

# ***Hosting of Websites on Europa***

## **General information for development or maintenance of a web-site**

The contractor shall ensure that the website is compliant with the Information Provider Guidelines (IPG) for EUROPA: <http://www.ec.europa.eu/ipg>

This guide covers all aspects of publishing on the EUROPA site, describing the relevant editorial, technical and presentation standards in force, as well as providing a wide range of recommendations based on best practices.

Some of the information on this site is not accessible on-line from outside Commission premises. This information should not be essential for the purpose of the present tender but will be sent to the tenderers upon request.

## **Specific information for development of a web-site**

As the website will be hosted on the Europa server of the European Commission as part of the Environment website ([http://ec.europa.eu/environment/index\\_en.htm](http://ec.europa.eu/environment/index_en.htm)), the contractor should respect the environment template. For instance, the website cannot contain dynamic pages based on application programming and/or database contents. Other technologies as Flash, XML or Javascript are accepted.

The contractor will be free to use a web content management system locally but the web pages are to be delivered to the Commission in static HTML format.

The contractor will develop the website at his premises and infrastructure. The process of acceptance by DG-ENV is an iterative process that contains at least the following phases:

- delivery of a version to DG-ENV
- validation by DG-ENV
- emission of validation report by DG-ENV (minimum of 5 working days after delivery)
- correction by the contractor

Once accepted, DG-ENV will deploy the version onto the Hosting Environment.

## **Specific information for maintenance of a web-site**

The contractor should follow the following rules for the maintenance of the web-site:

- When receiving update requests from DG ENV, the contractor should first ask validation of the files at his premises
- When validated, the contractor should send only the updated files to the mailbox "[env-europa@ec.europa.eu](mailto:env-europa@ec.europa.eu)" putting the responsible within the technical unit in copy. The files can be sent as a zip per e-mail or uploaded on one of the contractor http server. The path information should be saved within the zip file.
- The contractor will receive a notification when the files have been uploaded on the Europa server.

## **Hosting of information systems at EC's DataCentre**

In order to host an Information System at EC's Europa or IntraComm servers, the contractor shall first ensure that the system will be compliant with the IPG and the DG Environment web template.

In addition, the contractor shall also ensure that the system is compliant with the Commission's Information System Hosting Guidelines as well as the Technical Guidelines for Publishing on the Web Servers.

The contractor is invited to make use of the RUP@EC methodology for developing the Information System. RUP@EC is a customisation of RUP to the Commission's administrative, legislative and regulatory frameworks. RUP@EC does not fundamentally alter the RUP principles/practices.

It is a phased and iterative approach for the emission of the deliverables.

The contractor will anyway have to follow the RUP@EC lifecycle and guidelines as well as provide the expected outputs as described in the RUP@EC development case.

Should a contractor make full use of RUP@EC, a copy of the complete RUP@EC site can be provided. This will bound the contractor by the following non-disclosure agreement:

*"The Contractor undertakes not to make use of nor to divulge to third parties any facts, information, knowledge, documents or other matters communicated to it or brought to its attention in the performance of the Contract or any results arising there from. It shall continue to be bound by this undertaking after expiry of the Contract"*

Before being allowed to deploy the information system on European Commission's DataCentre, the contractor will also have to prepare an Information Hosting Request and pass the hosting accreditation process. This process will require a minimum of 6 calendar weeks.

## **Links to Documents**

- Information Provider Guidelines (IPG) for EUROPA: <http://www.ec.europa.eu/ipg>
- Information System Hosting Guidelines: [http://www.cc.cec/home/dgserv/digit/corporate\\_ict/infrastructure/dc\\_ishosting/doc/3771V3.PDF](http://www.cc.cec/home/dgserv/digit/corporate_ict/infrastructure/dc_ishosting/doc/3771V3.PDF)
- Technical Guidelines for Publishing on the Web Servers: [http://www.cc.cec/home/dgserv/digit/corporate\\_ict/infrastructure/dc\\_ishosting/is\\_hosting/publ\\_comm\\_webserv/index\\_en.htm](http://www.cc.cec/home/dgserv/digit/corporate_ict/infrastructure/dc_ishosting/is_hosting/publ_comm_webserv/index_en.htm)

- A compressed version of the site with Technical Guidelines for Publishing on the Web Servers:  
[http://www.cc.cec/home/dgserv/digit/corporate\\_ict/infrastruct/dc\\_ishosting/ishosting/publ\\_comm\\_webserv/doc/Publishing.zip](http://www.cc.cec/home/dgserv/digit/corporate_ict/infrastruct/dc_ishosting/ishosting/publ_comm_webserv/doc/Publishing.zip)

- RUP@EC development case:



Development  
Case.doc (205 KB)