

MINISTRY OF INTERIOR

Pursuant to Article 67, Paragraph 1, Subparagraphs 2, 3 and 4 of the Law on Humanitarian Demining (Official Gazette, no. 153/05, 63/07), the Minister of Interior passes the following

BOOK OF RULES AND REGULATIONS

ON PERSONAL SUPERVISORY BOOKLET, HUMANITARIAN DEMINING IDENTIFICATION CARD AND KEEPING THE REGISTER

Article 1

This Book of Rules and Regulations specifies the content, layout and method of issuing personal supervisory booklet, identification card of quality assurance officer, quality control monitor, worksite leader, deminer and auxiliary worker deployed in humanitarian demining operations (hereinafter: identification card) and method of keeping the register.

Article 2

Personal supervisory booklet is rectangular shaped, 146 x 86,5 mm, with orange cover and consists of 53 pages.

The form of personal supervisory booklet is annexed to this Book of Rules and Regulations and is its constituent part (Annex 1).

Article 3

A person deployed in humanitarian demining operations can have with itself only one type of identification card in line with the work place and type of work the person performs.

The request for identification card issuance is submitted in person to the Ministry of Interior (hereinafter: the Ministry).

Apart from the request from Paragraph 1 of this Article, the submitter must also enclose the following evidence:

- Certificate issued by the Croatian Mine Action Centre, accredited legal entity or tradesman, not older than 15 days, giving the name of work place the submitter is deployed at and the identification card is asked for;
- Identification card the submitter has with itself i.e. proof that the card has been ruled out in the Official Gazette after it had been lost, stolen or missing in any other way;
- Photograph 30 mm x 35 mm;
- Evidence on administrative tax paid;

- Evidence on identification card issuance costs paid.

Apart from the request for identification card return, the submitter must also enclose the evidence from Paragraph 3, Subparagraph 1 of this Article and identification card from the Paragraph 3, Subparagraph 3 of this Article.

The Ministry decides on the request from the Paragraph 4 in the period of 3 days.

The Minister of Interior determines the rate of costs of humanitarian demining identification card issuance.

Article 4

The forms of identification card of quality assurance officer, quality control monitor, worksite leader, deminer and auxiliary worker are annexed to this Book of Rules and Regulations and are its constituent part (Enclosure 2).

Article 5

The Ministry will revoke the identification card if it establishes that the person no longer meets the conditions for its issuance.

The person who no longer meets the conditions stipulated for identification card issuance is obliged to return it not later than 3 days from the day when particular circumstances occurred.

Legal entity or tradesman has to inform the Ministry if circumstances from the Paragraph 1, Subparagraph 1 of this Article occurred in the period of three days from the day when particular circumstances occurred.

Article 6

Accredited legal entities, tradesmen and Croatian Mine Action Centre are obliged to keep the Register of personal supervisory booklets issued to deminers directly performing mine search, demining and technical survey operations in their own files and in the digital form.

The form of the Register of personal supervisory booklets issued is annexed to this Book of Rules and Regulations and is its constituent part (Annex 3).

Accredited legal entities, tradesmen and Croatian Mine Action Centre are obliged to submit to the Ministry the Register of personal supervisory booklets issued for the previous calendar year (from January 1 to December 31) verified and filled in, not later than January 15 next year.

At the request of the Ministry, accredited legal entities, tradesmen and Croatian Mine Action Centre are obliged to submit the Register on personal supervisory booklets issued to the Ministry independently of the period stated in the Paragraph 2 of this Article, not later than 8 days after the submission of request.

Article 7

The Ministry keeps the Register on issued, revoked, missing, replaced or returned humanitarian demining identification cards. The Register from the Paragraph 1 of this Article is kept in the files and in the digital form.

Article 8

Quality assurance officer, quality control monitor, worksite leader, deminer i.e. auxiliary worker are obliged to replace the identification card that has been damaged or worn out, if the photograph no longer fits the person's appearance or the identification card no longer has its purpose due to any other reason.

In cases when the identification card is missing or has been lost or stolen, the person from the Paragraph 1 of this Article is obliged to inform the Ministry and the Croatian Mine Action Centre via written statement on newly occurred situation. Upon statement receipt, the Ministry issues a decision on identification card validity termination.

The person from the Paragraph 1 of this Article is allowed to conduct humanitarian demining operations based on the certificate to be issued by the Ministry upon the submission of request for issuance of a new humanitarian demining identification card.

The costs of publishing in the Official Gazette will be met by the person who filed a request for issuance of the new identification card.

Article 9

The request for issuance of the new identification card should be filed in the period of 90 days from the date of entry into force of this Book of Rules and Regulations.

Article 10

This Book of Rules and Regulations shall enter into force on the date of publishing in the *Official Gazette*.

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Zagreb, October 12, 2007

Minister
Ivica Kirin, v.r.