CEF eSignature TL-Manager

Version 0.03

Service Offering Description

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APPROACH AND PURPOSE OF THE DOCUMENT

The present document is the Service Offering Description (SOD) of the Connecting Europe Facility's (CEF) eSignature TL-Manager service. Key content includes an explanation of the roles and responsibilities and the process description of eSignature TL-Manager service.

This document is intended for Trusted List Scheme Operators (TLSO).

Glossary

The key terms used in this Service Offering Description are defined in the CEF Definitions section on the CEF Digital Single Web Portal:

https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/CEF+Definitions

The key acronyms used in this Service Offering Description are defined in the CEF Glossary on the CEF Digital Single Web Portal:

https://ec.europa.eu/cefdigital/wiki/pages/viewpage.action?spaceKey=CEFDIGITAL&title=CEF+Glossary

1. INTRODUCTION

CEF eSignature helps public administrations and businesses to accelerate the creation and verification of electronic signatures. The deployment of solutions based on this building block in a Member State facilitates the mutual recognition and cross-border interoperability of eSignatures, so that their legal value can be recognised in countries other than the country of origin of the signer.

1.1. Purpose of the service

TL-Manager is an editing tool to generate a machine-processable Trusted List in XML. It also helps Member States[1] to notify the European Commission of changes to their national Trusted List according to article 4(1) of Commission Implementing Decision 2015/1505/EU.

More information on the legal framework can be found on the CEF portal at:
https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/What+is+the+legislation+-+eSignature

A list of key terminology related to the CEF eSignature TL-Manager is defined in the table below.

Terminology	Definition
TLSO	Trusted list scheme operator
TL	Trusted list
LOTL	List of the trusted lists
LOTLSO	List of the trusted lists scheme operator
TLM	TL-Manager
MS	Member state

Table 1 - CEF eSignature TL-Manager Key Terminology

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[1] Member States include the Member States of the European Union, as well as the non-EU Member States of the European Economic Area, i.e. Liechtenstein, Norway and Iceland.

1.2. Users

The CEF eSignature TL-Manager service is intended for the following type of users:

- TLSOs – TLSOs are able to manage their national trusted list with TL-Manager.

    - A special type of TLSO is the LOTLSO – The operator of the list of trutesd lists is able to manage the list of trusted lists with TL-Manager.

1.3. Scope

The scope of TL-Manager is to support Member States and the Commission in the performance of the tasks specified in Article 22 of the eIDAS Regulation (910/2014).

More information on the legal framework can be found on the CEF portal at:
https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/What+is+the+legislation+-+eSignature

1.4. Benefits

The CEF eSignature TL-Manager delivers the following benefits to its users:

- **All-in-one tool**: TL-Manager is a tool for editing a TL, browsing and monitoring any TL.

- **Ease of use**: TL-Manager is a ready-to-use web application, storing draft trusted lists and efficiently presenting checks and changes on them.

- **Warnings and alerts**: TL-Manager informs users of warnings and errors on both draft trusted lists and live trusted lists.

- **Conformity checks:** TL-Manager integrates ETSI's conformance checker library (http://tsl-portal.etsi.org/pub/index.shtml) and is able to trigger conformity checks on any trusted list.

2. ROLES AND RESPONSIBILITIES

This section describes the main roles in the CEF eSignature TL-Manager service and their responsibilities.

The following table summarises the split of roles and responsibilities between the different actors in the CEF eSignature TL-Manager process in the form of a RACI matrix where:

- **Responsible (R):** indicates the entities that perform the process-step. Every process-step has at least one responsible entity. Responsibilities can also be shared.

- **Accountable (A):** indicates the entity that is ultimately accountable for the process-step. Every process-step has only one accountable entity.

- **Consulted (C):** indicates the entities that give feedback or are consulted during the process-step. This is a two-way process. Not every process-step has an entity that is being consulted.

- **Informed (I):** indicates the entities that needs to be informed on the results of the process-step. This is a one-way process. Not every process-step has an entity that is being informed.

The process is described in detail in Section 3.

Process/Service	Responsible Entity	
	CEF eSignature	**TLSO / LOTLSO**
Hosting	R / A	I
Support and maintenance	R / A	C / I
Creation of a trusted list	I	R / A
MS Notification as per Art. 4(1) of C(I)D 2015/1505/EU	C	R / A
Presentation of new releases	R / A	C / I

Table 2 – CEF eSignature TL-Manager Roles and Responsibilities

2.1. CEF eSignature

Role: Maintain TL-Manager

Responsibilities:

- Host the tool

- Maintain the tool

- Provide support and explanations on how to use the tool

2.2. TLSO / LOTLSO

Role: Publish Trusted List of its country, potentially using the TL-Manager tool

Responsibilities:

- Create a signed trusted list ready for publication
- Notify the European Commission as per Art. 4(1) of C(I)D 2015/1505/EU (not applicable to the LOTLSO)

3. HOW TO USE THE SERVICE STEP BY STEP

This section describes the processes that are part of the CEF eSignature TL-Manager service.

3.1. Step 0: Set-up

Purpose: Grant access for TL-Manager to TLSO

Actors:

- TLSO

- CEF eSignature team

Process:

1. If no account exists for the Member State of the TLSO, send an email to EC-TL-Service@ec.europa.eu asking for access to TL-Manager by providing an EU Login UID.

2. If at least one account exists for the country, asks this authorized user to notify the Commission through TL-Manager, adding the new EU Login UID.

How to find these UIDs:

- If you are already logged in on a Commission website (e.g. for accessing documents on CIRCABC).

- Please go to https://webgate.ec.europa.eu/cas

- On the upper right corner, please click on the "gears" icon next to your name

- Then select "My Account" in the menu. This will bring you to a new page

- Then click on "My account details" on this new page

- On the new page, search for the row named "Unique identifier at the Commission (uid)"

- This is the UID

For further details, please refer to slides 5 & 6 of the presentation from the last webinar:

170511 - Version 5.2 of the TL Manager Improvements and Changes.pptx

(A video can also be found on the event page: Event: 2017-05-11 - eIDAS Technical Expert Subgroup and web conference on eSignature)

3.2. Step 1: Using TL-Manager

Purpose: Use TL-Manager to either notify the Commission or create a new version of the national Trusted List

Actors:

- TLSO

Process:

1. Connect to TL-Manager on https://webgate.ec.europa.eu/tl-manager/home.

2. Perform appropriate actions.

4. TERMS AND CONDITIONS

The general terms and conditions of CEF Building Blocks can be consulted in the Master Service Arrangement, available on the CEF Digital Single Web Portal:

https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/Operations

The terms and conditions specific to the CEF eSignature TL-Manager service are described in the table below.

Term / Condition	Description
Release numbering	Release numbering convention is: major[.]minor[.]patches *(4.1.8 – 5.0.0 - 5.1.0)* • Major releases: New trusted list format • Minor releases: New features added Patches: bug fixes, code refactoring
Support of releases	Supported version are N & N-1 (i.e. current and last releases), but patches can be provided on an ad-hoc basis for previous versions. For questions and issues regarding trusted list content, send an email to EC-TL-Service@ec.europa.eu For technical questions, issues or feature requests for TL-Manager, use JIRA: https://ec.europa.eu/cefdigital/tracker/projects/TLM/summary For more information, consult: https://ec.europa.eu/cefdigital/wiki/display/TLSO/TLSO+Community
Licence	TL-Manager is provided under the LGPL license: https://opensource.org/licenses/lgpl-license

Table 3 - CEF eSignature TL-Manager Terms and Conditions

5. Annex

Not applicable

6. Contact information

CEF eSignature Support Team

By email: **EC-TL-Service@ec.europa.eu**

On Jira: **https://ec.europa.eu/cefdigital/tracker/projects/TLM/summary**

More information is available on:
https://ec.europa.eu/cefdigital/wiki/display/TLSO/TLSO+Community