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 the 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	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. 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	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	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. https://technical.edugain.org/joining_checklist	☑ 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	
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	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.	☑ Announce review on edugain-discuss and edugain-sg mailing lists ☑ Invite comments to 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

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

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