the complex electronic service based on data, maintained by the administrative bodies, by using primary electronic services, registered in the Register of the electronic services;

11. list of providers - a list of data shall be entered for the administrative bodies, the organizations, providing public services and of the individuals, discharging public functions, who provide the electronic service;

12. list of the recipients of complex internal electronic administrative service - a list of data shall be entered for the administrative bodies, the organizations, providing public services and the individuals, discharging public functions, who by virtue of regulation are entitled to access to the data, provided by the complex internal electronic administrative service and the conditions, under which they may obtain it.

(2) The electronic service under paragraph 1, where it is provided by an administrative body, may be entered into the Register only if an entry exists in regard to it as an administrative service in the list of unified names of the administrative services, kept by the Minister of State Administration and Administrative Reform. In this case the circumstances under paragraph 1, point 1 and 2 shall be entered with content, similar to that entered into the list of the unified names of the administrative services.

## **Chapter Three**

### **REGISTRATION PROCEDURE**

Article 14. (1) The procedure for entry into the Registers shall start by an application from an administrative body.

(2) Individuals, discharging public functions and organizations, providing public services, may apply entry of electronic services, which are provided through the uniform exchange environment of documents and information objects, collected, created, stored and processed by them in the course of providing such services.

Article 15. The Minister of State Administration and Administrative Reform shall provide the following electronic services, related to the Register of the information objects and to the Register of the electronic services:

1. entry of information object;
2. entry of electronic service;
3. entry of changes to the circumstances concerning an information object;
4. entry of changes to the circumstances concerning an electronic service;
5. reference to the entries in the Register of the electronic services for an individual electronic service or for all electronic services;
6. reference to the entries in the Register of the information objects for an individual information object or for all information objects;
7. reference to the list of the data, contained in a registered information object of document type.

Article 16. (1) The entry procedure shall include:

1. receipt of the application for entry;
2. verification whether the application was submitted by an authorized individual and whether the information object, respectively the electronic service, are subject to entry;
3. verification whether all circumstances required have been declared and whether they conform to the requirements of the Ordinance;
4. verification whether the information object, respectively the electronic service, may already have been entered;
5. performance of the entry;
6. informing the applicant of entry performed, respectively of the refusal.

(2) The verifications under paragraph 1, points 2 and 3 shall be performed by the Council for entries under Article 28.

Article 17. (1) The Minister of State Administration and Administrative Reform shall perform an entry into the respective register following an opinion of the Council for entries, acting by individuals, authorized by him, within 15 days following the application.

(2) In the presence of non-conformities the Minister of State Administration and Administrative Reform jointly with the administrative body, having applied for entry, shall correct the non-conformities.



Article 18. The entry into the Registers shall be carried out by input of data concerning the circumstances entered into the data base of the information system of the registers.

Article 19. Upon primary entry of an information object, respectively an electronic service, the circumstances envisaged in the Ordinance shall be entered.

Article 20. (1) Upon primary entry of an information object or an electronic service a batch shall be created.

(2) For each batch shall be generated a unique register identifier, consisting of:

1. unique register identifier of section – the unique register identifier shall be entered, created in the Register of the registers and the data upon registration of a section of the respective register in it;

2. batch number – the serial number of a batch in the respective section shall be entered.

(3) For each batch shall be maintained a description, containing:

1. applicant of the entry – the name, BULSTAT code, respectively UIC Code, e-mail address and telephone exchange of the administrative body, having applied for the entry, respectively – the individual or the organization under Article 14(2) shall be entered;

2. unique register identifier of the application for entry – the unique register identifier of the application shall be entered, whereby the entry had been applied;

3. time of entry – automatically generated data for the time of the performed entry into the register shall be entered;

4. employee, performed entry – data shall be entered automatically, identifying through the information system, maintaining the register, an employee who performed the entry into the register;

5. source – the name of the standard, regulation or any other document shall be entered, whereby the definition of the object or of the electronic service was introduced.

Article 21. To the content of each entered circumstance shall be maintained a description, containing:

1. the entry number – an automatically generated serial number of entry in regard to a circumstance in the batch content shall be entered;

2. unique register identifier of a circumstance - a unique register identifier of the type of the circumstance/the data shall be entered into the “Types of circumstances” section or the “Unified data” section of the Register of the registers and the data;

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

4. unique register identifier of the application for entry – the unique register identifier of the application shall be entered, whereby the entry had been applied;

5. applicant of the entry - the name, BULSTAT code, respectively UIC Code, e-mail address and telephone exchange of the administrative body, having applied for the entry, respectively – of the individual under Article 14(2) shall be entered;

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

7. employee, having performed the entry – data shall be entered automatically, identifying through the information system, maintaining the register, employee who performed the entry into

the register.

Article 22. (1) Entry of change to the circumstances concerning an information object, respectively an electronic service shall be performed by entry of the new circumstance.

(2) Upon performing of the entry under paragraph 1 the current status of the batch of the respective information object or an electronic service shall reflect the last entry.

(3) Entries under Article 5, point 3, Article 6, point 4, Article 7, point 4, Article 8, point 4, Article 9, point 3, Article 12, point 3 and Article 13, point 3, shall be performed only at the initiative of the Minister of State Administration and Administrative Reform.

(4) The Minister of State Administration and Administrative Reform shall maintain the current content and enter ex officio any changes to circumstances under Article 9, point 6, Article 12, point 7 and Article 13, point 7. The changes in Article 5, point 4, Article 6, point 4, Article 6, point 5, Article 8, point 5, Article 9, point 4, Article 12, point 4 and Article 13, point 4 shall be generated and entered automatically.

Article 23. (1) The description of the structure of the data of each of the registers shall be entered as a document into the “Documents” section of the Register of the information objects.

(2) The entry under paragraph 1 shall be made ex officio upon the original input of data into the respective register.

(3) The Minister of State Administration and Administrative Reform shall maintain the actuality of the description under paragraph 1, and where necessary, shall make ex officio entries of occurred changes.

## **Chapter Four**

### **STORAGE AND ACCESS TO THE REGISTERS**

Article 24. (1) The registers of the information objects and of the electronic services shall be stored for an indefinite term.

(2) The Minister of State Administration and Administrative Reform shall store the Registers of the information objects and of the electronic services in conformity with the requirements of the Ordinance under Article 43(2) of the Law on e-Governance as a system of information security class 3 or “A”.

Article 25. The registers of the information objects and of the electronic services shall be accessible through the Internet site of the Ministry of State Administration and Administrative Reform and otherwise, depending of the technological preparedness of the Ministry.

Article 26. The Minister of State Administration and Administrative Reform shall ensure an opportunity for review of the current status of the batches of the information objects and of the electronic services at the moment of the verification, as well as of their status at a certain date back in time.

Article 27. (1) Everyone can ask and can make reference to the entries in the Registers through the Internet site under Article 25.

(2) References may also be obtained through the services under Article 15, points 5 to 7.

(3) The references in the Registers shall be free of charge.

## **Chapter Five**

### **COUNCIL FOR ENTRIES**

Article 28. A Council for entries shall be set up under the authority of the Minister of State Administration and Administrative Reform.

Article 29. (1) The Council for entries shall be an auxiliary advisory body, composed of up to 9 experts, designated by order of the Minister of State Administration and Administrative Reform.

(2) The members of the Council for entries – IT technical experts, must have a higher education at master studies or doctoral studies.

(3) The Council for entries must include lawyers with length of service of at least 5 years with in-depth knowledge in the area of the administrative law or the legal issues of the information and communication technologies.

Article 30. The Council for entries shall deliver opinions concerning the permissibility and justification of making of the entries into the list of unified names of the administrative services, the Register of the registers and the data, the Register of the information objects and the Register of the electronic services.

Article 31. (1) The activity of the Council for entries shall be led by a Secretary.

(2) The operating rules for the Council for entries shall be approved by the Minister of State Administration and Administrative Reform.

## **Final Provisions**

§ 1. The Minister of State Administration and Administrative Reform shall ensure the original input of data into the Register of the information objects within four months of entry into force of the Ordinance.

§ 2. The Ordinance is adopted under Article 48(3) and Article 50(2) of the Law on e-Governance.

§ 3. The Ordinance shall take effect on the date of the entry into force of the Law on e-Governance.