

**Once-Only Technical System  
Projectathon**  
Participant playbook

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# 1 OOTS Projectathon Team presentation

The preparation of the Once-Only Technical System (OOTS) Projectathons requires the combined effort and input of a diverse and evolving set of contributors.

In addition to existing OOTS team members involved in the sub-groups or other working tracks that will contribute to the Projectathons, we have contracted Projectathon experts who have been successfully preparing and executing Projectathons around the world (also known as *Connectathons*, *Integratathons*, *Plugathons*, etc.).

Even more importantly, Projectathons require Member State contributors, ranging from National Coordinators and sub-group experts to national or sub-national development or integration team members to actively collaborate in the preparation and execution of these important events.

Finally, during the Projectathons, a group of Monitors, familiar with the OOTS specifications or with the building blocks that are reused in the OOTS architecture, such as eDelivery and eID, will participate to help and validate the peer-to-peer transactions relevant to their areas or expertise.

## 2 OOTS team members in the European Commission

The OOTS team members in the European Commission working on the Projectathons are:

- Sub-group editors and their respective teams:
  - The Testing and Deployment sub-group editor *Maarten Daniels*, the OOTS Specifications sub-group editor *Pim van der Eijk* and Evidence Mapping sub-group editor *Nils McGrath* play a significant role in the Projectathon preparation as their sub-groups are directly involved in and/or impacted by the Projectathons.
  - The Security sub-group editor *Alice Vasilescu*, the Operational Governance sub-group editor *Rena Gurbanova* and Standardisation of Data Models editors *Pavlina Fragkou* and *Claudio Valle* will contribute to the extent that their sub-group contributions are relevant to a specific Projectathon event.
- The Commission Common Services development team led by *Jerry Dimitriou* will provide acceptance instances of the Common Service components such as the Evidence Broker and Data Service Directory, such that they can be used in the steps of peer-to-peer tests between participants.
- The EC OOTS Support team led by *Flora Kardos* extends their current advice and support desk with (technical) advice and support related to the preparation or execution of the Projectathon tests.

- The OOTS communications team led by *Michael Ulrich*, and supported by *Thomas Fillis*, maintains and animates the [Once-Only Hub \(website\)](#), promoting the Projectathons and their results, the supporting [Implementers Café series and other events](#), social media coverage and the OOTS Projectathon collaborative space in preparation of the Projectathons.
- The Commission project managers *João Rodrigues Frade*, *Caroline Corneau* and *Fernando Diaz* oversee the overall progress and coordination of the Projectathon events.

### 3 Additional Projectathon experts

We have contracted experts from *IHE* and *Kereval* that have been working on Projectathons and other integration or peer-to-peer testing events, mainly in the healthcare sector around the world for many years. Their contributions are manifold, as they have been successfully organising, conducting, and following up on these closely related events. Our Projectathon experts:

- Bring a set of tried and tested testing (management) tools, primarily based on the Gazelle platform (which integrates with and/or interacts with the GITB test platform that is already used in the OOTS component level testing).
- Assist in the data/test modelisation of the OOTS specifications.
- Assist in providing best practices and guidance to the preparation and execution of the events.

### 4 Member State contributors

The Projectathons require Member State contributors, ranging from National Coordinators and sub-group experts to national or sub-national development or integration team members to actively collaborate to the preparation and execution of the Projectathon events. More specific roles, responsibilities or activities are explained throughout this document. It is important to highlight that active participation from Member States is crucial. It should therefore be agreed that this is a high priority topic as it is relevant to the development, testing and deployment into production of the Once-Only Technical System components by the Member States.

### 5 Monitors

Monitors are neutral experts, familiar with the Once-Only Technical System specifications or with [building blocks](#) that are reused in the Once-Only Technical System architecture, such as [eDelivery](#) or [eID](#). They will participate in the Projectathon events to help and validate the peer-to-peer transactions relevant to their areas or expertise. The Commission teams will source experts from

the relevant projects and prepare them with the needed background information and instructions so they can participate in the Projectathons successfully. The number of Monitors depends on the type of tests being executed and the number of participants.

## 6 What is a Projectathon?

A Projectathon is an event where different systems connect under one roof and perform a marathon of peer-to-peer interoperability and compliance tests in a structured environment for several days. The tests are supervised and verified by neutral experts acting as Monitors.

## 7 What are the benefits of participating in a Projectathon?

Participating in a Projectathon has the following benefits:

- The test platform, tooling and test cases are configured and defined by the organisation and experts who created the specification. It is an excellent opportunity for participants to verify that their systems or solutions effectively comply with the appropriate specifications.
- The participant performs peer testing with real systems (or their acceptance/staging instances) using real-world scenarios. Issues or errors can be identified, corrected, and re-tested on the fly during the Projectathon or shortly thereafter. This significantly reduces the number of potential issues that can occur in the actual production environment. One of the key principles of testing is to detect an error as soon as possible as this reduces the cost of implementing and re-testing a fix.
- It is a good opportunity to meet relevant experts in the field to share and exchange views, experience, and best practices.
- It helps to promote and increase the visibility of the status and readiness of your organisation or Member State before the go-live of the Once-Only Technical System.
- The Projectathon is not only a place to test your system, but your participation also helps to improve and assess the proper functioning of the Technical Design Documents (TDDs) of the One-Only Technical System.

## 8 What are the teams/actors in a Projectathon?



The **Organiser Team** is the organisation with overall responsibility for the event. They host the event, define the test scope, call for participants and contracting with participants, and take care of the logistics such as venue, network, transport, and staff hiring.



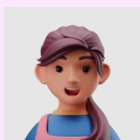
The **“Gazelle”** platform test management tool manages all the elements necessary for peer-to-peer interoperability tests. It offers a series of tools (validators and simulators) to verify the compliance of messages and documents with specifications or to test the interoperability of an application during a controlled test. The platform originated from the eHealth domain but can be reused in different contexts where peer-to-peer interoperability tests are relevant.



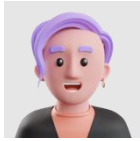
**Test Module Designer** is the expert in the domain, the test module designer defines and documents the test plan, test cases and maintains test data in the “Gazelle” platform test management tool.



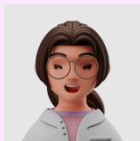
The **Test Session Manager** is the coordinator between participants and the Organiser Team. She/he hosts the technical topics related to webinars, and assists participants during the registration, preparatory test and Projectathon. Furthermore, the Test Session Manager evaluates the systems based on the grading from the monitors and communicates the results of the test session to the organisers and participants.



During the registration phase, the **Participants** identify which tests they can or want to carry out during the Projectathon. The **System Under Test (SUT) operator(s)** configure and connect their **SUT** to “Gazelle”. During the event, the **SUT operator(s)** date with available partners and execute the peer-to-peer tests with them.



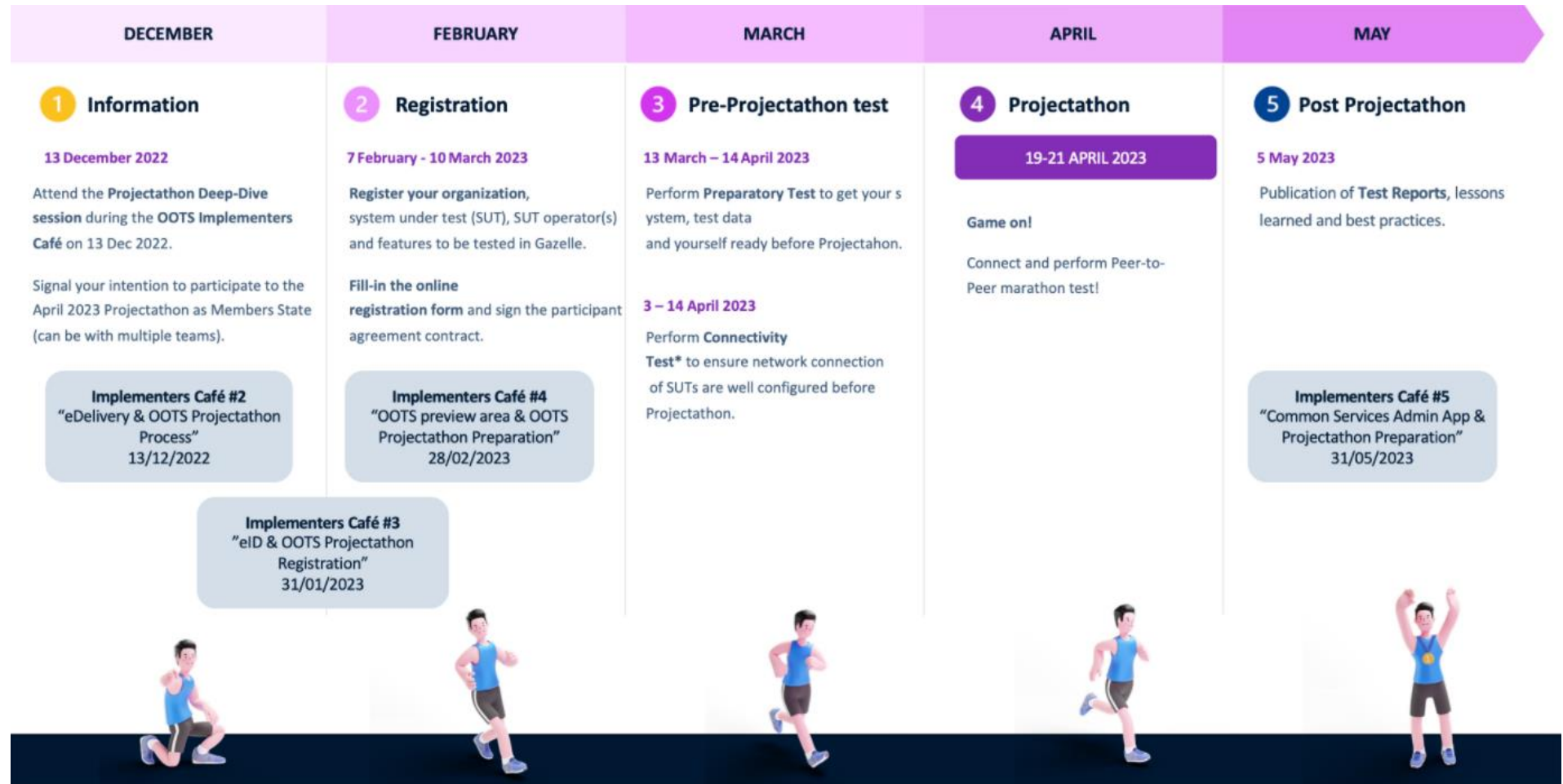
The **Monitors** support the participants during the execution of the tests. They grade the tests based on objective evidences and criteria. If needed, they proceed to the necessary clarifications of the specifications, the descriptions of the tests or the tools. They evaluate the test with the “Gazelle” platform test management tool and grade it as verified, partially verified, or failed.



The main objective of the **observer** is to observe and to learn what a Projectathon is and how the peer-to-peer tests are executed, to prepare themselves for the next Projectathon event. They observe the tests via screen sharing or sit in pairs with the volunteering participants who are performing the test profile they are interested in.

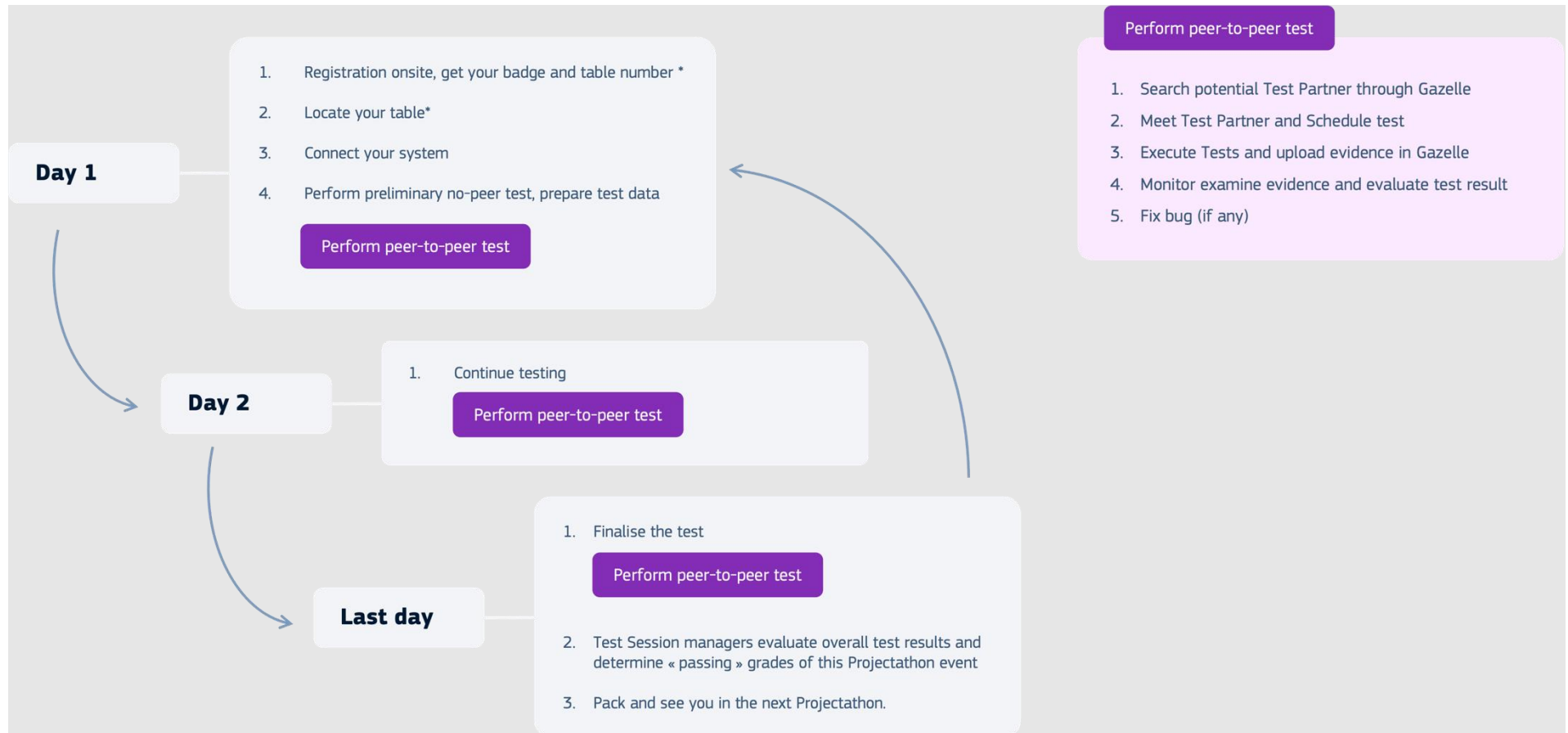


## 8.1 How is the Projectathon organised?

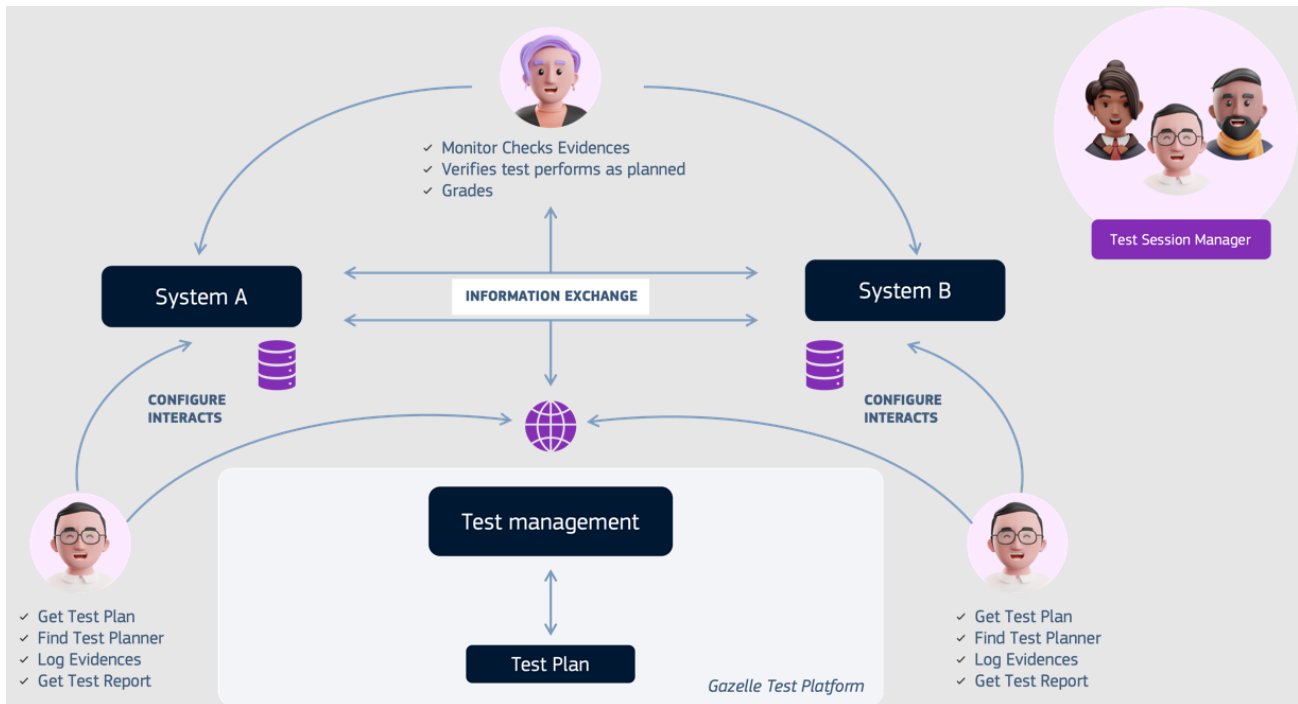


*Please note that some dates presented in the above diagram may be subject to change. Projectathon participants will be informed about any changes in planning.*

## 9 What to do and what to expect at the Projectathon event?

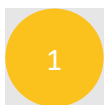
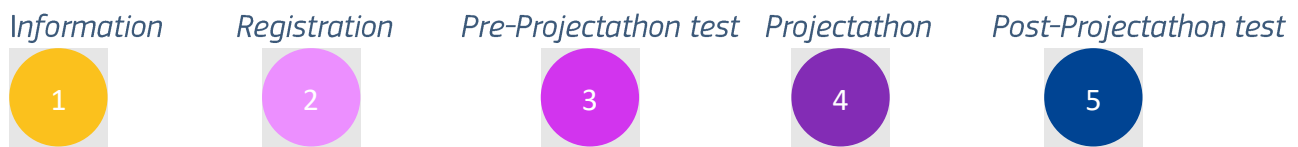


## 10 What is peer-to-peer testing?

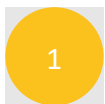


1. Participant A with system A and participant B with System B participate in the Projectathon.
2. Through Gazelle, participant A found a potential test partner: participant B with System B. Participant A approaches Participant B to perform an interoperability test together.
3. Both agree and schedule a time to perform the interoperability test together.
4. The monitor examines the test, ensures it is performed correctly and verifies the test result with the help of log files and validators used.  
If the test failed and Participant A found out the bug comes from their system, Participant A can fix the bug immediately and perform the test again.
5. The session Manager announces the grading on the last day of the Projectathon.

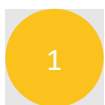
# 11 How to participate in the OOTs Projectathon?



Attend the Projectathon Deep-Dive session during the [OOTs Implementers Café on 13 December 2022](#).



Signal your intention to participate to the April 2023 Projectathon as Members State (can be with multiple teams).



As from around end of January 2023, we will provide a list of integration profiles/actors that can be tested during the Projectathon.



The registration period runs from 07 February 2023 to 10 March 2023.



Attend the [Implementers Café #3: “eID and OOTs Projectathon Registration”](#), 31 January 2023.



Register the system and participants in Gazelle.  
*Date and Time will be announced later.*



Fill-in the online registration form and sign the participation agreement contract.



A confirmation email will be sent to you once your System Under Test is accepted to the Projectathon.

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Congratulations: you can proceed to the next steps!

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Attend the [Implementers Café #4: “OOTS preview area & OOTS Projectathon Preparation”](#), 16 February 2023.

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Perform Pre-Projectathon Test(s). See more details in [12.1](#)

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Attend the specific webinar, which is an occasion to ask more questions before Projectathon.  
*Date and Time will be announced later.*

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You are ready to participate in the Projectathon **19-21 April 2023.**

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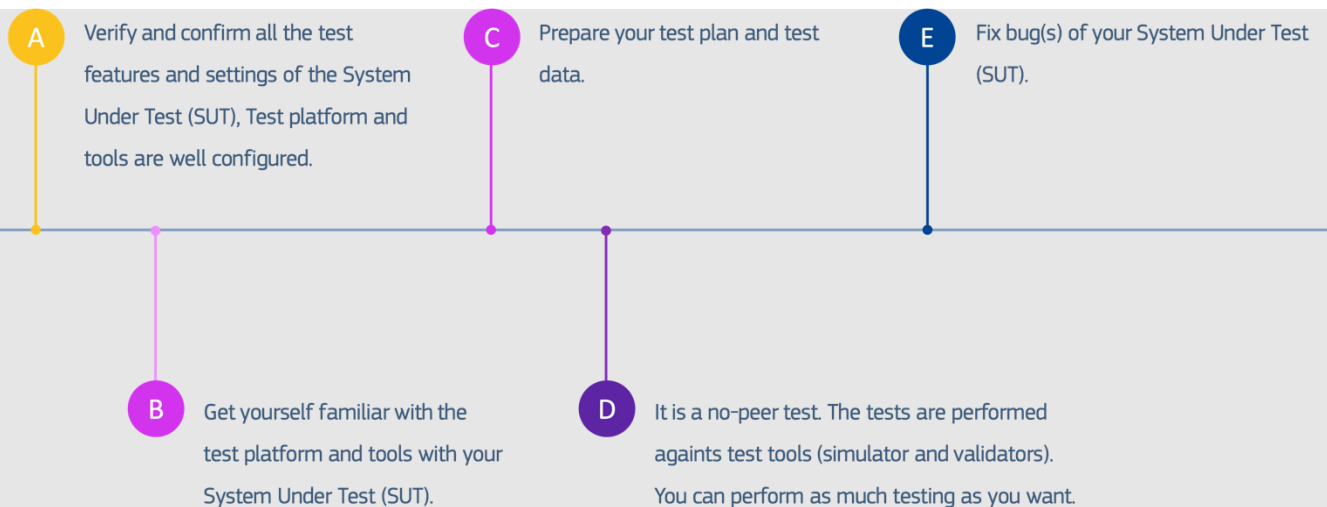
Check the test reports, lessons learned and best practices to assess your situation, check if improvements can be made and prepare for a new Projectathon event.

## 12 Pre-Projectathon Test(s)

Good preparation saves time, so you can do more actual testing during the Projectathon day.

### 12.1 Preparatory Test

The Preparatory Test is a preliminary test before Projectathon which allows you to:



#### How to perform Preparatory Tests?

It is very important to attend the **“Projectathon Preparation” webinar** to understand the configuration and how the test platform works before performing the test and the steps below.

1. Connect to Gazelle and go to the Projectathon Test Session.
2. Verify all the Profile/Actor/Transaction items registered for the test are well configured in the Gazelle Test Manager platform.
3. Prepare the test plan and test data. **It is very important not to use production data to protect user privacy, for more information, refer to [the Data Privacy section](#).**
4. Follow the test case instructions and start the preparatory test.

#### Will the Preparatory Test be graded?

No, the preparatory test will not be graded by the Monitor. The test result (success/failures) is displayed immediately by the tool. You will upload the evidence of your preparatory tests (logs, screenshots) into Gazelle Test Management. However, the Projectathon technical management

team will perform random checks on your uploaded test result to ensure you have executed your tests and are ready for the actual Projectathon.

## 13 Connectivity Test

### 13.2 What is Connectivity Test?

The Connectivity Test is mandatory to all the online/hybrid participants. The objective of the Connectivity Test is to diagnose possible network problems before the actual Projectathon such as verifying the firewall configuration, DNS registration and port access rights to ensure all the nodes and machines from different test participants can communicate with each other during the actual Projectathon.

### 13.3 How to perform Connectivity Test?

#### Prerequisites

All the systems are up and running on the internet with a public static IP address.

The detailed step-by-step Connectivity Test will be provided later or during the Projectathon preparation webinar because the System Under Test must be registered in Gazelle Test Manager to perform the test.

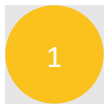
# 14 How to participate in the OOTS Projectathon as an observer?

## 14.1 Pre-Projectathon observer preparation



Attend the Projectathon Deep-Dive session during the [OOTS Implementers Café on 13 December 2022](#).

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Signal your intention to participate to the April Projectathon as Observer Members State (can be with multiple teams).

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As from around end of January 2023, we will provide a list of integration profiles/actors that can be observed during the Projectathon.

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The observer registration period runs from 07 February 2023 to 10 March 2023

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Attend the [Implementers Café #3: “eID and OOTS Projectathon Registration”](#), 31 January 2023.

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Fill-in the online registration form and sign the participation agreement contract.

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A confirmation email will be sent to you once your Observer application is accepted to the Projectathon.

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Attend the [Implementers Café #4: “OOTS preview area & OOTS Projectathon Preparation”](#), 16 February 2023.





Attend the specific webinar, which is an occasion to ask more questions before Projectathon.  
*Date and Time will be announced later.*

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You are ready to participate as an observer in the Projectathon on **19 April – 21 April 2023.**

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Check the test reports, lessons learned and best practices to assess your situation, check if improvements can be made and prepare for a new Projectathon event.

## 14.2 Projectathon observer activities

1. Projectathon Tour
  - a. Take a tour of the Projectathon and engage with one or two participants to share and explain what they are doing.
  - b. It can be done in groups or by screen sharing
    - i. It is important to provide an environment where the participants can concentrate on the tests/debugging and do not have too many disruptions. This means that observers should pay attention to not interfere at the wrong time.
    - ii. In case some participants are hesitating to share their screen, please respect this as an observer.
  - c. Engage in discussions in between test sessions or during breaks to understand what was done and what is needed to prepare your participation during the next event
2. Attend any relevant workshops and conferences (if time allows, this can be executed during the last day, otherwise, it can shift to a post-event presentation)
  - a. Member states who are more advanced in the Once-Only Technical System implementation and/or their experts are invited to share their knowledge, solution and technology used.
  - b. The organising team can create ad-hoc workshops or explanatory sessions if there is a need to do so. This could be because participants signalled this before the actual event or because the organising team or participants notice during the actual Projectathon that some topics require further clarification or discussion.

## 15 Frequently Asked Questions

### 15.1 Will the event take place in an on-site, remote or hybrid format?

- It was the initial intention to plan for a full on-site event to ensure all teams can be in a single location, can fully focus on the event itself and can benefit from the possibility to talking in person to all other teams.
- After receiving initial Member State's feedback, the current plan is to organise this Projectathon event in a hybrid format. This means that:
  - Member States can choose to send all their team(s) in person to the event.
  - Those Member States that do not send all their teams in person to the event, are expected to send a couple of coordinators that can attend the event in person. These coordinators should have a direct line to the Member State teams that are working remotely.
  - Member States that are not actively participating in tests but join as an observer are encouraged to send a couple of observers in person to the event to benefit from having a better overview of what's happening in the Projectathon rooms.
  - Acceptance or staging environments that run on dedicated servers or networks can be connected via the internet to the Projectathon (instead of developers bringing these components on their PCs into the room) if they are expected to be available during the event and if they pass pre-event connectivity checks.
- In case of an unexpected event (such as public health restrictions) causing travel disruption for all or some of the participants, we will transform the event into a remote event with as minimal disruption as is feasibly possible.

### 15.2 How many teams can I send to the event per Member State?

- You can send all Member States teams relevant for implementing the Once-Only Technical System at national or sub-national level.
  - This means that relevant public or private organisations and their members can participate.
  - However, we expect that teams coordinate with the National Coordinator to prevent any non-relevant team participation and to have the National Coordinator keep an overview of the status of all relevant teams.

## 15.3 What are the requirements for the System Under Test (SUT) operator(s)?

- Generally, at least two System Under Test (SUT) operators are expected to participate for each SUT, you can send multiple teams if needed and you or your team are welcome to participate as observers.
- The SUT operators should be someone familiar with the SUT in question and the features to be tested. You are allowed to fix the issue, recompile, and retest as many times as necessary. Therefore, being able to change the code is recommended.
- The SUT operators should know how or where to obtain the system's logs for evidence sharing purposes during the test execution. Alternatively, they can be supported by other SUT operator(s) with technical skills to perform these tasks.
- Ideally at least one technical team member or developer to provide technical support on your SUT or fix the bug.

## 15.4 What is the estimated time required for each activity in the different phases of the Projectathon?

### Registration

About one person-day\* which includes:

- Attending the projectathon registration Webinar (+-one hour).
- Defining the features to be tested - Registration in Gazelle.
- Administration and contract signing.
- Travel and accommodation booking (to be done by each team separately).

### Pre-Projectathon

**Preparatory Tests** take around 10 person-days\*. It highly depends on the test features and the complexity of the System Under Test.

Gazelle is open for Preparatory Test from 13 March to 14 April 2023. You can perform the Preparatory Test anytime during this period.

**Connectivity Test** (for online/hybrid participants and remote SUT(s) only) take about 1 person-day\*.

Gazelle is open for Connectivity Test from 3 April to 14 April 2023. You can perform the Connectivity Test anytime during this period.

**Projectathon days**

**Onsite participant:**

Projectathon events (three person-days\*) + min one person-day\* for the travel (round-trip), hotel check-in/checkout.

**Online/Hybrid participant:**

Projectathon events (three person-days\*)

\* For reference only

## 15.5 What materials should I prepare for the Projectathon event?

- Laptop and device needed to:
  - Operate and debug the SUT.
  - Host the SUT if it is not hosted remotely.
  - Communicate with your remote team and with other remote participants.
- International power adaptor (unless you use equipment that can fit in standard Belgian power sockets).
- Earphone with microphone (headset) for online communication purposes.

## 15.6 If I have problems or questions about the Projectathon where or who should I contact?

- You can send all your questions or requests for assistance to EC-OOTS-SUPPORT@ec.europa.eu



# Practical information

<b>Location</b>	Brussels
<b>Date</b>	19 April - 21 April 2023
<b>Registration</b>	Open 7 February 2023; Close 10 March 2023
<b>Target groups</b>	All Member States teams relevant for implementing the Once-Only Technical System (to be coordinated with the National Coordinator).
<b>Fees</b>	No fees are charged to participate to the actual Projectathon event itself
<b>Accommodation</b>	Any hotel reservation is the responsibility of the participants. Member State reimbursement is possible but limited up to one MS representative and one private expert per Projectathon.

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# Data privacy



The OOTS Projectathon team is committed to user privacy. The policy on protection of individuals regarding the processing of personal data is based on the Regulation (EU) 2016/679 on the protection of natural persons regarding the processing of personal data and on the free movement of such data (GDPR). The processing of personal data by the European Union institutions is based on the Regulation (EU) 2018/1725 on the protection of personal data by the EU institutions, bodies, offices, and agencies (EUDPR).

In the context of the organisation and management of OOTS Projectathon activities we will be processing your personal data for specific purposes (management of your participation to events, testing, etc.). Each specific data processing activity will be covered by a specific privacy statement, explaining the reason for the processing of your personal data, the way we collect and ensure protection of all personal data provided, how that information is used and what rights you have as a data subject.

These privacy statements will be shared with and accessible to you before you subscribe or register to events processing your personal data. Please note that these privacy statements must be read and accepted by all OOTS Projectathon participants.

We are committed to ensuring the appropriate handling of your personal data in line with relevant data protection Regulations. The Privacy statements describing the processing of personal data by platforms/tools used in the context of the OOTS Projectathon events can be found here:

- IHE Europe : <https://www.ihe-europe.net/privacy-policy>
- OVH: <https://www.ovhcloud.com/en-gb/terms-and-conditions/privacy-policy/>

For any GDPR related questions with regards to the organisation and management of OOTS Projectathon please do not hesitate to contact us on [EC-OOTS@ec.europa.eu](mailto:EC-OOTS@ec.europa.eu).