



# The Togo Identity Federation (eduID.tg)

## Policy Document

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## 1 Definitions and Terminology

Attribute	A piece of information describing the End User, his/her properties or roles in an Organization.
Attribute Authority	An organization responsible for managing additional Attributes for an End User of a Home Organization.
Authentication	Process of proving the identity of a previously registered End User.
Authorization	Process of granting or denying access rights to a service for an authenticated End User.
Digital Identity	A set of information that is attributable to an End User. Digital identity consists of Attributes. It is issued and managed by a Home Organization and zero or more Attribute Authorities on the basis of the identification of the End User.
End User	Any natural person affiliated to a Home Organization, e.g. as an employee, researcher or student making use of the service of a Service Provider.
Federation	Identity federation. An association of organizations that come together to exchange information as appropriate about their users and resources to enable collaborations and transactions.
Federation Operator	Organization providing Infrastructure for Authentication and Authorization to Federation Members.
Federation Member	An organization that has joined the Federation by agreeing to be bound by the Federation Policy in writing. Within the federation framework, a Federation Member can act as a Home Organization and/or a Service Provider and/or an Attribute Authority.
Home Organization	The organization with which an End User is affiliated. It is responsible for authenticating the End User and managing End Users' digital identity data. Is responsible for assigning Attribute values to the End Users and managing the values in a way that ensures they are up-to-date. It is responsible for releasing the Attributes to Service Providers.
Identity Management	Process of issuing and managing end users' digital identities.
Inter-federation	Voluntary collaboration of two or more Identity Federations to enable End Users in one Identity Federation to access Service Providers in another Identity Federation.

Service Provider	An organization that is responsible for offering the End User the service he or she desires to use. Service Providers may rely on the authentication outcome and attributes that Home Organizations and Attribute Authorities assert for its End Users.
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## 2 Introduction

An Identity Federation (Federation) is an association of organizations that come together to exchange information, as appropriate, about their users and resources in order to enable collaborations and transactions.

The *Togo* Identity Federation - eduID.tg (the Federation) is introduced to facilitate and simplify the introduction of shared services across Togo research institutions and service providers.

Organizations request membership of the Federation by completing the Application for a Membership form that includes accepting these regulations (reported in this document) of the eduID.tg Federation and the rules of participation as outlined in this policy document aimed at simplifying the introduction of shared services across the Federation. This is accomplished by using Federation Technologies to extend the scope of a digital identity issued by one Federation Member to be valid across the whole Federation.

The Federation relies on Home Organizations and Attribute Authorities to correctly and accurately assert information about the identity of End Users to Service Providers, that may use that information to grant (or deny) access to the services and resources they offer to End Users.

The Federation Policy document defines the Federation by defining the Federation Members, obligations and rights to be able to use available Federation Technologies for electronic identification and for access to attribute and authorization information about End Users in the Federation.

This document, together with its appendices constitutes the Federation Policy. The current list of all appendices is available on the website of the Federation. <https://www.eduid.tg>

### 3 Governance and Roles

#### Governance

The governance of the Federation is delegated to the **eduID.tg Steering Committee**.

The structure and election process of the Steering Committee is defined in Appendix 1 - eduID.tg Steering Committee Constitution. In addition to what is stated elsewhere in the Federation Policy the *Steering Committee* is responsible for:

- Agreeing on future directions and enhancements for the Federation together with the Federation Operator who prepares the plans.
- Agreeing on entering into inter-federation agreements.
- Maintaining formal ties with relevant national and international organizations
- Approving changes to the Federation Policy prepared by the Federation Operator.
- Address financing of the Federation.
- Approves the fees to be paid by the Federation Members to cover the operational costs of the Federation, on proposal of Federation Operator.
- Deciding on any other matter referred to it by the Federation Operator.

The operation of the Federation (Federation Operator) is delegated to TogoRER Research and Education Network (TogoRER). Its function is to ensure effective administration and technical operation of the federation and ensure standards compliance with other federation operators locally, regionally, and globally. The Federation Operator is a team constituted from the TogoRER technical department.

#### Obligations and Rights of Federation Operator

In addition to what is stated elsewhere in the Federation Policy, the Federation Operator is responsible for:

- Secure and trustworthy operational management of the Federation and providing central services following the procedures and technical descriptions specified in this document and its appendices.
- Provides support services for Federation Members' appropriate contact persons to work out operational problems regarding the Federation services.
- Acts as centre of competence for Identity Federation: tests software, recommends and documents solutions, provides software deployment and configuration guides for selected software and operating systems for use within the Federation.
- Prepares and presents issues to the **eduID.tg** Steering Committee and acts as the secretary of the eduID.tg Steering Committee meetings.

- Maintaining relationships with national and international stakeholders in the area of Identity Federations. This especially includes contacts regarding inter-federation activities and work with other Identity Federations in the area of harmonization.
- Promoting the idea and concepts implemented in the Federation so prospective Federation Members learn about the possibilities of the Federation.

In addition to what is stated elsewhere in the Federation Policy, the Federation Operator reserves the right to:

- Temporarily suspend individual Technology Profiles for a Federation Member that is disrupting secure and trustworthy operation of the Federation.
- Publish a list of Federation Members along with information about which profiles each Federation Member fulfills or implements, for the purpose of promoting the Federation.
- Publish some of the data regarding the Federation Member using specific Technology Profile. Definition of which data may be published is provided in appropriate Technology Profiles.

## Obligations and Rights of Federation Members

In addition to what is stated elsewhere in the Federation Policy all Federation Members:

- Shall appoint and name an administrative contact for interactions with the Federation Operator.
- Must cooperate with the Federation Operator and other Members in resolving incidents and should report incidents to the Federation Operator in cases where these incidents could negatively affect the security, trustworthiness or reputation of the Federation or any of its Members.
- Must comply with the obligations of the Technology Profiles which it implements.
- Must ensure its IT systems that are used in implemented Technology Profiles are operated securely.
- Acknowledge that costs of maintaining infrastructure and support will eventually be covered by payment of fees.
- If a Federation Member processes personal data, Federation Member will be subject to applicable data protection laws and must follow the practice presented in Data Protection Profile derived from the **Togo Data Protection Regulation of October 2019 by Instance de Protection des Données à Caractère Personnel (IPDCP). Law number 2019-014.**

**Source:** <https://assemblee-nationale.tg/wp-content/uploads/2021/10/donnees-perso-LOI-AN.pdf>

If a Federation Member is acting as a Home Organization, it:

- Is responsible for delivering and managing authentication credentials for its End Users and for authenticating them, as may be further specified in Level of Assurance Profiles.
- Should submit its Identity Management Practice Statement to the Federation Operator, who in turn makes it available to other Federation Members upon their request. The Identity Management Practice Statement is a description of the Identity Management life-cycle including a description of how individual digital identities are enrolled, maintained and removed from the identity management system. The statement must contain descriptions of administrative processes, practices and significant technologies used in the identity management life-cycle, which must be able to support a secure and consistent identity management life-cycle. Specific requirements may be imposed by Level of Assurance Profiles.
- Ensures an End User is committed to the Home Organization's Acceptable Usage Policy.
- Operates a helpdesk for its End Users regarding Federation services related issues. Home Organizations are encouraged to maintain a helpdesk for user queries at least during normal office-hours in the local time zone. Home Organizations must not redirect End User queries directly to the Federation Operator, but must make every effort to ensure that only relevant problems and queries are sent to the Federation Operator by appropriate Home Organization contacts.

If a Federation Member is acting as a Home Organization or Attribute Authority, it:

- Is responsible for assigning Attribute values to the End Users and managing the values in a way which ensures they are up-to-date.
- Is responsible to releasing the Attributes to Service Providers.

If a Federation Member is acting as a Service Provider, it:

- Is responsible for making decision on which End Users can access the services they operate and which access rights are granted to an End User. It is Service Providers responsibility to implement those decisions.

## 4 Eligibility

eduID.tg membership is open only to research and education institution that are currently accredited by ***Ministère de l'Enseignement Supérieur et de la Recherche***.

Organizations external to the Togo research and education community can apply to participate in the Federation as an affiliate member or Service Provider but are subjected to review and approval by the Federation Operator and Steering Committee.

## 5 Procedures

### How to Join

In order to become a Federation Member, an organization applies for membership in the Federation by agreeing to be bound by the Federation Policy in writing by an official representative of the organization.

Each application for membership including (if applicable) the Identity Management Practice Statement is evaluated by the Federation Operator. The Federation Operator presents a recommendation for membership with an evaluation report to the eduID.tg Steering Committee who in turn grant or deny the application.

If the application is denied, this decision and the reason for denying the application are communicated to the applying organization by the Federation Operator.

### How to Withdraw

A Federation Member may cancel its membership in the Federation at any time by sending a request to the Federation Operator. A cancellation of membership in the Federation implies the cancellation of the use of all federations Technology Profiles for the organization within a reasonable time interval.

The Federation Operator may cancel its participation in the Federation by announcing the termination date to the Federation Members. Until termination date, Federation Operator shall run the Federation on best effort basis. After the termination date, Federation Operator shall cancel the use of all Federations Technology Profiles for all Federation Members.



## **6 Legal conditions of use**

### **Termination**

A Federation Member who fails to comply with the Federation Policy may have its membership in the Federation revoked.

If the Federation Operator is aware of a breach of the Federation Policy by a Federation Member, the Federation Operator may issue a formal notification of concern. If the cause for the notification of concern is not rectified within the time specified by the Federation Operator, the Steering Committee may issue a formal notification of impending revocation after which the edulD.tg Steering Committee can make a decision to revoke the membership.

Revocation of a membership implies as soon as possible the revocation of the use of all Technology Profiles for the Federation Member.

### **Liability and indemnification**

The Federation Operator offers this service on an “as is” basis, that is, without liability for Federation Operator and Steering Committee for any faults and defects meaning among other that the Federation Member cannot demand that Federation Operator amend defects, refund payments or pay damages. Federation Operator will nevertheless strive to ensure that any faults and defects of significance are corrected within a reasonable period.

The Federation Operator and Steering Committee may not be held liable for any loss, damage or cost that arises as a result of the Federation Member connection to or use of Federation services, or other systems to which the Federation Member obtains access in accordance with the agreement. This limitation of liability does not however apply in the case of gross negligence or intent shown by Federation Operator personnel.

The Federation Operator offers this service on an “as is” basis, without any warranties or liabilities to the Federation Member or its End Users.

Neither the Federation Operator nor the Steering Committee shall be liable for damage caused to the Federation Member or its End Users. The Federation Member shall not be liable for damage caused to the Federation Operator or the Steering Committee due to the use of the Federation services, service downtime or other issues relating to the use of the Federation services.

Unless agreed otherwise in writing between Federation Members, the Federation Member will have no liability to any other Federation Member solely by virtue of the Federation Member’s membership of the Federation. In particular, membership of the Federation alone does not create any enforceable rights or obligations directly between Federation Members.

Federation Operator and the Federation Member shall refrain from claiming damages from other Federation Members for damages caused by the use of the Federation services, service downtime or other issues relating to the use of Federation services. The Federation Member may, in its absolute discretion, agree variations with any other Federation Member to the exclusions of liability. Such variations will only apply between those Federation Members.

The Federation Member is required to ensure compliance with applicable laws. Neither the Federation Operator nor the Steering Committee shall be liable for damages caused by failure to comply with any such laws on behalf of the Federation Member or its End Users relating to the use of the Federation services. Neither party shall be liable for any consequential or indirect damage.

Neither the existence of inter-federation agreements, nor the exchange of information enabled by it, shall create any new legal obligations or rights between Members or operators of any federation. Federation Operator and Federation Members remain bound only by their own respective laws and jurisdictions.

The Federation Member and Federation Operator shall refrain from claiming damages from entities in other federations involved in an inter-federation agreement.

## **Jurisdiction and dispute resolution**

Disputes concerning the Federation Policy shall be settled primarily through negotiation. If the issue cannot be resolved through negotiation, any disputes shall be submitted to the *Chambre administrative of Court of Laws of Lomé (Togo)*.

If such negotiations do not succeed within four weeks of the date on which the claim for negotiations was made in writing by one party, each of the parties may bring the dispute to the *Chambre administrative of Court of Laws of Lomé (Togo)*. If any provision of the Federation Policy is held to be unenforceable by any court of competent jurisdiction, all other provisions will nevertheless continue in full force and effect.

## **Interfederation**

In order to facilitate collaboration across national and organizational borders the Federation may participate in interfederation agreements. How the potential interfederation agreement is administratively and technologically reflected for certain technology is described in appropriate Technology Profiles.

The Member understands and acknowledges that via those interfederation arrangements the Member may interact with organizations which are bound by and committed to foreign laws and federation policies. Those laws and policies may be different from the laws and policies in this Federation.

### **Amendment**

The Federation Operator has the right to amend the Federation Policy from time to time. Any such changes need to be approved by the Steering Committee and shall be communicated to all Federation Members in written form at least 90 days before they are to take effect.

## Appendix 1: eduID.tg Steering Committee Constitution

Governance of the Togo Identity Federation will be undertaken by the eduID.tg Steering Committee that comprises of the following:

1. The Federation Operator led by the Federation Coordinator
2. Technical Committee led by the Technical Committee Coordinator
3. Assembly of Members headed by the Chair of the Assembly while not part of the steering committee can provide input and suggestions from its members to the steering committee.

### Schem

The structure eduID.tg Steering Committee comprises the Federation Operator and the Technical Committee. These pursue their own objectives and organize their activities by setting up open working groups that address any technical or user interaction issues to promote the participation of the research and education community. The Assembly of Members completes the eduID.tg governance structure by ensuring the requirements and wishes of the federation users are taken on board by the eduID.tg Steering Committee.

**Assembly of Members** The Assembly of Members is composed of institutions in Togo. Each member institution is represented by their nominated Representatives including:

- a) Technical person appointed in the application for membership of the Federation.
- b) The Institution Contact person

Technical Person has technical consultative functions and represents the organizational contact. The Assembly of Members has the tasks to:

1. Appoint the Chair.
2. Propose candidates for the coordinator of the Technical Committee.
3. Appoint the coordinator of the Technical Committee.
4. Propose the candidates for the members of the Technical Committee.
5. Express a binding opinion on the proposed amendments to the constituent documents of the Federation.

6. Prepare the proposals for the Federation's annual development plan through the creation of working groups with open participation.
7. Express a binding opinion on the annual development plan of the Federation;
8. Approve the results of the working groups.
9. Approve the adoption within the Federation of technical specifications defined by the Federation Operator, the working groups, by the Technical Committee, by the Service or by international bodies responsible for the definition of authentication and authorization standards.
10. Approve the participation, or collaboration, of the Federation initiatives compatible with its aims and establish the modalities

### **Chair of Assembly of Members**

1. The Chair collects the proposals of the Members and, making use of the collaboration with the Technical Committee, formulates the agenda to be discussed in the Assembly.
2. In case of absence, the Chair can delegate a member of the Assembly to performance of its functions.
3. The Chair in collaboration with the Technical Committee has the task of calling the Assembly at least three times a year.
4. The Chair also receives nominations for the appointment of Committee members
5. The Chair of the Assembly of Members remains in office for three years, with no limit to the number of mandates.

### **Technical Committee**

The Technical Committee (TC) within the eduID.tg Steering Committee is made up of a minimum of 5 members:

- The Coordinator appointed by the Assembly of Members;
- At least two members appointed by the TC Coordinator and by the Coordinator of the Federation Operator

- The TC is made up of people who declare their availability, and that of the organization they belong to, to devote part of their working time for the purposes of the Federation.
- The TC Coordinator and Federation Operator Coordinator choose the members of the TC from among the candidates presented by the members of the Federation using the following criteria:
  - relevance of the candidate's work activity with the purposes and areas of the Federation;
  - working time made available.

The mandate of the Technical Committee lasts for two years. For its members, there is no limit to renewals of consecutive terms of office. In the event of the resignation of a member of the TC, if the number of resulting members is less than 5, the Coordinator of the Technical Committee and the Federation Operator Coordinator appoint a new member from the shortlist of candidates presented by the Assembly at the inauguration session of Committee. In case of a lack of possible candidates, the Assembly presents new candidates during the next session. The mandate of the new member ends at the conclusion of the mandate of the TC itself. At the end of the first year, a check is made of the actual availability of each member of the TC for the remaining part of the mandate.

### **Technical Committee Coordinator**

The Technical Committee Coordinator is appointed by the Assembly to serve as the main representative of the Technical Committee. Formal communications to and from the TC are directed through the TC Coordinator.

### **Voting**

1. Each Member, when called to vote, expresses a vote through his/her Representative Institution or, in his absence, through the Technical Contact.
2. The person entitled to vote can be replaced by his / her delegate. The delegation must be communicated to the Chair with the times and means indicated contextually to the convocation of the Assembly.
3. Each voter present cannot accept more than 3 (three) proxies.
4. In the event of a tie, the vote of the Chair prevails.

Appointment of the Coordinator of the Technical Committee

1. For the appointment of the Coordinator of the Technical Committee, the Members of the Assembly shall present their candidates.
2. The candidate who is appointed Coordinator Technical Committee obtains the simple majority of the votes of those present at the Assembly gathered in plenary session.

#### Revocation or Resignation of the Technical Committee Coordinator

1. The Assembly with the majority of its members, can declare the Coordinator of the Technical Committee, proceeding subsequently to his/her re-election.
2. In case of the resignation of the Coordinator, the Assembly will proceed to the same appointment of the new coordinator.

### **Federation Operator**

In addition to what is stated elsewhere in the Federation Policy, the Federation Operator is a team constituted from the TogoRER technical department. The Federation Operator is responsible for:

- Secure and trustworthy operational management of the Federation and providing central services following the procedures and technical descriptions specified in this document and its appendices.
- Support services for Federation Members' appropriate contact persons to work out operational problems regarding the Federation services.
- Determining and implementing any policy changes agreed by the steering committee.
- Acting as centre of competence for Identity Federation: tests software, recommends and documents solutions, provides software deployment and configuration guides for selected software and operating systems for use within the Federation.
- Prepares and presents issues to the eduID.tg Steering Committee and acts as the secretariat for the eduID.tg Steering Committee meetings.
- Maintains relationships with national and international stakeholders in the area of Identity Federations.
- Promoting the idea and concepts implemented in the Federation so prospective Federation Members learn about the possibilities of the Federation.

## **Federation Coordinator**

The Federation Coordinator is appointed by the Federation Operator to serve as the main representative and contact point of the Federation Operator. Formal communications to and from the Federation Operator are directed through the Federation Operator Coordinator. The Federation Operator Coordinator oversees the day-to-day operations and communications of the federation and is the contact person in case of a technical escalation or emergency