



<b>Document</b>	SWAMID Community Consultation Process
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## SWAMID Community Consultation Process

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## 1. Terminology

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC2119.

### 1.1. Definition of terminology

**Federation Participants** operate the entities, which belong to or are accessible via SWAMID or any inter-federation partners of SWAMID, including Service Providers, Identity Providers, Attribute Authorities, Research Community Authentication and Authorization Infrastructures, identity and service provider Proxies or other Federation e-Infrastructures.

**Federation Operator** of SWAMID is Sunet. The operation of the federation is managed by the SWAMID Operations team within Sunet.

**SWAMID Board of Trustees** is the body that approves all changes to the SWAMID Federation Policy. The members of SWAMID Board of Trustees are appointed by Sunet.

**SWAMID Federation Policy** is a set of normative documents that defines the Swedish Academic Identity Federation. The documents are the main Federation Policy accompanied with a set of Identity Assurance Profiles and a set of Federation Technology Profiles.

**SWAMID Best Practice** are documents that give guidance on how to install and configure the use of SWAMID in Federation Participants' software.

## 2. Introduction

The *Swedish Academic Identity Federation* (SWAMID) facilitates and simplifies access to shared services across the Identity Federation. This is accomplished by using Federation Technologies to extend the scope of a Digital Identity issued by one Federation Participant of the Federation to be trusted across the whole Federation.

The SWAMID Community Consultation Process is used to allow all Federations Participants to influence the SWAMID Federation Policy and to create awareness of changes to the SWAMID Federation Policy.

## 3. Scope

The Community Consultation Process **MUST** be followed for all changes to the SWAMID Federation Policy. It **MAY** also be used when SWAMID Operations publish or updates SWAMID Best Practices.

## 4. Community Consultation Process

The SWAMID Consultation process contains a number of steps and control points to safeguard that all changes to the SWAMID Federation Policy are performed in an open and transparent process.

1. SWAMID Operations creates a public consultation wiki page at [wiki.sunet.se](http://wiki.sunet.se). The page MUST include:
  - a public draft of the document that is open for consultation;
  - a timeframe for the consultation period;
  - a meeting invitation for presentation and discussion of the proposed document; and
  - information on how to engage in the consultation.
2. SWAMID Operations sends out a consultation invitation to the mail list [saml-admins@swamid.se](mailto:saml-admins@swamid.se) with a link to the wiki page.
3. SWAMID Operations conducts a meeting open for all Federation Participants where the draft document is presented and discussed.
4. Federation Participants comment and discuss the proposed document until the end of the consultation period.
  - The mail list [saml-admins@swamid.se](mailto:saml-admins@swamid.se) is used for public comments and discussions.
  - If a Federation Participant do not want to send a public comment it is possible to send a comment to [operations@swamid.se](mailto:operations@swamid.se).
  - Comments sent in to [operations@swamid.se](mailto:operations@swamid.se) will not publicly be discussed and therefore might not have the same weight as a comment sent to [saml-admins@swamid.se](mailto:saml-admins@swamid.se).
5. When the consultation period ends SWAMID Operations takes all comments and suggestions into account and updates the proposed document.
  - SWAMID Operations compiles the comments and discussions on the consultation wiki page together with taken actions.
  - If the changes are significant, SWAMID Operations sends out an updated proposed document for renewed consultation.
6. SWAMID Operations sends the consulted document to SWAMID Board of Trustees for approval.
7. SWAMID Board of Trustees decides on approval of the proposed document.
  - If SWAMID Board of Trustees requires more information for approval it is returned to SWAMID Operations for clarification.
  - If SWAMID Board of Trustees rejects the proposed document it is returned to SWAMID Operations for rework or withdrawal.
8. When the proposed document is approved, SWAMID Operations publishes the approved document and informs Federation Participants using the mail list [saml-admins@swamid.se](mailto:saml-admins@swamid.se).

If the consultation process is used for SWAMID Best Practice, no document is sent to SWAMID Board of Trustees for approval. Instead, steps 6 and 7 are skipped and SWAMID Operations decides on approval of the document.

For technology profile changes the federation technology specific mail list is used instead of the mail list [saml-admins@swamid.se](mailto:saml-admins@swamid.se).