

Based on Article 30 of the Law on Classified Information (Official Gazette of the Republic of Macedonia, no. 9/2004), the Government of the Republic of Macedonia at its session held on 16.11.2004, passed the

DECREE
ON ADMINISTRATIVE SECURITY OF CLASSIFIED INFORMATION

I. GENERAL PROVISION

Article 1

This Decree regulates the measures and activities for administrative security of classified information, to be implemented by the state bodies, public institutions and services, organs of the units of the local self-government and other legal entities and natural persons.

II. CLASSIFICATION AND MARKING OF CLASSIFIED INFORMATION

Article 2

When determining the classification:

- TOP SECRET (hereinafter referred to as "TS");
- SECRET (hereinafter referred to as "S");
- CONFIDENTIAL (hereinafter referred to as "C"); and
- RESTRICTED (hereinafter referred to as "R");

Indications shall be taken into account that closely point to the degree of possible damages that could be inflicted on the Republic of Macedonia or on a foreign country or an international organization by unauthorized access to the classified information or its unauthorized use.

The "TS" classification level shall be assigned only to the information or materials the unauthorized disclosure or use of which would damage the permanent interests of the Republic, such as:

- to threaten directly the constitutional order, independency and territorial integrity of the Republic;
- to threaten directly the internal stability of the Republic;
- to lead to massive loss of human lives;
- to cause irreparable damages to the operative efficiency or security of the Republic or to the efficiency of particularly valuable defence, security or intelligence related operations or to operations conducted to handle unconventional threats, especially terrorism;

- to cause irreparable damages to the basic freedoms and rights of the man and the citizen, the democracy and rule of law;
- to cause irreparable damages to the development and progress of the economy in the Republic, to the protection of property, freedom of markets and entrepreneurship, humanism, social justice and solidarity;
- to cause irreparable damages to the protection and development of the living environment of the Republic;
- to inflict severe and long consequences to the promotion and development of the local self-government in the Republic; and
- to impose a direct threat against the achievement of the aims of the international politics of the Republic or to cause irreparable damages to the international relations of the Republic or to the relations of a foreign country or an international organization with the Republic of Macedonia.

The “S” classification level shall be assigned only to the information or materials the unauthorized disclosure or use of which would damage the vital interests of the Republic, such as:

- to cause exceptionally serious damages to the independence and territorial integrity of the Republic;
- to cause exceptionally serious damages to the state identity of the Republic by free expression of the ethnical identity of all citizens;
- to threaten directly the life or to affect exceptionally seriously the public order or the personal security and freedom of the man and the citizen;
- to cause exceptionally serious damages to the operative efficiency or security of the Republic or to the efficiency of particularly valuable defence, security or intelligence related operations or to operations conducted to handle unconventional threats, especially terrorism;
- to cause exceptionally serious material damages to the financial, monetary and economic interests of the Republic;
- to cause exceptionally serious damages to the living environment in the Republic;
- to cause exceptionally serious damages to the promotion and development of the local self-government in the Republic;
- to cause exceptionally serious damages to the achieving of the aims of the international politics or the international relations of the Republic or to the relations of a foreign country or an international organization with the Republic of Macedonia; and
- to cause pressure by the international community on the Republic.

The “C” classification level shall be assigned only to the information or materials the unauthorized disclosure or use of which would damage the important interests of the Republic of Macedonia, such as:

- to cause serious damages to the peace, democratic foundations of the legal state and the development of the multiethnic society;

- to cause serious damages to the life, health, property and personal security or the freedom of the man and the citizen;
- to cause serious damages to the operative efficiency or security of the Republic or to the efficiency of valuable defence, security or intelligence related operations or to operations conducted to handle unconventional threats, especially terrorism;
- to cause serious damages or to be significantly in contradiction with the financial, monetary and economic interests of the Republic;
- to cause serious damages to the living environment in the Republic;
- to cause serious damages to the promotion and development of the local self-government in the Republic;
- to cause serious damages or to be significantly in contradiction with the political and defence integration of the Republic in NATO, with the economic and security integration in the European Union or in other collective defence systems;
- to prevent seriously the development or the operations determined in the international agreements that the Republic has concluded with foreign countries or international organizations;
- to cause serious material damages to the international relations of the Republic, by initiating formal demonstrations or other sanctions; and
- to stop or significantly prevent in other way the important activities of the Republic at the international sphere or the activities of a foreign country of an international organization related to the cooperation with the Republic of Macedonia.

The "R" classification level shall be assigned only to the information or materials the unauthorized disclosure or use of which would damage the work and efficiency of the organs in the Republic of Macedonia, such as:

- to cause damages or to affect the conditions for enhancing and maintaining the internal political stability, security and operational efficiency of the Republic;
- to cause significant suffering of people;
- to damage the developing of a righteous, social state with equal possibilities for all citizens;
- to downgrade the political, financial, monetary, economic and commercial negotiations of the Republic;
- to stop the development or the operations determined with the bilateral or multilateral agreements that the Republic has concluded with foreign countries or international organizations;
- to cause financial losses or enable inappropriate achievements or advantages of the legal entities or natural persons;
- to have a negative influence on the preserving and protection of the living environment;

- to undermine the activities of the Republic related to the maintaining and enhancing peace, stability, security and all other forms of cooperation with the neighbours, in the region, in Europe and in the world, as well as the activities related to the prevention and development of instruments for early warning of tensions and crises in order to enable their timely and efficient resolution by peaceful means;
- to undermine the activities of the Republic for preserving and development of the international order based on righteousness, mutual respect of the international order founded on the international law, as well as the political and economic equality of the countries; and
- to have a negative influence on the international relations of the Republic or on the relations of a foreign country or international organization with the Republic of Macedonia.

Article 3

The proposal which classification level to be assigned to an information shall be given and explained in written by its immediate originator.

Article 4

On the classified document, the originator of the classified information shall indicate the date or the period after which the contents of the classified information contained therein may be reclassified or declassified.

Article 5

All users of the information shall be informed about the classification of the unclassified information, as well as about the reclassification and declassification of the classified information.

Article 6

When the individuals referred to in Article 9 of the Law on Classified Information authorize other persons to classify information with the "TS" classification level in the organs where they are employed, a list of names of the authorized persons shall be prepared and submitted to the Directorate for Security of Classified Information (hereinafter referred to as "the Directorate").

When other persons, based on another act or an international agreement, are authorized to classify information with the "TS" classification level, the competent authority shall notify the Directorate by submitting a list with their names.

The Directorate shall be informed about each change of the contents of the list referred to in paragraphs 1 and 2 of this Article.

Article 7

If separate pages, extracts, appendixes, attachments or other supplementary components collated in one information need to be classified with a different classification level, the originator shall assign the classification level to each of them separately and the information, as a whole, shall be classified according to the highest classification level of the components contained therein.

If one information needs to contain more data, and for some of them a higher classification level is required, efforts shall be made to compose the information in a way that would enable the more sensitive data to be placed in an attachment to the basic document with an appropriate classification level, thus leaving the opportunity for the basic document to have wider dissemination.

Article 8

The originator of the classified information shall indicate on a visible place of the classified information the title of the organ, i.e. the name of the originator of that information and the classification level.

The marking of a page with A4 format shall be done by indicating the classification level with capital letters at the top in the centre of the header and in the bottom in the centre of the footer, which are distanced from the edges of the page for 1,25 cm; and the other contents of the page shall be indicated between the header and the footer in the space that is distanced from the upper and the lower edges of the page for 2,54 cm, and from the left and the right edges of the page for 3,17 cm.

The classification level shall be indicated on each page. The pages shall be marked with an ordinal numeral of the total number of pages.

Each classified document shall have a reference number and date on the front page of the document. In case the document is classified with "TS" or "S", the reference number shall be indicated on each page of the document.

The front page of each classified information shall include the subject of the document, the possible reference to another classified document of an earlier date, the signature of the authorized official and the name/title of the addressee.

When the classified document is prepared in a number of original copies or languages, the copy number and the languages in which the document has been prepared shall be indicated on the front page.

When the classified documents need to be submitted in a number of copies, each copy shall bear its copy number, indicated on the front page together with the total number of pages of the document.

The front page of the documents classified with "R" and above shall include indications of all their annexes and attachments and their classification level (attachment: Form no. 1).

The annexes and attachments shall bear the number of the annex, i.e. the attachment and the mark of the classified document to which they are appended, i.e. attached, as well as their classification level (attachment: Form no. 2).

III. RECEIPT AND RECORDING OF CLASSIFIED INFORMATION

Article 9

Receipt and recording of classified information produced in the Republic of Macedonia shall be done by the organizational units of the organs authorized to work with classified information, while the receipt and recording of classified information released to the Republic by foreign countries or international organizations or the one that the Republic has released to foreign countries or international organizations shall be done by the Directorate and the registries and control points as organizational units of the organs (hereinafter referred to as "organizational units").

Article 10

Receipt, recording, handling, transfer, storing, control and destruction of foreign classified information and the information produced in the Republic that are released to a foreign country or international organization up to level "TS" shall be done by the Central Registry.

Receipt, recording, handling, transfer, storing, control and destruction of foreign classified information and the information produced in the Republic that are released to a foreign country or international organization up to level "S" shall be done by the registries, while receipt, recording, handling, transfer, storing and control of such information shall be done by the control points.

Article 11

The Central Registry shall be informed for all registered foreign classified information in the organizational units referred to in Article 9 of this Decree.

Article 12

Classified information shall be registered in a log-book, which is a book for keeping basic records.

Basic records shall be kept according to a system of basic reference numbers and sub-numbers.

The log-book for classified information shall contain: basic reference number and sub-number and transmitting of the letter/document; date of receipt; information on the sender or the recipient; number and date of dispatch; archive mark of the organizational unit and distribution of the letter/documents.

Article 13

The UNCLASSIFIED information produced in the Republic of Macedonia, as well as the foreign UNCLASSIFIED information, shall be recorded in a separate log-book, set aside from the other information without classification level.

The “TS” and “S” information shall be registered in one log-book, and the information classified “C” and “R” in another log-book.

The information produced in the Republic and foreign information, classified and unclassified, shall be registered in separate log-books for national, i.e. for foreign classified information and for unclassified information.

The log-book may also be kept in ADP systems with a special program adjusted to the provisions of the Law on Classified Information and this Decree.

Article 14

Besides in the log-book, classified information shall also be registered in supplementary record books.

Supplementary record books are: inventory of documents, register, internal delivery book, book for registered mail and book for location.

IV. STORING, HANDLING AND CONTROL OF CLASSIFIED INFORMATION

Article 15

Classified information produced in the Republic of Macedonia or released to the Republic by a foreign country or an international organization or which the Republic has released to a foreign country or an international organization, shall be handled, stored and controlled by the organizational units.

Information classified “TS” shall be handled with, stored and controlled by the competent organizational units particularly authorized for handling, storing and control of such classified information.

Article 16

The organizational units shall keep records of the receipt, transmitting and destruction of the classified information that they have been authorized to handle.

The title of the organizational unit or the name of the natural person in possession of that classified information shall be indicated in the log-book.

Article 17

Release of classified information produced in the Republic of Macedonia to a foreign country or an international organization shall be done upon a written request for releasing classified information (attachment: Form no. 3) submitted to the Directorate.

The written request referred to in paragraph 1 of this Article shall include information on: the title, i.e. the name of the person requesting the classified information, the title or the name of the competent legal entity to which the request for releasing information is addressed, the identification of the classified information and the classification level (if known), elaboration of the reasons for requesting the

release of information, who are the users of the classified information and whether the whole classified information is required or a part of it.

Article 18

Classified information shall be released after previously received consent for the release by the originator.

When the classified information is originated by two or a number of originators, the consent for the release shall be given by the entity to which the request has been submitted.

Article 19

The classified information to be released shall retain the mark of the originator and the classification level. The caveat for further dissemination of the classified information shall be placed immediately under the classification level, separated by a line (attachment: Form no. 4).

The front page of the classified document to be released will contain the name of the Directorate, as the competent organ for approval of the release, the date of the approval of the release and other relevant information.

All classified information to be released to foreign countries or international organizations shall be registered in the record books kept in the Directorate.

Article 20

The organizational units authorized to handle, store and control information classified "TS" shall appoint authorized persons to control the classified information.

Article 21

The authorized persons referred to in Article 20 of this Decree, shall be responsible for:

- the physical security of all information classified "TS" that are stored in the organizational units for which the authorized person has been appointed;
- recording of all information classified "TS" that are stored at or are circulated through the organizational units or are transmitted to other organizational units, for which the authorized person has been appointed;
- keeping and updating records according to the name and position of all the persons having access to information classified "TS", who are employed in the organs authorized to work with this type of classified information, and who belong to the scope of activities of the organizational units for which the authorized person has been appointed;
- keeping and updating records of all other organizational units with which he has been authorized to exchange information classified "TS" together with the names of the other authorized persons for control of information classified "TS" with a sample of their signature;

- distribution of information classified “TS” only to the users with authorized access;
- transportation of information classified “TS”;
- getting a confirmation for receipt of all distributed or transmitted information classified “TS”; and
- ensuring a confirmation for the return of all distributed or transmitted information classified “TS” that the user does not need anymore in the organizational unit, for the purpose of their storing or destruction.

Article 22

At least once a year, the organizational units shall make an inventory of all information classified “TS” at their availability.

Availability of a document classified “TS” means:

- such document to be physically present in the organizational unit and to contain the precise number of pages;
- to have a receipt confirmation by another competent organizational unit to which the document has been transmitted; and
- to have a confirmation about the change of classification level or the declassification of the document, or about its destruction.

Article 23

Annual report of the inventory results concerning the foreign information classified “TS” shall be submitted to the Directorate.

The Directorate shall forward the results from the inventory concerning the foreign information classified “TS” to the authorized security service of the foreign country or the international organization that has released the classified information to the Directorate not later than March 31 in the current year, reflecting the situation in the previous year.

Article 24

Classified information may be stored in paper copy, as microfilm or on computer storage media.

Classified information may be stored as microfilm or on computer storage media, provided the Books or media are afforded the same security protection as the original information and any Books or media containing more than one classification shall be afforded the security protection of the highest classification appearing in the Book or on the microfilm, or computer storage media.

V. REPRODUCTIONS, TRANSLATIONS AND EXTRACTS

Article 25

Copies, reproductions and translations of documents classified NS and below may be produced by the user and under his constant supervision. The number of copies, reproductions and translations shall be determined under observation of the need-to-know principle. Security measures laid down for the original document shall be applied to such copies, reproductions and/or translations.

If classified "S", each copy shall be marked with identifying copy numbers. The number of reproductions and/or translations and their copy numbers shall be recorded as well.

Article 26

Notwithstanding originator control prohibitions on reproductions and/or translations, foreign classified information may be translated upon previously received consent by the originator, provided the requirements for copying have been met and the translation includes all classifications markings and caveats of the original classified information.

Article 27

Extracts of classified documents may be included, if necessary, in other classified documents. An extract from a classified document shall bear the classification of the document or component thereof (if individually classified) from which it is taken unless it is obvious that it justifies another classification. If so, it shall be referred to the original or higher classification authority for determination of the correct classification.

Article 28

Information classified "TS" shall not, except in exceptional cases, be copied.

Extra paper copies of such information shall normally be obtained, in paper copy, from the originator. In exceptional cases, paper copies or translations of information classified "TS", including extracts and copies to or from machine readable media may be made for urgent mission purposes, provided that the copies or translations:

- are authorized by the authorized person for control of information classified "TS" in the organizational units authorized to handle such classified information;
- are reported for recording to the organizational units authorized to handle such classified information;
- bear the reference and copy number of the original information together with the title/name of the originating authority and the title of the organizational unit authorized to handle such classified information where the copy of the information has been made;
- are marked with an identifying reproduction copy number locally assigned by the element making the reproduction or translation;

- display the “TS” marking of classification and all other markings of the original information; and
- are brought under control of the authorized person in the organizational unit authorized to handle such classified information, and reported in the annual inventory along with other “TS” information.

Article 29

As an exception to Article 28 of this Decree, the authorized person in control of the information in the organizational unit authorized to handle such classified information, may authorize the production of those copies and translations necessary to make initial distribution of signals/messages classified “TS” provided a record is made of the number of copies made.

Article 30

Preparation of documents classified “R” and above, which includes their typing, translation, photocopying and reproduction, through magnetic devices or microfilm, shall be done by individuals holding personnel security clearance at least commensurate to the highest classification level of the document, except in specific cases regulated by law or an international agreement.

VI. DISTRIBUTION AND DISSEMINATION OF CLASSIFIED INFORMATION

Article 31

Classified information shall be distributed to individuals who have a personnel security clearance at least commensurate to the classification level of the information made available to them, according to the need-to-know principle.

The originator shall make the initial list of identified users for distribution of the classified information.

The authorized persons in the organs responsible for the security of the classified information shall make lists of users, including higher officials and employees to whom, due to the nature of their official duties and based on the acts on the systematization of the positions in the organs, information classified “S” and above shall be distributed, according to the need-to-know principle.

Article 32

Documents classified “TS” shall be distributed through the competent organizational units that meet the standards required and that have been authorized to work with information classified “TS”.

Article 33

Documents classified “S” and lower may be distributed from the initially indicated addresses, i.e. users, according to the need-to-know principle.

All possible restrictions on further distribution of such classified information shall be marked on the document itself. The marking of the caveat for further distribution shall be added immediately under the classification level, separated by a line.

In case of such a caveat, the initially identified users may distribute the documents to other users, provided authorization by the originator has been obtained.

VII. TRANSMISSION OF CLASSIFIED INFORMATION

Article 34

Documents classified “R” and above shall be transmitted in opaque cover, put in double envelopes.

The inner envelope shall be marked with security classification commensurate to the classification of the document and, if possible, it shall be appended with complete information on the position of the user and the address.

A receipt for the document to be distributed shall be prepared and placed in the inner envelope. The receipt, which shall not be classified, shall quote the reference number, date and copy number, but no reference to the contents of the document.

The inner envelope shall be placed in an outer envelope that shall bear the designation and the address of the addressee and the dispatch number of the letter/package. The outer envelope shall not indicate the security classification of the document to be transmitted.

Article 35

The person authorized to control the letters/packages shall exercise control of the letters/packages containing classified information in the organizational units and that person may open the inner envelope and the receipt for the documents being transmitted, except in cases when the letter/package is addressed to a personal name.

The person authorized to control the letters/packages may open only the outer envelope, while the inner envelope and the receipt for the documents may be opened only by the addressee.

Article 36

The receipt of the letters/packages containing information classified “R” and above shall be confirmed in a delivery book of the couriers and delivery officers with a signature of the person authorized for receipt, under the reference number of the letter/package.

Transmission of classified documents shall be: internal (within sites or establishments); external (outside sites or establishments); in the country and outside the country.

Article 37

In a site or an establishment, internal transmission of a classified document shall be done in a sealed envelope that quotes only the name of the addressee and it shall be carried by a person who has a security certificate for access to classified information with a security level at least commensurate to the classification level of the document being transmitted.

Article 38

Inside the country, information classified "TS" and lower, duly packed, shall be transmitted through an official delivery service or through persons with authorized access to information classified "TS" and lower, who have a special authorization for transmission of such information.

Article 39

The delivery service for transmission of information classified "TS" should be manned appropriately to ensure that the transmission of letters/packages is under constant and direct supervision by the persons authorized for transmission.

Article 40

In exceptional cases, documents classified "TS" shall be transmitted outside a site or establishment by other officials, who are not couriers or who do not belong to an official delivery service, when there is a need for their use by other organs with a seat in the same location, provided:

- the deliverers of the classified information have authorized access to information classified "TS";
- the transmitting is in line with the regulations on transmission of such classified information;
- that person constantly escorts the classified information; and
- arrangements are designed for transmission of the classified documents to the organs authorized to handle such classified information in order to regulate their storage and recording in the log-books and to check the recorded data when the classified documents are returned back.

Article 41

When there is a need for use of documents classified "TS" and "S" by other organs with a seat in the same location, the authorized person from the Central Registry, Registry or the Control Point shall make a list of users of such information.

The list referred to in paragraph 1 of this Article shall include all data necessary to identify the documents classified "TS" and "S", such as their originator,

reference number and date, contents of the document, possible copy and/or translation number, names of the persons who have had authorized access to the document, the title and place of event, date and time of the event, date and time when the document has been given and/or returned to the user or the authorized person from the Central Registry, Registry or the Control Point, as well as the signatures of the user and the authorized person that has transmitted, i.e. received and/or returned the classified document.

Article 42

Outside the country, documents classified “TS” and lower shall be transmitted through:

- diplomatic pouch, military courier, official service of the Directorate or via electronic means, for information classified “TS”. Personal carriage of such classified information outside the country shall be prohibited;
- diplomatic pouch, military courier, official service of the Directorate, another specially authorized delivery service, personal carriage or via electronic means, for information classified up to “S”.

Article 43

Transmission of classified document outside the country requires:

- official stamp on the package, i.e. the package to be packed in a manner to indicate that it is an official consignment and it should not undergo customs or security scrutiny;
- the courier shall carry a courier certificate recognised by the nation(s) where he is travelling through, clearly identifying the package and authorising him to carry the package (attachment: Form no. 5);
- the courier’s travelling arrangements shall ensure avoidance of countries that represent a risk for his life or personal security and for the package, as well as of risky transportation and transportation means.

In exceptional cases, the restrictions at paragraph 1 bullet 3 of this Article may be waived if urgent operational requirements cannot be otherwise met.

Article 44

The person carrying the classified documents has to be briefed on the internal instructions of the organ for transmission of classified information.

VII. DISPOSAL AND DISTRUCTION OF CLASSIFIED INFORMATION

Article 45

Classified information which is no longer required for official purposes, including surplus or superseded information or physically damaged that cannot be

used any longer, shall be destroyed according to the list of classified documented material with timelines for its storage.

Classified information shall be destroyed in such a manner as to ensure that it cannot be reconstructed.

Article 46

The preparation of the classified material for destruction and the procedures for destruction shall be done in accordance with the Law on Classified Information, the Law on Archive Material and other related regulations.

Article 47

An inventory list shall be made for the classified documented material prepared for destruction that will quote all the relevant data for identification of the classified information.

The destruction shall be confirmed by a certificate to be kept together with the destruction inventory list.

Article 48

The destruction certificates and destruction inventory lists shall be made in a manner to enable possible damage assessment or conduct a security investigation into the compromise or loss of classified information.

IX. COMPROMISES, UNAUTHORIZED RELEASE AND BREACHES OF SECURITY OF INFORMATION

Article 49

All breaches of security of classified information shall be reported in written form to the authorized person in the organ responsible for protection of such information, the Security Officer.

The Security Officer shall immediately inform the official/head of the organ responsible for protection of such information for the breach of security of the classified information. Consequently the official shall decide on the determination of the degree of the breach of security of the classified information and the possible unauthorized disclosure, compromise or release.

The determining of the degree of the breach of security of the classified information shall be investigated by individuals who have security and investigative experience, and who are independent of those individuals immediately concerned with the breach of security of the classified information.

Article 50

If the procedure for determining the degree of the breach of security of the classified information confirms that the breach of security of the information has not caused damages, the official/head of the organ responsible for protection of such information, may decide to stop further investigations for the breach of security of the information.

If the procedure for determining the degree of the breach of security of foreign classified information confirms that the breach of security of the information has not caused damages, the official/head of the organ responsible for protection of such information, may decide to stop further investigations for the breach of security of the information and without written report for such action to the foreign organ responsible for protection of the classified information that has been subject to the breach.

The breach of security of foreign classified information shall be reported to the Directorate and the foreign organ responsible for protection of the classified information that has been subject to the breach.

Article 51

There is no need to report the breach of security of foreign information classified "R" to the foreign organ responsible for protection of the classified information, unless it concerns intelligence activities.

Article 52

The breach of security shall be reported to the originator at the same time. If the originator is not known, or it is difficult to be determined, the obligation to inform him shall be transferred to the official/head of the organ responsible for protection of the classified information that has been subject to the breach, i.e. the Directorate.

Article 53

Initial report for the breach of security shall contain the following information:

- type and shape of the information involved, including its classification, the originator, reference number and date, the marking and copy number, subject and scope;
- a brief description of the circumstances of the compromise, including the date of the breach of security, the period during which the information was exposed to compromise and, if known, the number and/or category of unauthorized individuals who have or could have had access to the classified information; and
- whether the originator has been informed about the breach.

Further reports shall follow as developments warrant.

Article 54

The final report on the breach of security of the classified information shall be forwarded to the official/head of the organ responsible for protection of the classified

information subject to compromise, i.e. to the Directorate and then, through the Directorate, to the foreign organ responsible for protection of the classified information within 90 days of the initial report.

Article 55

The report to the originator of the classified information for its compromising, unauthorized release and breach of security shall be comprehensive in order to enable him to make a threat assessment and to undertake the necessary or regular remedial activities.

The report of the assessment of the type and extent of the damage and of the taken remedial activities and corrective measures shall be forwarded to the official/head of the organ responsible for protection of the classified information subject to compromise, i.e. to the Directorate and then, through the Directorate, to the foreign organ responsible for protection of the classified information.

Article 56

When the final report of the investigation shows that a classified document has been irretrievably lost and that has not caused any damages, the official/head of the organ responsible for protection of the classified information, i.e. the foreign organ responsible for protection of the classified information subject to compromise, may grant relief from accountability to the persons responsible for the protection of the classified information.

Article 57

The Forms no. 1, 2, 3, 4, and 5 are appended to this Decree and represent its component part.

X. FINAL PROVISION

Article 58

This Decree shall enter into force on the eight day from the day of its publication in the "Official Gazette of the Republic of Macedonia".

(Classification level: "TS", "S", "C", "R" – full title)

(Releasable to:)

(Coat of Arms of the Republic of Macedonia)

(Title of the organ)

Log-book (classification) reference no. _____

_____200_____

(Seat of the organ)

(Copy no. _____)

Total no. of pages: _____

TO _____

Subject:

Reference:

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Signature of Authorized Official

Original: Macedonian language
(English language)
(.....language)

Attachments: 1. (Ex. Report on.....no. ___ from ___200___ "TS", "S", "C", "R"- with abbreviation)
2. (Ex. Report on.....no. ___ from ___200___ "TS", "S", "C", "R"- with abbreviation)

Transmitted to: 1. _____ (copy no. _____)
2. _____ (copy no. _____)

(Page no. of the total number of pages; eg.1-3; 2-3; 3-3)

(Classification level: "TS", "S", "C", "R" – full title)

(Releasable to:)

(Classification level: "TS", "S", "C", "R" – full title)

(Releasable to:)

Attachment no. ___ to (letter no. ___ from ___ 200 ___
of ___ (title and seat of the organ)

(Coat of Arms of the Republic of Macedonia)
(Title of the organ, i.e. the coordinator of the
preparation of the collated information)

Log-book (classification) reference no. _____
200

(Seat of the organ)

(Copy no. _____)
Total no. of pages: _____

REPORT

(or another content of the classified information)

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Signature of Authorized Official

Original: Macedonian language
(English language)
(.....language)

(Page no. of the total number of pages; eg. 1-3; 2-3; 3-3)

(Classification level: "TS", "S", "C", "R" – full title)

(Releasable to:)

(Classification level: "TS", "S", "C", "R" – full title)

(Releasable to:)

(Coat of Arms of the Republic of Macedonia)

(Title of the requesting organ)

Log-book (classification) reference no. _____

200

(Seat of the requesting organ)

REQUEST FOR RELEASE OF CLASSIFIED INFORMATION OF (name of the country/title of the organ/originator)

<p>To: (Title and seat of the competent legal entity of the country or the organization /the release authority)</p> <p>Subject: _____</p> <p>Reference: _____</p>	<p>Reference no.: _____</p> <p>Date of receipt of the request: _____</p>
<p>1. Identification of the classified document(s) (if known)</p>	
<p>2. Elaboration of the request</p>	
<p>3. Users of the classified document(s) (title/name of the user(s) to whom the document(s) shall be made available by the requesting authority)</p>	
<p>4. Note whether the whole classified document is required or which part or extract from the document is required</p>	

**Signature of Authorized Official
(Requesting authority)**

(Classification level: "TS", "S", "C", "R" – full title)

(Releasable to:)

1.
(Macedonian)

DOVERLIVO (ili drug stepen na klasifikacija)
DOSTAPNO SAMO ZA (NATO ili EU) ZEMJI

(English)

CONFIDENTIAL (.....)
RELEASABLE TO (NATO/EU) MEMBER NATIONS

Or:

2.
(Macedonian)

DOVERLIVO (ili drug stepen na klasifikacija)
DOSTAPNO SAMO ZA (NATO ili EU) ZEMJI I
SAMO ZA (naziv na zemjata/zemjite)

(English)

CONFIDENTIAL (.....)
RELEASABLE TO (NATO/EU) MEMBER NATIONS AND
(NAME(S) OF COUNTRY(-IES) ONLY

Or:

3.
(Macedonian)

DOVERLIVO (ili drug stepen na klasifikacija)
DOSTAPNO SAMO ZA (naziv na korisnikot vo Republika Makedonija)

(English)

CONFIDENTIAL (.....)
RELEASABLE TO (title/name of the user in the Republic of Macedonia)

UNCLASSIFIED

COURIER CERTIFICATE

Valid until

1. This is to certify that the bearer, holder of Passport/
(name and rank where applicable)
Identity Card No. is a member of
(parent organization).

2. On the journeys detailed overleaf, the bearer is travelling in the execution of his official functions and is designated as an official courier of He is authorized to carry..... (number) of packages of official documents of, the seals on which correspond to the specimen seal appearing against the appropriate journey.

3. All officials concerned are, therefore, requested to extend to the official correspondence and documents being carried under official seal by the bearer, the immunity from search or examination conferred by (legal acts on the status of the national representatives and international staff that the Republic of Macedonia has signed.)

Signature of Authorizing Official: _____
Title: _____
(Name and rank in capitals)

Date: _____ 200__

Official stamp of the issuing authority

Details of itinerary:

Specimens of seal used:

From _____ To _____

Impression of the seal used on the packages

From _____ To _____

_____ Name and rank of the person and title and address of the place of employment
