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## Procedure for Handling Political Asylum Seekers in Israel

### **Purpose of the Procedure**

To set out the process of handling political asylum seekers in Israel, and those who were recognized as refugees by the Interior Minister by virtue of the 1951 Convention relating to the Status of Refugees<sup>1</sup> and the 1967 Protocol relating to the Status of Refugees<sup>2</sup> (hereinafter: “**the Refugee Convention**”).

The provisions of this procedure do not derogate from the authorities vested in the Interior Minister by the Entry to Israel Law 5712-1952<sup>3</sup>. However, persons staying illegally, who have submitted an application for political asylum, will not be deported until a final decision is made regarding their application.

### **General**

The handling of applications for political asylum will be carried out in accordance with the law in Israel, while considering Israel’s commitments under the 1951 Geneva Convention relating to the Status of Refugees and the 1967 Protocol relating to the Status of Refugees. The authorized persons will also be able to be aided by the UN Refugee Agency Handbook.

This procedure does not derogate from the case law, according to which no person is to be expelled to an area in which there is prospective threat to his life, under the principle of non-refoulement.

### **Definitions**

In this procedure –

“**The Committee**” – an advisory committee on refugees to the Interior Minister or to any person authorized by him, whose makeup will be:

- 1) A retired judge or a person qualified to serve as a district court judge, who is not a civil servant, and who will be appointed by the Interior Minister, in consultation with the Minister of Justice – Chairperson;
- 2) A representative of the Ministry of Justice – member;
- 3) A representative of the Ministry of Foreign Affairs – member;

<sup>1</sup> Kitvei Amana (Israel Treaty Series) 65, p. 5

<sup>2</sup> Kitvei Amana (Israel Treaty Series) 690, p. 23.

<sup>3</sup> Sefer HaHukkim (Book of Laws), 111, (5 September, 1952), page 354.



- 4) A representative of the Ministry of the Interior's Population, Immigration and Border Authority in the Ministry of the Interior – member.

**“Applicant”** – a foreign subject, who has completed the registration and identification process concerning him, as set forth below in paragraph 2 of this procedure.

**RSD** – Refugee Status Determination

### **1. Submission of an Application**

- a. A foreign subject who wishes to submit an application for political asylum in Israel will submit his application at the offices of the Population, Immigration and Border Authority (hereinafter - the Authority) as determined, within a year from the date of his entry into Israel. A foreign subject who is in custody and wishes to submit an application will submit his application of the authority's representatives in the custody facility.

The Authority will ensure that information sheets regarding the manner of submitting an application for political asylum in Israel, the procedure for handling the applications, the duties of the Applicant, the right of the asylum seeker to contact a legal representative of his choosing and the scope of representation to which he is entitled during the process, will be available in places of custody, the Authority's offices and the Authority's website on the internet.

- b. The handling of an application for asylum submitted by an unaccompanied minor, a person suffering from mental problems or a victim of torture, will be carried out with special attention and sensitivity to their particular circumstances.
- c. (1) The application of a foreign subject who first applied for political asylum after a year has passed from the date of his entry into Israel will be dismissed out of hand.  
(2) Should the foreign subject, at the time of the application, present special reasons for the late filing of his application, his application will be considered by a head of a team in the Infiltrators and Asylum Seekers Department in the Authority, who will be authorized to decide whether or not to accept the application, to be handled despite the lateness of the filing.



## **2. Registration and Identification**

- a. A foreign subject arriving at the Authority's offices to submit an application as aforesaid in paragraph 1, will undergo a registration and identification process, in which he will be photographed, biometric means of identification will be taken from him, and he will give his full address, contact details and other identifying particulars, as required. The foreign subject will be requested to immediately update his address and contact details, should there be any changes in them.
- b. The presence of an attorney representing the asylum seeker will be permitted during the registration and identification process, provided that his participation is limited to comments which he may make prior to the process or after its conclusion, but not during the process.

## **3. Basic Interview –**

- a. (1) Should a suspicion arise, at the conclusion of the registration and identification process, that the foreign subject is not who he claims he is or is not a subject of the country which he stated was his country of citizenship, in a manner that does not enable the continuation of the interview, his matter will be referred to the consideration of a head of a team in the RSD unit in the Infiltrators and Asylum Seekers Department in the Authority, who will decide on the question of the foreign subject's identity and subjection. Should the head of the team decide that the foreign subject is not who he claims to be, or that he is not a subject of the country which he stated was his country of citizenship, his application will be dismissed out of hand and a decision will be delivered to him, in which the reason for dismissing the application will be given. A lack of documentation, in itself, is not cause for dismissal out of hand.  
(2) If, at the conclusion of the registration and identification process, the identification and subjection of the foreign subject hadn't been refuted, he will immediately undergo a basic interview.

The basic interview with an Applicant who is in custody will be conducted in the custody facility. In performing its duties, the Infiltrators and Asylum Seekers Department will, to the extent possible, give priority to Applicants who are in custody.

- b. (1) The basic interview will be conducted in the official language of the Applicant's country of origin, which he speaks, or in any other



language which he understands, and if need be, the interview will be conducted through a translator.

The translators present at the interviews will be employees of the unit or their services will be procured from a well-known translation firm, with whom the state has engaged.

(2) The Applicant will be requested to confirm, in writing, that he understands the contents of the interview. Should the interview be conducted through a translator, the translator will confirm, in writing, that the Applicant confirmed that the interview was conducted in a language that he understands.

(3) During the basic interview, the presence of an attorney representing the asylum seeker will be allowed, provided that his participation is limited to comments which he may make prior to the process or after its conclusion, but not during the process. Should the asylum seeker state that he is represented by a particular attorney, or should an attorney present a power of attorney from an asylum seeker, notice of the interview will be given to such attorney, to the extent possible, 48 hours prior to the interview.

(4) An asylum seeker may request that the interview be conducted by a staff member of the same gender as the asylum seeker, and the unit will make every possible effort, considering personnel limitations, to grant this request.

- c. At the conclusion of the basic interview, the interviewer will decide, immediately, whether to refer the Applicant to a comprehensive interview, as set forth in paragraph 5 below, or to refer the application to a process of dismissal out of hand, as set forth in paragraph 4 below.

#### **4. Dismissal Out of Hand**

- a. (1) Should the interviewer find, at the conclusion of the basic interview, that the claims and facts on which the application is based, even if all of them were to be proven, do not constitute any of the elements set out in the refugee convention, he will refer the material pertaining to the Applicant to a head of a team who has undergone RSD training, for approval of the dismissal of the application out of hand.
- (2) A reasoned and detailed decision, to the extent possible, dismissing the application for political asylum out of hand, will be hand delivered to the Applicant and it will be possible to deport him from Israel. An Applicant whose application had been dismissed out of hand will



receive, in addition to the decision, a copy of the record of the basic interview he had undergone.

It will be noted in the reply delivered to the asylum seeker regarding the dismissal of his application out of hand that the Applicant may petition against the decision to the Court of Administrative Affairs.

The assessment of the Infiltrators and Asylum Seekers department will not be given to the asylum seeker. However, should there be inconsistencies in the findings that arise from the basic interview, the reasons for the dismissal will be detailed in the decision to dismiss the application.

- b. An application with respect to which there is a suspicion of exclusion on the basis of section 1(f) of the Refugee Convention will not be dismissed out of hand, unless subject to a decision of the advisory Committee.
- c. Asylum seekers will not be deported from Israel, unless 72 hours have passed from the delivery to them of the final decision in their regard. A decision to deport prior to the receipt of a final decision will be made solely by the Director of the Population Authority.

## **5. Comprehensive Interview**

- a. Should the interviewer decide, at the conclusion of the basic interview as aforesaid in paragraph 3, to refer the Applicant to a comprehensive interview, and if as the Applicant is a person staying in Israel illegally, a license pursuant to section 2(a)(5) of the Entry into Israel Law, which will be in effect until the date set for the comprehensive interview. However, it will be extended from time to time, until the administrative decision regarding him is made, provided he is cooperative during the course of the process concerning him.

The comprehensive interview with an Applicant who is in custody will be conducted in the custody facility. The Infiltrators and Asylum Seekers Department will, to the extent possible, give priority to Applicants who are in custody.

- b. A summons to the comprehensive interview will be delivered to the Applicant in writing, and it will include the date of the interview. The summons will include a clarification, according to which if the Applicant will fail to attend the comprehensive interview on the date



set for it, his application will be denied and his file will be closed, unless he will present justifiable reasons to his failure to attend the interview, within two weeks from the date that had been set for it.

- c. (1) Forms, which the Applicant must fill out and deliver at the offices of the department of refugees and asylum seekers no later than fourteen days prior to the date set for the comprehensive interview, will be attached to the summons.
- (2) Should the Applicant fail to submit the files on the determined date, his application will be denied and his file closed. Should the Applicant present special reasons for the late filing of the forms, his application will be considered by a head of a team who had undergone RSD qualification in the Infiltrators and Asylum Seekers Department in the Authority, who will be authorized to decide whether or not to accept the application, to be handled despite the lateness of the filing.
- d. (1) Should the Applicant appear for the comprehensive interview at the determined date, the interview will be conducted in the official language of the Applicant's country of citizenship, which he speaks, or in any other language which he understands, and if need be, the interview will be conducted through a translator. The interview will be conducted by an employee in the Infiltrators and Asylum Seekers Department, who has undergone RSD qualification.

The translators present at the interviews will be employees of the unit or their services will be procured from a well-known translation firm, with whom the state has engaged.

(2) The Applicant will be requested to confirm, in writing, that he understands the contents of the interview. Should the interview be conducted through a translator, the translator will confirm, in writing, that the Applicant confirmed that the interview was conducted in a language that he understands.

(3) During the comprehensive interview, the presence of an attorney representing the asylum seeker will be allowed, provided that his participation is limited to comments which he may make prior to the process or after its conclusion, but not during the process. Should the asylum seeker state that he is represented by a particular attorney, or should an attorney present a power of attorney from an asylum seeker, notice of the interview will be given to such attorney, to the extent possible, 48 hours prior to the interview.

(4) An asylum seeker may request that the interview be conducted by a staff member of the same gender as the asylum seeker, and the unit



will make every possible effort, considering personnel limitations, to grant this request.

- e. At the conclusion of the comprehensive interview, an employee who had undergone RSD qualification will decide whether to refer the application to the consideration of the Committee in a summary procedure, as set out below in paragraph 6, or to be deliberated by the Committee as set out below in paragraph 7. The decision will be delivered to the asylum seeker.

**6. Consideration of the Application by the Chairman of the Advisory Committee in a Summary Procedure**

- a. Should an application for political asylum be submitted, based, allegedly, on one of the elements stipulated in the Refugee Convention, but based on the comprehensive interview it was found that the Applicant is not credible, his claims are groundless or that the fear presented by the Applicant is not well founded, and therefore the application lacks the minimal factual or legal basis for being granted political asylum, the application, including the documents and claims that the asylum seeker provided, the basic interview forms, the comprehensive interview and the opinion of the Infiltrators and Asylum Seekers Department will be referred to the Chairman of the Committee for the examination of the application, generally in a summary procedure, within two weeks from the date of the comprehensive interview.  
The Chairman of the Committee will be given the opportunity to receive legal assistance, as needed, from a representative of the legal department in the Population Authority. The legal advice will be given by a lawyer who is not the legal advisor to the Infiltrators and Asylum Seekers Department.
- b. The Committee coordinator will refer the recommendation of the Chairman of the Committee and the assessment of the Infiltrators and Asylum Seekers Department to the Director of the Authority, in order for him to make his decision.
- c. The Director of the Authority will examine the application and decide whether or not to accept the recommendation of the Chairman of the Committee and to deny the application for political asylum, or to refer





the application for deliberation by the plenum of the Committee, in accordance with paragraph 7 below.

- d. Should the Director of the Authority decide on the application for political asylum, notice of the decision will be delivered to the Applicant in accordance with the provisions of section 8 below.
- e. An Applicant whose application for political asylum had been denied by the Director of the Authority may be deported from Israel.
- f. Asylum seekers will not be deported from Israel, unless 72 hours have passed from the delivery to them of the final administrative decision in their regard. A decision to deport prior to the receipt of a final decision will be made solely by the Director of the Population Authority.

#### **7. Deliberations in the Plenum of the Committee**

- a. Should the Director of the Authority decide to refer an application for deliberation by the plenum of the Committee, or in the event that after conducting the comprehensive interview it has been found that it is not appropriate to dismiss the application out of hand pursuant to paragraph 4 above, or that it is not appropriate to deliberate the application in a summary procedure as aforesaid in paragraph 6 above, and, generally, within two months from the date of the comprehensive interview, the file will be brought for deliberation before the plenum of the Committee. Prior to the deliberations in the Committee, the Applicant's file, comprising all the information that has been gathered with regard to him, including the documents and claims that the asylum seeker wished to be provided to the Committee, the basic interview forms, the comprehensive interview and the Infiltrators and Asylum Seekers Department's opinion will be provided to the members of the Committee, through the Committee coordinator. The material pertaining to the Applicant will be provided, if it becomes necessary, to the Israel Police, General Security Services and the IDF, in order to obtain comments, supplementary information and if necessary, their opinion regarding the application.
- b. An Applicant whose Application it has been decided to refer for deliberations by the plenum of the Committee, will be referred to the Population Authority Bureau in his area of residence, for the extension of his residency license until the date of the deliberations in the Committee.





- c. During the deliberations of the Committee, the information obtained during the processes set out above will be presented to the members of the Committee by a representative of the Infiltrators and Asylum Seekers Department. The Committee will formulate a recommendation in the basis of all the material that has been brought before it. Should the Chairman of the Committee be absent from the meeting of the Committee, a representative of the Ministry of Justice in the Committee will preside as substitute Chairman for the purpose of the deliberations.

The Committee's recommendations will be referred to the Interior Minister, in order for him to decide on the matter.

- d. The Interior Minister will examine the application, taking into consideration the Committee's recommendation, and will decide whether it is appropriate to recognize the Applicant as a refugee or to deny his application for political asylum.
- e. After the Interior Minister will decide in the application for political asylum, notice of the decision will be delivered to the Applicant, in accordance with the provisions of paragraph 8 above.
- f. Should the Interior Minister decide to recognize him as a refugee, the Applicant will be granted a residency license of the a/5 type, for one year. The continuation of the handling of his application will be carried out in accordance with paragraphs 11 and 12 below.
- g. An Applicant whose application for political asylum has been denied by the Interior Minister may be deported from Israel.
- h. Asylum seekers will not be deported from Israel, unless 72 hours have passed from the delivery to them of the final administrative decision in their regard. A decision to deport prior to the receipt of a final decision will be made solely by the Director of the Population Authority.
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#### **8. Delivery of Decisions**

- a. An Applicant whose application for political asylum has been decided on by the Interior Minister or the Director of the Authority will be summoned by telephone and in writing, according to the contact details he had provided during the registration and identification process, or according to the contact details that were updated by him,



to the Authority's offices, in order to receive written notice, reasoned and detailed to the extent possible, of the decision of the Interior Minister or the Director of the Authority, within 14 days from the date in which the decision was made by the Minister or the Director.

- b. Should an Applicant fail to appear at the offices of the Authority to receive the written notice of the decision of the Minister or the Director of the Authority, after having been summoned in accordance with the provisions of subparagraph a. above, the reasoned notice of the decision of the Minister or the Director of the Authority will be sent to the address he had provided as aforesaid, and notice of the decision of the Minister or the Director of the Authority will be deemed to have been delivered to him at the date for which he had been summoned.
- c. A reasoned decision in his regard as aforesaid in paragraph 8a. above, which will include a summary of the assessment of the RSD unit, will be delivered to the Applicant, and insofar as there are discrepancies between the comprehensive interview and the basic interview, the decision will also note the main discrepancies. Any request, by the Applicant, to receive internal documents that have been sent within the Authority and will be defined internal memorandum of deliberations of the Authority, will be denied. In addition, no confidential information that, if revealed, may pose a risk to public safety and security is to be revealed.
- d. A copy of the record of the comprehensive interview will be delivered to the Applicant. The record will include solely the questions that the Applicant had been asked and his answers to those questions, and will be provided in the language in which it was written. The Applicant is entitled to receive the record without being required to provide a power of attorney from an attorney, for that purpose. Asylum seekers will be entitled to request the minutes from the deliberations of the plenum of the advisory Committee that deliberated their case.

## **9. Reconsideration**

- a. (1) A person whose application for political asylum was denied by the Director of the Authority or the Interior Minister may submit, at the offices of the Infiltrators and Asylum Seekers Department, within two weeks from the date of receipt of the notice of the denial of his



application, a request for reconsideration, if there has been a change in the circumstances pertaining to the matter, including the coming into light of new documents and findings. A foreign subject who is in custody will submit his request to the representatives of the Authority at the custody facility.

(2) A person whose application for political asylum was denied by the Director of the Authority or the Interior Minister and failed to appear at the offices of the Infiltrators and Asylum Seekers Department to receive notice of the decision of the Director of the Authority or the Minister at the determined date, as set forth in paragraph 8 above, will not be permitted to submit a request for reconsideration.

- b. A request for reconsideration, if filed late or lacking details of the change in the circumstances relevant to the decision, will be written off out of hand, and the decision in that regard, signed by a head of a team in the Infiltrators and Asylum Seekers Department will be delivered to the Applicant at the place in which the request had been submitted, and he may be deported from Israel.
- c. A request for reconsideration which will be filed in a timely manner, and that will include details of the change in the circumstances relevant to the decision, will be referred to an employee in the Infiltrators and Asylum Seekers Department who has undergone an RSD qualification and who did not deliberate the application in the first instance. An opinion regarding the application will be provided to the Chairman of the Committee within two weeks from the date of receipt of the request, in order for him to review it.
- d. Generally, the members of the Committee will formulate their recommendation regarding the request within two weeks from the date of receipt of the opinion of the Infiltrators and Asylum Seekers Department.
- e. The recommendation of the Committee regarding the request for reconsideration of a person whose application for asylum was denied by the Director of the Authority, will be referred to the Director of the Authority in order for him to decide on the matter.
- f. A person who has submitted a request for reconsideration of the decision denying his application for political asylum, and whose request for reconsideration hadn't been dismissed out of hand, will not



be deported from Israel until the conclusion of the handling of his request for reconsideration.

#### **10. Subjects of Enemy Hostile States**

The State of Israel reserves the right not to absorb into Israel and not to grant permits to stay in Israel to subjects of enemy or hostile states – as determined from time to time by the authorized authorities, and so long as they have that status, and the question of their release on bond will be considered on a case by case basis, according to the circumstances and to security considerations.

Israel appreciates the UN Refugee Agency's notice according to which until a comprehensive political settlement is reached in our region it will make every effort to find refugees asylums in other countries.

#### **11. Extension of the License of a Person who was Recognized as a Refugee**

- a. A person who was recognized as a refugee must apply to the Population Authority Bureau with a request to extend of his license, no later than four months prior to the expiry of the license.
- b. The official of the bureau to which the person who had been recognized as a refugee applied to will update the Committee coordinator that the refugee has submitted a request to extend his status.
- c. In cases in which there are new data or new circumstances, the Infiltrators and Asylum Seekers Department will bring the refugee's file before the Committee for review, prior to the expiry of the license. In cases in which there is no change in the circumstances, the decision regarding the extension of a refugee's license will be made by the Director of the Authority, subject to the recommendation of the Infiltrators and Asylum Seekers Department.
- d. The Director of the Authority may extend the refugee's license, a first extension for a year, a second extension for two years and any other extension for three years, subject to any other decision made by the Interior Minister.
- e. Where there is a change in circumstances prior to making the decision regarding the refugee, he will be summoned to make submissions in an interview that will be conducted before a head of a team in the



Infiltrators and Asylum Seekers Department. The recommendation that will be formulated following the interview will be brought before the advisory Committee who will refer its recommendation to the Interior Minister.

- f. The permit of a person who had been recognized as a refugee and applied at the date as aforesaid in subparagraph a., but for reasons not attributable to him a decision concerning him hadn't been made in the Ministry of Interior, will be extended until such decision is made.

## **12. Spouses and Minor Children of Persons who were Recognized as Refugees**

- a. A person who was recognized as a refugee by the Interior Minister, and received a residency license of the type a/5, may submit, in the Authority's offices, a request to be granted residency licenses for his spouse and minor children. The request will be referred to the Committee coordinator, and will be considered by the advisory Committee, who will give its opinion regarding the request. The Committee's opinion will be referred to the consideration of the Director of the Authority.
- b. In forming its opinion, The Committee will consider, among other things, the date of the recognized refugee's marriage, and if the refugee in question had married prior to his entry into Israel - the question of whether he declared such marriage when filling the forms for the application for political asylum, the sincerity of the relationship between the spouses, the question of the origins of the spouse, that is to say, whether the spouse is of the same country of origin as the recognized refugee, whether the spouse's country of origin is a party to the Refugee Convention, whether there is a possibility of immigration to the spouse's country of origin, and other relevant considerations.
- c. Where two persons have arrived in Israel as spouses, and submitted an application for political asylum, the spouse whose application for asylum was denied will not be deported until the conclusion of the consideration of his or her spouse's application. However, this provision will not apply to spouses whose relationship had formed in Israel.

## **13. Cooperation between the State of Israel and the UN Refugee Agency**

### **General**



In the course of transferring the responsibility for handling political asylum seekers in Israel to the Ministry of Interior, the UN Refugee Agency assisted the Ministry of Interior in preparing to handle applications for political asylum. This assistance included training employees of the Infiltrators and Asylum Seekers Department, gathering information and giving opinions, whenever it was requested to do so.

Israel appreciates the UN Refugee Agency's willingness to continue to aid the professional enrichment of the employees of the Department, according to need and to the means available to the Agency.

Israel appreciates the Agency's willingness to aid in the establishment of an information bank for the Department, which will include relevant training materials, information regarding the countries of origin, expert opinions etc.

Israel appreciates the Agency's willingness to aid in the preparation of relevant documents and publications for asylum seekers and refugees.

The continuation of the cooperation between the UN Refugee Agency and the Ministry of Interior will be in accordance with the following principles.

a. Documents and certifications

The UN Refugee Agency has agreed, starting from 1/7/09, not to grant asylum seekers and persons who were recognized as refugees any identifying document or certification of their status, including any document stating that the applicant is entitled to defense form arrest or expulsion, directly or indirectly, except in extraordinary circumstances, agreed to by the UN Refugee Agency and the Ministry of Interior.

The UN Refugee Agency undertook to update the Infiltrators and Asylum Seekers Department of any application for political asylum that has been submitted to it, and to deliver it immediately to the Infiltrators and Asylum Seekers Department. It was agreed that the UN Refugee Agency will not carry out the duties of the Infiltrators and Asylum Seekers Department pursuant to this procedure, unless agreed otherwise, or unless the UN Refugee Agency had been requested to do so by the Ministry of Interior.

b. Provision of Information



The UN Refugee Agency and the unit handling refugees will provide each other, as needed and to the extent possible, statistical data relevant to the handling of asylum seekers, including data of the number of applications submitted and the decisions made with respect to them.

Insofar as files the copies of which haven't yet been delivered to the Infiltrators and Asylum Seekers Department still remain in the possession of the UN Refugee Agency, the Agency undertook to provide the unit handling refugees with full copies of the files that had been opened by the Agency, at any stage of their handling, including files the handling of which has been concluded. In addition, the Agency undertook to provide the Infiltrators and Asylum Seekers Department with a list of the files that were handled by it, which will include particulars of the status of the handling each file, and will indicate the countries of origin and the date of application to the Agency. Relevant documents will be attached to the list.

- c. Assistance in Handling Applications
1. (a) The UN Refugee Agency may visit the custody facilities and, in coordination with the Infiltrators and Asylum Seekers Department and the representatives of the Authority who work at the customs facilities, meet with asylum seekers that are held in them.  
(b) Without derogating from the provisions of this procedure, asylum seekers and persons who were recognized as refugees may apply to the UN Refugee Agency whenever they should request to do so.
  2. (a) Permanent employees from the UN Refugee Agency will be allowed to be present at interviews conducted by employees of the Infiltrators and Asylum Seekers Department. Temporary volunteers and employees will not be allowed to be present at interviews.  
(b) The UN Refugee Agency has agreed that in the event that employees of the unit handling refugees will deem it necessary, it will assist in gathering relevant information regarding the asylum seekers' countries of origin and passage, and will provide opinions regarding the veracity of refugees' documents and various claims.
  3. An employee of the UN Refugee Agency will generally be invited to attend the open part of the deliberations of the plenum of the Committee.





- d. The Continuation of the Contact with the UN Refugee Agency in Geneva
1. The UN Refugee Agency in Israel has agreed to continue to serve, according to Israel's request, as a liaison to the offices of the UN Refugee Agency in Geneva, and to the extent possible, to the UN Agency's representations in the asylum seekers' countries of origin and passage.
  2. The UN Refugee Agency undertook to provide the Ministry of Interior, from time to time, with all the relevant documents that were prepared by the directorate of the Agency in Geneva.