

RaFiKi - 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.

Candidate Name	RaFiKi (KENET)
OTRS Ticket Number	TT#2022022834004069

eduGAIN New Candidate Process

Steps	Requirements	Actions	Owner	Timeframe	Notes
Step 1: Initial application meeting / readiness discussion	<p>This initial meeting will talk the candidate through the joining process, get an understanding of the technical infrastructure of the federation and it's maturity and also share information about useful resources for the federation such as the eduGAIN website and wiki and the REFEDS resources.</p> <p>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.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Organise meeting with federation, eduGAIN Secretariat, eduGAIN BD and other relevant parties <input checked="" type="checkbox"/> Add federation to edugain-discuss mailing list and eduGAIN Slack workspace <input checked="" type="checkbox"/> Ensure a formal ticket is open for the federation application in OTRS <input checked="" type="checkbox"/> Set up candidate profile on wiki to track progress 	BD Sec	Set up meeting within 2 weeks of receiving request	First meeting held lead by Casper and Mario on 07 Feb 2022
Step 2: Collect required information for membership application	<p>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.</p> <p>https://technical.edugain.org/joining_checklist</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contact email <input checked="" type="checkbox"/> Security contact <input checked="" type="checkbox"/> Management contact <input checked="" type="checkbox"/> Signed declaration <input checked="" type="checkbox"/> Metadata source <input checked="" type="checkbox"/> Signing certificate <input checked="" type="checkbox"/> Governance delegate and deputy <input checked="" type="checkbox"/> Federation website <input checked="" type="checkbox"/> Federation policy <input checked="" type="checkbox"/> Federation MRPS <input checked="" type="checkbox"/> Contact OT to add federation as a candidate on the eduGAIN website 	Sec / OT	TBD - depending on maturity of federation	
Step 3: eduGAIN Secretariat review of federation documentation	<p>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.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Undertake review of federation documentation <input checked="" type="checkbox"/> Initial feedback from the eduGAIN Secretariat on documentation review <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Work with OT to ensure certificate is correct <input type="checkbox"/> Review of metadata against validator checks <input type="checkbox"/> federation metadata should run with no errors for the period of time taken to complete the candidate assessment	Sec / OT	8 weeks (concurrent with other tasks)	
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.	<input checked="" type="checkbox"/> Announce review on edugain-discuss and edugain-sg mailing lists <input checked="" type="checkbox"/> Invite comments to made on appropriate wiki page <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Prepare vote in Zeus <input checked="" type="checkbox"/> Prepare voting record page on wiki <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Liaise with OT to update federation from candidate to member <input checked="" type="checkbox"/> Add federation to edugain-sg mailing list <input type="checkbox"/> Add federation to eduGAIN reporting tool	Sec		

eduGAIN New Candidate Assessment Feedback

RAFIKI [policy](#) & [MRPS](#)

Assessment Period: 26 July 2022 - 23 August 2022

Comment #	Document (Policy / MRPS)	Document line / reference	Proposed Change or Query	Proposer / Affiliation	Action / decision (to be filled in by candidate)
1	MRPS	section 4	technical.edugain.org lists their Registration Authority as "urn:mace:rafiki.ke", but in the MRPS, they instead use the " http://Federation.org " example from the template which makes their intent unclear. If they intend to use MACE space, they should register it before going into production ;-). Or they should use https://rafiki.ke as a registrationAuthority. Either way, they should update the example in the MRPS.	Guy / SAFIRE	We have updated the registrationAuthority to https://rafiki.ke and updated the MRPS example as well

2	MRPS	line 74	Presumably RAFIKI checks a member's canonical name matches registrant information shown in WHOIS, not DNS.	Alex Stuart / UK federation	We have amended the section to read " A member's canonical name matches registrant information shown in public WHOIS records held by the DNS domain registrar."
3	MRPS	whole document	There is no mention of RAFIKI verifying the use of domain names in scopes. The eduGAIN profile requires this for entities exported to eduGAIN, so it might be useful to include reference to scopes in the MRPS. I note that one of the IdPs in the RAFIKI's metadata feed has no scopes.	Alex Stuart / UK federation	We request for further guidance /clarification on this