# Togo (eduID.td) - eduGAIN New Candidate Process

When a new identity federation applies to join eduGAIN, the eduGAIN Secretariat and business development team will work closely with them to help them prepare and meet all the membership requirements. The following steps will be taken and will be used as a template to manage Candidate applications. Each "step" may run concurrently, depending on the readiness of the federation.

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Federation X</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTRS Ticket Number</td>
<td>TT#2023111534001693</td>
</tr>
</tbody>
</table>

## eduGAIN New Candidate Process - `eduID.tg` (the Togo Identity Federation operated by TogoRER)

<table>
<thead>
<tr>
<th>Steps</th>
<th>Requirements</th>
<th>Actions</th>
<th>Owner</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **Step 1: Initial application / readiness discussion** | This initial meeting will talk the candidate through the joining process, get an understanding of the technical infrastructure of the federation and its maturity and also share information about useful resources for the federation such as the eduGAIN website and wiki and the REFEDS resources. If not already familiar, federations will also be talked through the available document templates and the various eduGAIN tools that can be used for testing compliance and reviewing issues. | ✅ Organise meeting with federation, eduGAIN Secretariat, eduGAIN BD and other relevant parties  
✅ Add federation to edugain-discuss mailing list and eduGAIN Slack workspace  
☐ Ensure a formal ticket is open for the federation application in OTRS  
☐ Set up candidate profile on wiki to track progress | BD  
Sec  
TBD - depending on maturity of federation | Set up meeting within 2 weeks of receiving request | - Contact email: Late-Ognadon Chroko LAWSON, rony.lawson@togorer.tg  
- Security contact: Arnaud AMELINA, rony.lawson@togorer.tg  
- Governance delegate and deputy: Eyouléki Tcheyi Gnadi PALANGA and Late-Ognadon Chroko LAWSON  
- signed eduGAIN Policy Declaration attached to ticket;  
- federation metadata: [https://registry.eduid.africa/metadata/federation/eduid_tg/metadata.xml](https://registry.eduid.africa/metadata/federation/eduid_tg/metadata.xml)  
- metadata signing certificate: (attached to ticket)  
- Federation website: [https://www.eduid.tg](https://www.eduid.tg)  
| **Step 2: Collect required information for membership application** | There are a number of formalities that need to be addressed before a federation can become a membership candidate. These are known as the "joining checklist" and represent the core information that is held about each federation to enable metadata consumption and to start the trust building process. | ☑ Contact email  
☑ Security contact  
☑ Management contact  
☑ Signed declaration  
☑ Metadata source  
☑ Signing certificate  
☐ Governance delegate and deputy  
☐ Federation website  
☐ Federation policy  
☐ Federation MRPS  
☑ Contact OT to add federation as a candidate on the eduGAIN website | Sec / OT | TBD - depending on maturity of federation | - Contact email: Late-Ognadon Chroko LAWSON, rony.lawson@togorer.tg  
- Security contact: Arnaud AMELINA, rony.lawson@togorer.tg  
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- Federation website: [https://www.eduid.tg](https://www.eduid.tg)  
Step 3: 
eduGAIN Secretariat review of federation documentation
The eduGAIN Secretariat will undertake an initial review of the federation Policy and MRPS documents and may invite others to help support this process. The aim of this step is to help the federation identify any potential issues that might come up from the community review process and ensure step 5 goes as smoothly as possible.

- Undertake review of federation documentation
- Initial feedback from the eduGAIN Secretariat on documentation review
- Organise meeting to discuss feedback if appropriate

Sec | 4 - 6 weeks

Step 4: Technical review
The purpose of the technical review is to iron out any issues the federation may have with publishing and consuming eduGAIN metadata on a daily basis to ensure that the federation can run successfully with no / low error rate when membership is approved.

- Work with OT to ensure certificate is correct
- Review of metadata against validator checks
- Federation metadata should run with no errors for the period of time taken to complete the candidate assessment

Sec / OT | Concurrent with Step 5 & 6

Step 5: membership review of federation documentation
As stated in the eduGAIN Constitution, the eduGAIN Steering Group (eSG) is responsible for: "Reviewing and approving the membership of new Federations". Step 5 and Step 6 support this requirement.

- Announce review on edugain-discuss and edugain-sg mailing lists
- Invite comments to be made on appropriate wiki page
- Run review process for a period of 4 weeks

Sec | 4 weeks (or 2-3 weeks for assessment + 1-2 weeks for the applicant to process the feedback?)

Step 6: voting
Formalised vote for membership acceptance

- Prepare vote in Zeus
- Prepare voting record page on wiki
- Run vote for period of 2 weeks

Sec | 2 weeks

Step 7: formal registration
This final step ensures that the candidate is able to fully utilise the eduGAIN service after the community vote is successful.

- Liaise with OT to update federation from candidate to member
- Add federation to edugain-sg mailing list
- Add federation to eduGAIN reporting tool

Sec | 

edugain New Candidate Assessment Feedback
Assessment Period: DATES

| Comment # | Document (Policy / MRPS) | Document line / reference | Proposed Change or Query | Proposer / Affiliation |