SomaliREN - 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	Federation X
OTRS Ticket Number	TT#2022071934002588

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	
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	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 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: 27 Feb - 10 March 2023

Comment #	Document (Policy / MRPS)	Document line / reference	Proposed Change or Query	Proposer / Affiliation	Actions/decisions (to be filled in by candidate)
1	https://somaliren.org/sif/wp-content/uploads/2022/12/SomaliREN-Identity-Federation-Policy-v1.1.pdf	6.3	I don't know local legal elements, but does this have to go to the supreme court of Somalia for resolution? Sounds heavy where it may be more appropriate to be 'governed and ajudicated in the Somali legal system'? Again, this may be appropriate for the region.	Chris Phillips / CANARIE	Thanks Chris; this has been corrected, and the policy has been updated.
2	https://somaliren.org/sif/wp-content/uploads/2022/12/SomaliREN_MRPS-SIF.pdf	absence of scope management /stewardship in doc	It looks like the MRPS template is used but there is no scope reference in the MRPS which to me is a key/critical item to ensure is put into practice. Feedback welcomed. It usually appears after the URI elements	Chris Phillips / CANARIE	We used the provided template by REFEDS, and the scope is not there. We have updated the MRPS now and added the scope.
3	https://somaliren.org/sif/wp-content/uploads/2022/12/SomaliREN_MRPS-SIF.pdf	4. Metadata Format	The RegistrationPolicy URL referenced in the MRPS (https://sif.somaliren.org/sifpolicy.pdf) is returning a 500 Internal Server Error.	Davide Vaghetti (GARR)	Fixed

| 4 | https://somaliren.org/sif/wp-content/uploads/2022/12/SomaliREN-Identity-Federation-Policy-v1.1.pdf | 3. Member Eligibility and Ownership | ~~It's not clear to me which instiutions can become a member of the federation. The document refers to https://sif.somaliren.org but there does not seem to be a definition of which organisations can apply to become a federation member.~~

Sorry, I just realized that on the front page it says "Only SomaliREN member institutions can join SIF as Identity Providers (IdPs)". Going then to the somaliren web page one finds https://somaliren.org/membership-criteria/ which contains the criteria. | Lukas Hämmerle / SWITCHaai | |