Once-Only Technical System Projectathon
Participant playbook
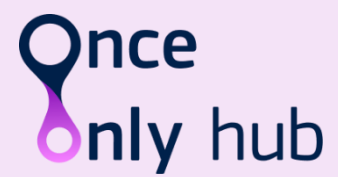## V5.00

Once
Only hub

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1 OOTS Projectathon: team composition

The organisation and running of a Once-Only Technical System (OOTS) Projectathon require the combined effort and input of a diverse and evolving set of contributors.

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

The Projectathons events require the involvement of Member States, ranging from Single Digital Gateway (SDG) national coordinators and sub-group experts to national or sub-national development or integration experts. These expects actively collaborate in the preparation and execution of these testing events. In 2024, the engagement of national Competent Authorities[1] is one of the main priorities and they are expected to play a significant role in the Projectathons events as well.

Finally, during the OOTS 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, help and validate the peer-to-peer transactions relevant to their areas or expertise.

1.1 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 preparation of Projectathon events as their sub-groups are directly involved in and/or impacted by these events.
    - 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 OOTS Common Services development team led by *Jerry Dimitriou* will provide acceptance instances of the Common Service components such as the Evidence Broker and

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[1] Competent Authority: any Member State authority or body established at national, regional or local level with specific responsibilities relating to the information, procedures, assistance and problem-solving services covered by the Single Digital Gateway Regulation (SDGR).

Data Service Directory, so that they can be used in the steps of peer-to-peer tests between participants.

- The EC OOTS Support team led by *Marco Catapano and Edmond Leiti* extends their current advice and support desk with (technical) advice and support related to the preparation or execution of the Projectathon registration and 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, Fernando Diaz* and *Flora Kardos* oversee the overall progress and coordination of the Projectathon events.

1.2 Additional Projectathon experts

The European Commission has contracted experts from *IHE* and *Kereval* who have been working on so-called "*Connectathons*" and other integration or peer-to-peer testing events for many years around the world, mainly in the healthcare sector. Specifically in the context of the OOTS, these 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 testing events.

The Testing & Deployment team was reinforced in January 2023 with *Marie-Laure Watrinet* from LIST (Luxembourg Institute of Science and Technology), bringing her testing and Projectathon experience from the TOOP Large Scale Pilot, as Projectathon Manager.

1.3 Member State contributors

Projectathons require the active contribution from [SDG national coordinators](#), GCG sub-group experts, and national or sub-national development or integration team members. The engagement of national Competent Authorities is one of the main priorities for 2024. More specific roles, responsibilities or activities are explained throughout this document.

It is important to highlight that active participation from the Member States is crucial for the successful development, testing and deployment into production of the Once-Only Technical System components by the Member States.

1.4 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 and eID. These experts actively participate in the Projectathon events to help validate the peer-to-peer transactions relevant to their areas or expertise.

The Commission teams will source experts from relevant projects and prepare them with the needed background information and instructions so they can participate in the Projectathons successfully as Monitors. The number of Monitors depends on the type of tests being executed and the number of participants attending the event.

2 What is a Projectathon?

A Projectathon is an event where different systems connect under one roof, physically (or virtually) 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.

The table below presents the definitions of technical terms used during Projectathons and supported by Gazelle.

Table 1: Projectathon – Gazelle definitions

TERM	DEFINITION
Gazelle	Gazelle is a test bed aimed at testing the interoperability of eHealth information systems. It is developed by *IHE-Europe* with the support of several other IHE countries (USA, Japan, Korea, and Australia).
	The Gazelle platform is reused in the OOTS domain. This means that sometimes the tool in its current version will display information that relates to the health sector and/or to IHE, but that can be ignored in the context of the OOTS Projectathon.
(INTEGRATION) PROFILE	Specification of the information exchanges to support a specific business process (i.e., eIDAS Profile, OOTS Evidence Exchange Profile, and Metadata Management Profile).
ACTOR	Functional component of a system that exchanges transactions with other actors as defined in an Integration Profile (i.e., for the OOTS Evidence Exchange Profile: Common Services Query Interface Client, Data Service Directory, Evidence Broker, Evidence Requester and Data Service).

TRANSACTION	Specification of a set of messages exchanged between pairs of actors in support of an Integration Profile.

The November 2024 Projectathon will be based on the version 1.0.5 of the Once-Only Technical Design Documents (specifications and Exchange Data Models - EDM).

Previous OOTS Projectathons were an opportunity for all parties to learn, make mistakes, help each other and to assess the status of their respective Once-Only developments.

The October 2023 event (Projectathon #3) focused on assessing production-readiness of the Once-Only Technical System components. In 2024, the Projectathons #4 and #5 (May and November, respectively) are of thematic[2] nature, to enable evidence exchange between national Competent Authorities in specific domains.

The May 2024 Projectathon (Projectathon #4) focused on Education and Population data, and on linking the Once-Only Technical System with related systems such as EMREX.

The November 2024 Projectathon (Projectathon #5) will focus on Vehicle data, Business data as well as Education and Population data. In addition, this Projectathon will foster the on-going collaboration with EUCARIS and EMREX..

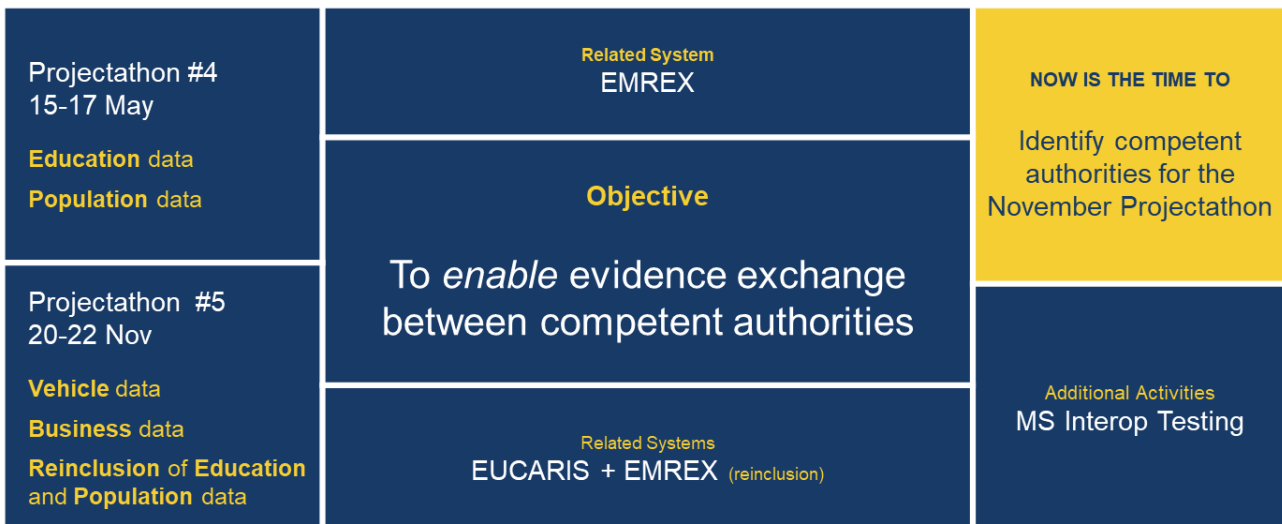The figure below shows a synthesis of the 2024 Projectathon events and related information.

Figure 1: The Commission organises two Projectathons in 2024

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[2] The 21 SDGR procedures can be found here: https://ec.europa.eu/digital-building-blocks/sites/display/OOTS/About+OOTS.

The test cases prepared for the previous Projectathons form the baseline of this event. Ahead of the November 2024 Projectathon, the Commission and participating teams will discuss together how to update existing test cases or add new test cases to best facilitate the assessment of production readiness. Specifically, the November 2024 Projectathon includes new test cases related to test representation (including scope of representation).

A high-level overview and summary of current test cases is available to the Testing and deployment sub-group (restricted access).

The full test cases with detailed step-by-step descriptions will be made accessible later via the *Gazelle* platform (restricted access).

In addition to the main plenary testing track, this event will allow for some more advanced scenarios to be discussed in dedicated exploration sessions or in a restricted test session between teams interested in such scenarios.

The tests will start with static and pre-agreed data. This is to be discussed in and shared through the relevant Testing and deployment sub-group (restricted access) and/or collaborative space on Teams. Those Member States that want to go further and create custom datasets or dynamic datasets for bilateral tests are invited to do so as well.

To get most benefits from a Projectathon, the aim is to be fully automated during the November 2024 Projectathon and only use the manual or tooling steps to get up to speed before the event or during the setup stage.

NB(1): the present version of the Projectathon playbook and its annexes do not contain information about the Member States teams that have signed up for the event, nor about the development and test status of their component as this will be followed up in country profiles and/or other status meetings.

NB(2): the current Projectathon Playbook and its annexes include general information. Additional information will be consolidated via a dedicated MS Teams channel.

NON-DISCLOSURE AGREEMENT (NDA) and DISCLAIMER

Participants should only use the information from the Projectathons to directly improve their own systems and to not make any public announcements containing other parties' test results in an identifiable way.

The Projectathon process is an event to facilitate interaction, test interoperability and an opportunity to find issues. However, this event is in no way a formal certification process and/or does not provide an absolute guarantee that components or systems will operate without issues in a real production environment or in all possible usage variations that might be encountered at go live or thereafter.

Moreover, the marking of test results is done in best effort mode, based on the understanding of today's specifications and ongoing discussions. Changes in the specifications or in our common understanding of the system might result in previous test result markings to become outdated.

3 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 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.
- The Projectathon is not only a place to test your system; your participation also helps to improve and assess the proper functioning of the Technical Design Documents of the One-Only Technical System.
- In the April and June 2023 Projectathons (Projectathon #1 and #2, respectively), the Member States had the opportunity to participate as observers, thus preparing themselves for the next Projectathon by getting in direct contact with active participants that agreed to share explanations on their testing activities during the Projectathon. In the October 2023 Projectathon (Projectathon #3), there was only the possibility to register as Participant. In the 2024 Projectathon events, there is again the observer role that could be for a Member State, for a registered person of one actively participating Member State, or for a Competent Authority of a Member State.

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

Table 2: Projectathon teams/actors

The **Organiser Team** has the overall responsibility for the Projectathon event. It hosts the event, defines the test scope, call for participants and contracting with participants, and takes care of the logistics such as the event venue, network, 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. This platform originated from the eHealth domain but can be reused in different contexts where peer-to-peer interoperability tests are relevant. The day-to-day results are presented in the Projectathon dashboard.
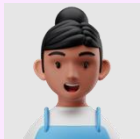
Test Module Designer is the expert in the domain. The test module designer defines and documents the test plan, test cases and maintains test data in the "Gazelle" platform test management tool.

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. The test reports as well as the lessons learned and best practices are presented in the Projectathon report.
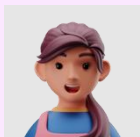
During the registration phase, the Member State participants identify which tests they can or want to carry out during the Projectathon. The **System Under Test (SUT) operator(s)** configure and connect their SUT to "Gazelle". During the Projectathon event, the SUT operator(s) date(s) with available partners, for a specific procedure, and execute(s) the peer-to-peer tests with them. SUT operators can be on-site or online, but it is highly recommended to be on-site. They can be coordinators having a direct line to the team

working remotely and/or technical people. At least one representative should be on-site. It is to be noted that one of the main priorities of 2024 is the engagement of national Competent Authorities. Thus, it is important to have representatives from the national Competent Authorities actively participate in the November 2024 Projectathon as team members.

See Chapter 7 -
How to participate in the OOTS Projectathon?
See Chapter 10.3 - What are the requirements for the System Under Test (SUT) operator(s)?
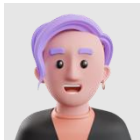
Monitors support the participants during the execution of the tests. They grade the tests based on objective evidences and criteria. If needed, they proceed to the necessary clarifications of the specifications, the descriptions of the tests or the tools. They evaluate the test with the "Gazelle" platform test management tool and grade it as verified, partially verified, or failed.

The main objective of an **Observer** is to observe and to learn what a Projectathon is, how 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. It is highly recommended to be on-site.

In the 2024 Projectathon events, there is again the observer role that could be for a Member State, for a registered person of one actively participating Member State, or for a Competent Authority of a Member State.
See Chapter 9 for details: How to participate in the OOTS Projectathon as an observer?

4.1 How is the Projectathon organised?

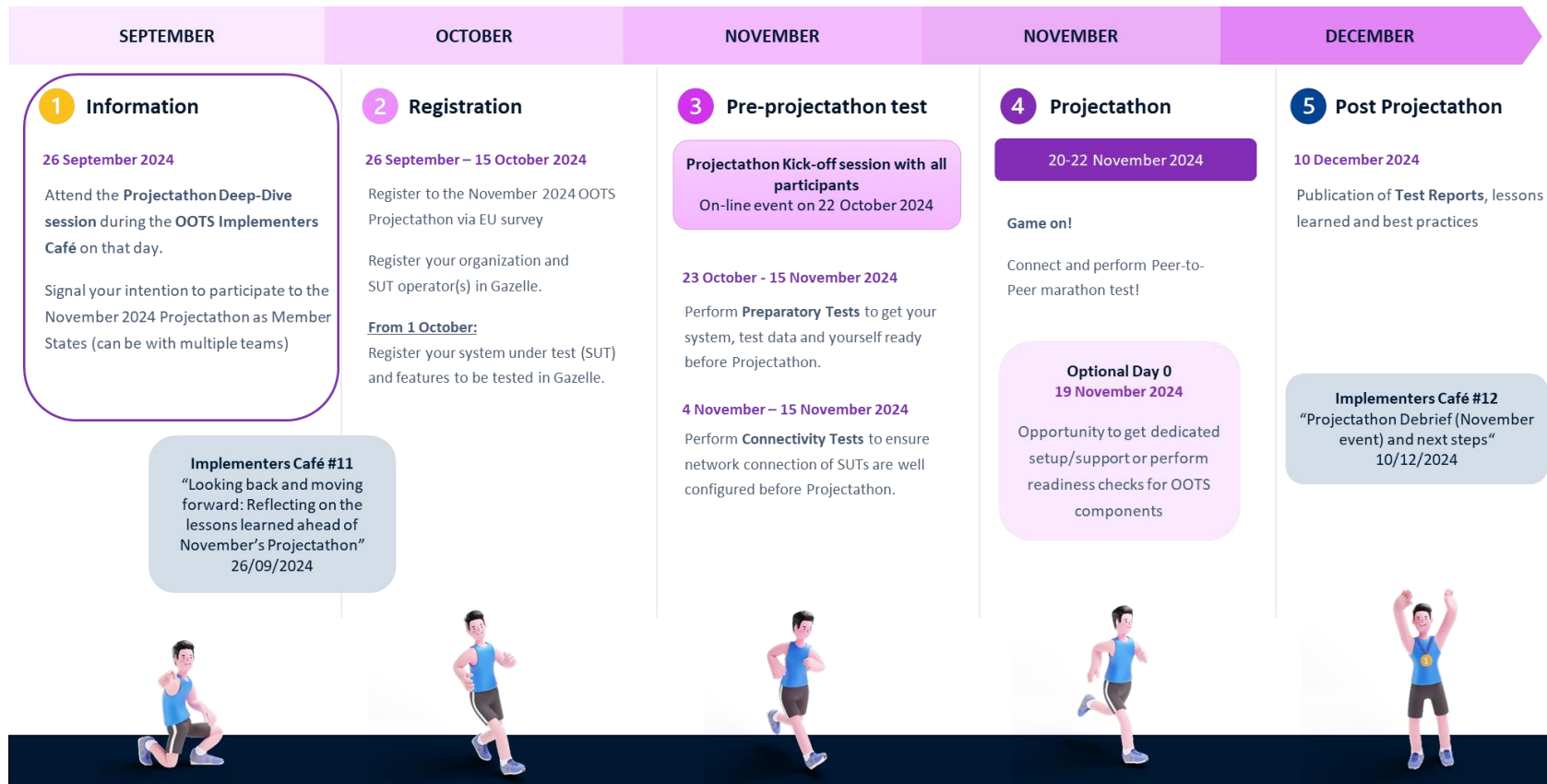The figure below shows the November 2024 Projectathon timeline.

SEPTEMBER	OCTOBER	NOVEMBER	NOVEMBER	DECEMBER
1 Information	**2 Registration**	**3 Pre-projectathon test**	**4 Projectathon**	**5 Post Projectathon**
26 September 2024	**26 September – 15 October 2024**	**Projectathon Kick-off session with all participants** On-line event on 22 October 2024	20-22 November 2024	**10 December 2024**
Attend the **Projectathon Deep-Dive session** during the **OOTS Implementers Café** on that day.	Register to the November 2024 OOTS Projectathon via EU survey	**23 October - 15 November 2024**	**Game on!** Connect and perform Peer-to-Peer marathon test!	Publication of **Test Reports**, lessons learned and best practices
Signal your intention to participate to the November 2024 Projectathon as Member States (can be with multiple teams)	Register your organization and SUT operator(s) in Gazelle. **From 1 October:** Register your system under test (SUT) and features to be tested in Gazelle.	Perform **Preparatory Tests** to get your system, test data and yourself ready before Projectathon. **4 November – 15 November 2024** Perform **Connectivity Tests** to ensure network connection of SUTs are well configured before Projectathon.	**Optional Day 0** **19 November 2024** Opportunity to get dedicated setup/support or perform readiness checks for OOTS components	**Implementers Café #12** "Projectathon Debrief (November event) and next steps" 10/12/2024
	Implementers Café #11 "Looking back and moving forward: Reflecting on the lessons learned ahead of November's Projectathon" 26/09/2024			

Figure 2: Organisation of the November 2024 Projectathon

About the other OOTS Projectathons:

- Projectathon #1 took place on 19-21 April 2023.
- Projectathon #2 took place on 14-16 June 2023.
- Projectathon #3 took place on 18-20 October 2023.
- Projectathon #4 took place on 15-17 May 2024.

The Commission invites the SDG national coordinators to register for the Projectathon event via an event registration form (using EU Survey). The SDG national coordinators are invited to share the registration link with each person joining the Projectathon from their Member State.

It is mandatory for every participant to fill in the event registration form (it is a pre-condition for getting access to the Gazelle platform). **Please register on time (between 26 September and 15 October 2024), this is also needed for the catering**.

Note that the day before the Projectathon ("Day 0", 19 November 2024) may be used by the Member State teams to get dedicated setup/support or perform readiness checks for OOTS components.

Please indicate your interest in joining "Day 0" of the November 2024 Projectathon in the EU survey registration form or via email to SUPPORT@ec.europa.eu by 31 October 2024 in case you are not sure that you will attend on Day 0 at the moment of your registration via EU survey. The venue for "Day 0" is in the Commission building L107 while "Days 1-2-3" are taking place in CCAB (Borschette). The organising team will share location details closer to the event.

5 What to do and what to expect during the OOTS Projectathon?

The figure below shows the steps to be completed by the Member States during the 3 days of a Projectathon.
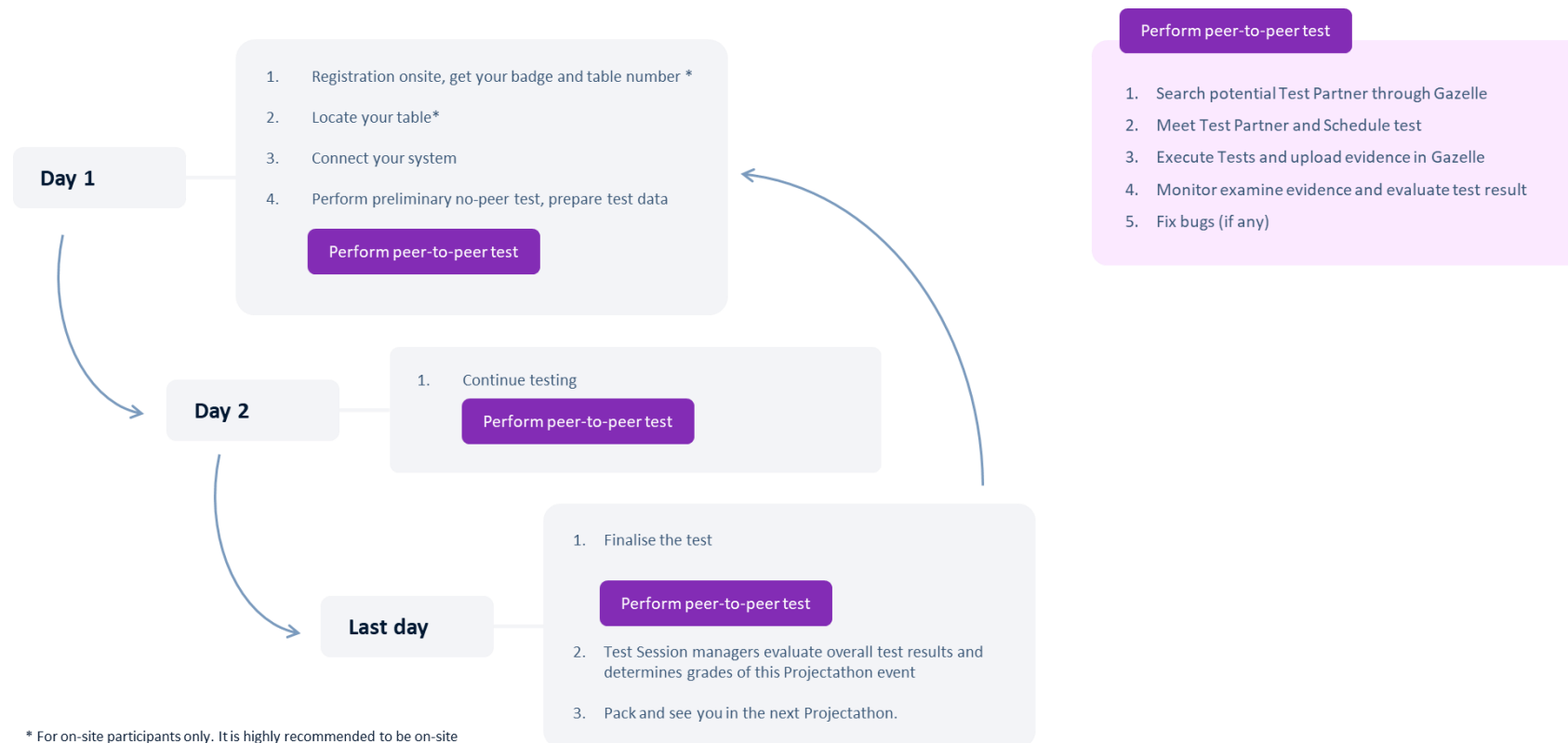
Day 1

1. Registration onsite, get your badge and table number *
2. Locate your table*
3. Connect your system
4. Perform preliminary no-peer test, prepare test data

   Perform peer-to-peer test

Day 2

1. Continue testing

   Perform peer-to-peer test

Last day

1. Finalise the test

   Perform peer-to-peer test

2. Test Session managers evaluate overall test results and determines grades of this Projectathon event
3. Pack and see you in the next Projectathon.

Perform peer-to-peer test

1. Search potential Test Partner through Gazelle
2. Meet Test Partner and Schedule test
3. Execute Tests and upload evidence in Gazelle
4. Monitor examine evidence and evaluate test result
5. Fix bugs (if any)

* For on-site participants only. It is highly recommended to be on-site

Figure 3: Steps during a Projectathon event

6 What is peer-to-peer testing?

The figure below presents the peer-to-peer testing process.
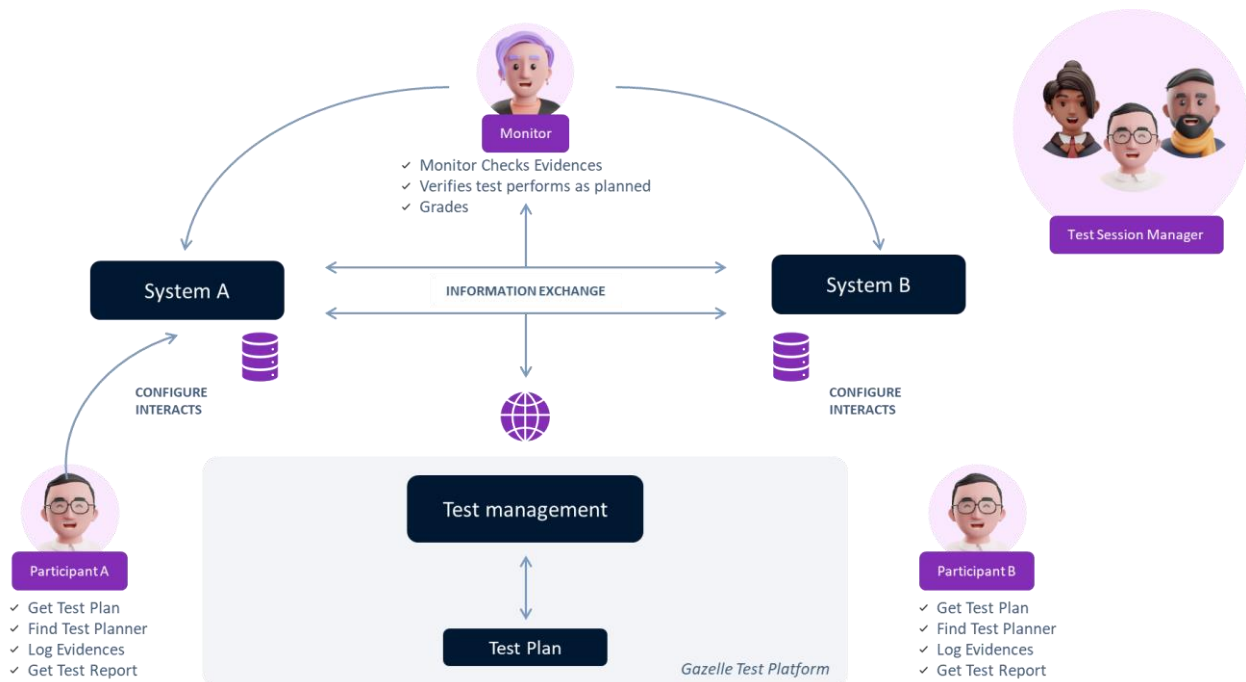
Figure 4: Peer-to-peer testing process

1. Participant A with System A and participant B with System B participate in the Projectathon[3].
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 or start testing immediately. They record the test in Gazelle.
4. The monitor, informed by Gazelle that a test must be examined, claims the test, and examines it. She/He ensures it is performed correctly and verifies the test result with the help of log files and validators used. If proofs are missing, the monitor asks to the Member States to provide more information.
   If the test failed and participant A finds out the bug came from their system, participant A can fix the bug immediately and perform the test again. Depending on the severity of the bug and time available to fix it, the next scheduled tests may have to be rescheduled. In this case, the participants can change the status of the test to "Paused" and restart the test later when they are ready.

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[3] Note that Participant A will not test with Participant B during the whole Projectathon. Each one will test with as many as possible other Projectathon Member States participating. It is also possible to start a same test with different Member States at the same time (mostly for Member States having a more mature system).

In case the (blocking) bug comes from the Common Services provided by European Commission (which should not be the case), a specialist will try to fix the bug immediately and inform partners when the correction is done. If it is not blocking, the correction will be done outside the Projectathon itself.

A dashboard is shared with Projectathon participants showing day-by-day progress results.

7 How to participate in the OOTS Projectathon?

The Projectathon registration is composed of the following consecutive steps:

1. The Organising Team invites the SDG national coordinators to register for the Projectathon event via an event registration form (using EU Survey).
2. **SDG national coordinators register for the Projectathon event via EU Survey. They share the registration link with each person joining the November 2024 Projectathon from their Member State (including the Competent Authorities). It is mandatory for every participant from a Member State to fill in the registration form for the November 2024 Projectathon** (it is a pre-condition for getting access to the Gazelle platform). **Please register on time (by 15 October 2024), this is also needed for practical arrangements on-site.**
3. Once the event registration process is completed (see Step 2), the Supporting Team invites the SDG national coordinators to encode their organisation and users (team members) in the *Gazelle* platform (active participants only). Note that all participants who did not participate actively in the May 2024 Projectathon will have to register again for the November 2024 Projectathon (2023 data has been anonymised and removed from Gazelle). In case you need test related data for archiving or auditing purposes, don't forget to archive your data in Gazelle at the end of the year since data will be again anonymised and will be deleted one month after the end of the year (around end of January 2025).
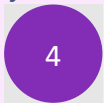4. SDG national coordinators or the System Under Test operators select the relevant test session (November 2024) and add/update your System(s) Under Test (SUT) in the Gazelle platform (active participants only). Note that since data of 2023 has been anonymized in Gazelle and because there is a new modelisation since May 2024, you will have to recreate your SUT in case you didn't already do in May 2024.

Please note that it is the **responsibility of each SDG national coordinator** to ensure that the actions described in the OOTS Projectathon participation process are duly respected. For example, the SDG national coordinator shall select which person from their Member State should participate in the Projectathon event and is responsible for the correctness and completeness of this list of experts. They are also responsible for defining who will register the organisation and participants in the *Gazelle* platform, who will participate in different meetings and will carry out the tests.

Table 3: OOTS Projectathon participation process

I*nformation*

1

Attend the OOTS Implementers Café 2024 #11 on 26 September 2024.

The registration period runs **from 26 September to 15 October 2024**.

Fill-in the event registration form (via EU survey) and accept to have read and understood the content of the Projectathon Playbook and Privacy Statement. It is mandatory for every participant of a Member State to fill in the event registration form (it is a pre-condition for getting access to the Gazelle platform). Participants and observers must register for each individual Projectathon. Please register on time, this is also needed for the catering.

The Support Team sends a confirmation email to you once your registration to the Projectathon is accepted. The testing team will get in contact with you as from 1 October with more information about how to register and create/update your SUT in the Gazelle platform.

Registration

2

Register the system and participants in Gazelle. Note that since data of 2023 has been anonymized in Gazelle and because there is a new modelisation for 2024, you might have to recreate your SUT (only if you did not actively participate in the May 2024 Projectathon). In case you need test related data for archiving or auditing purposes, don't forget to archive your data in Gazelle at the end of the year since data will be again anonymised and will be deleted one month after the end of the year (around end of January 2025).

If not already done, register to the Microsoft Teams Implementers Space via the Service Desk. This Teams channel is made available for everyone that registers and participates to the Projectathon to facilitate knowledge-sharing and closer collaboration.

Congratulations: you can proceed to the next steps!

Pre-Projectathon test **3**	Participate in the Projectathon Kick-off session with all participants: online event taking place on **22 October 2024**. Participants that registered to the November Projectathon will receive an invitation to this event. Perform Pre-Projectathon Test(s) that include preliminary tests and connectivity tests. See more details in Chapter 8. Pre-Projectathon Test(s). Gazelle is open for Preparatory Test from **23 October to 15 November 2024** and for Connectivity Test from **4 to 15 November 2024**.
Projectathon **4**	You are ready to participate in the **20-22 November 2024 Projectathon,** and optionally to Day 0 on 19 November 2024 (for dedicated setup/support or readiness checks).
Post-Projectathon **5**	Check the test reports, lessons learned and best practices to assess your situation, check if improvements can be made.

Please respect timings as this is important for the organising team and other participants.

It is recommended for the Member State teams to be on-site, or at least have one representative on-site. Indeed, 2023 Projectathons demonstrated that on-site presence offers more benefits than remote participation. Member States who had at least one person on-site could more easily reach out to Monitors and the Support team, could get assistance from other Member State teams on-site and were more efficient in finding test partners.

Member States that cannot bring a full team on-site can alternatively choose for a hybrid team with on-site representation. Participating teams that experienced this hybrid mode of working, with a representative on-site and a team remotely that can execute tests and bug-fixing indicated that this set-up could be efficient as well.

Before the Projectathon, prepare a planning across your team and a target division of work, related to both test case execution and exploration room participation to fully benefit from all the opportunities that a Projectathon event offers.

The key lessons learned related to Projectathon testing during the 2024 May Projectathon include:

- In preparation of the May 2024 Projectathon, based on the Member State teams' feedback of the 2023 Projectathon series, the testing and deployment sub-group and other sub-groups, together with the Evidence Mapping sub-group, created a page on the internal wiki

for participants to [find testing partners](#) prior to and during the May 2024 event. The sub-groups consist of experts nominated by the SDG national coordinators.

- o This information can be used to prepare for bilateral testing in between events or during Projectathons/Accelerators.
- o The Member States can express their own capabilities or evidences/procedures they support so others can find them and indicate what capabilities or evidences/procedures they are looking for in another test partner.
- o The Member States that already added many contributions in preparation of and during the March 2024 OOTS Accelerator event used this wiki page extensively, and even more during the May OOTS Projectathon.

- The Test Cases executed were relatively stable across all three Projectathons in 2023 and for the May 2024 Projectathon (with some adaptations in the details of the test steps and verifications). TC01 remains the stable Test Case to verify an Evidence Exchange without Preview Space and TC06 remains the stable Test Case to verify an Evidence Exchange including Preview Space interaction.

- During the May 2024 Projectathon, the Member States executed TC06 more often than TC01, as most of the Member State teams now have a Preview Space available for testing.

- Some teams tested TC07 (Evidence request with preview and reauthentication at two different Evidence Providers) and TC10 (Evidence request with preview including human readable transformation and reauthentication); there are, however, several teams not yet covering these Test Cases.

- It is suggested that for future testing events the Member State teams go further than the currently defined and tested (generic) Test Cases and propose some variations to existing Test Cases or more domain specific Test Cases. Several Member State teams followed up on the request of the Testing and Deployment editor to propose more custom data sets and/or use dynamic data sets, instead of relying on the pre-shared and pre-agreed data sets that have been taken over (with some adaptations) from previous OOTS Projectathons. The Commission encourages other Member State teams to propose more diverse data sets. The participants suggested that it might be even more effective to have the Commission teams themselves actively participating in testing and performing tests against Member State components.

- It is important to note that the Commission teams have no active role in developing evidence requester (such as Procedure Portals) or evidence provider components (such as Preview Spaces) as there is also no such role for the Commission in production scenarios. However, the Commission teams have engaged in various ways during the OOTS Projectathon series by:

- o Performing test cases with a Commission/Member State hybrid team(s) to demonstrate the related systems technical bridge concept (with EMREX as related system in the education domain);
- o Operating Projectathon and Acceptance instances of the Common Services (EB and DSD) that are called by Member State systems in all the test runs;

- o Having various support teams on site for monitoring transactions and answering questions (OOTS, eDelivery, eID);
  - o Drill down on Common Service connectivity and usage in exploratory room sessions (See chapter 3 "Exploration rooms" for more info).
- Introduced the Gazelle live dashboard during the October 2023 OOTS Projectathon and used during the May 2024 OOTS Projectathon. Participants deemed this a useful feature as it reduced the manual work in providing using statistics. The monitors identified the following lessons learnt:
  - o Manual checks have been correct for a high percentage of the test cases, although some errors in the AS4 headers are still common;
  - o Cross-Validation could be applied over almost all the test cases, which is a great indicator of progress;
  - o Cross-Validation passed completely successfully for several test cases;
  - o This Projectathon has also been useful for the monitors to test Cross-Validation with biggest accuracy and improve it.
- The Projectathon results, together with dashboards and more detailed testing results, allow for a grouping of the Member State's OOTS readiness that can be related to the OOTS *Acceleratormeter* ([4]) levels.
  - o Teams that are most advanced;
  - o Teams that are showing significant progress, but still need to cover some ground or move from mocks or manual steps to fully automated systems;
  - o Teams that are just starting up and are getting up to speed to catch up with the others' readiness.
- Some issues or configuration difficulties found during testing were at least partially caused by not using the latest version of software solutions. Accordingly, users are advised to track the software updates to benefit from the latest security patches, bug-fixes and improvements to their components and environments.
- The issues and bugs found by national teams help the Commission teams understand where the system needs improvement. It is helpful to have the advanced countries in these events, testing more complex scenarios, and finding more advanced issues.
- TDD or validation artefact related findings have been identified and the TDD subgroup already reviewed these findings in the meeting of 24 May 2024. All the necessary improvements will be implemented in the upcoming 1.0.5 patch release, which is planned to be released in June 2024.

([4]) Information is not publicly available

8 Pre-Projectathon Test(s)

Good preparation saves time, so you can do more actual testing during the Projectathon. It was noticed that preparatory test cases and connectivity tests have been very valuable for the 2023 events for understanding the context and checking/troubleshooting issues in advance of the event. Also, the Member States teams that performed more preparatory test cases and connectivity tests in general were able to perform tests more efficiently during the actual events.

8.1 Preparatory Test

The figure below presents preliminary test steps.

A Verify and confirm all the test features and settings of the System Under Test (SUT), Test platform and tools are well configured.

B Get yourself familiar with the test platform and tools with your System Under Test (SUT).

C Prepare your test plan and test data.

D It is a no-peer test. The tests are performed agaisnt test tools (simulator and validators). You can perform as much testing as you want.

E Fix bug(s) of your System Under Test (SUT).

Figure 5: Preparatory test steps

8.1.1 How to perform Preparatory Tests?

It is important to attend the **"P5 Kick-off session" on 22 October 2024** 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 Management platform.
3. Prepare the test plan and test data. It is especially important not to use production data to protect users' privacy, for more information, refer to the Data privacy section.

4. Follow the test case instructions and start the preparatory test.

8.1.2 Will the Preparatory Test be graded?

The preparatory test will <u>not</u> be graded by the Monitors. 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 tool. 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.

As there is a positive correlation in Projectathon test results and preparatory test results, we strongly encourage all teams to perform as many preparatory test cases (both marked as mandatory and as optional) in advance of the event.

Optional ones are recommended as well for comprehensive preparation.

8.2 Connectivity Test

8.2.1 What is Connectivity Test?

The Connectivity Test is **mandatory** to all the onsite/online/hybrid participants that are operating a System Under Test (SUT), since all SUTs are expected to be available online and capable to make/receive connections to/from other SUTs.

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.

The reason why SUTs cannot just be available on a local computer inside the event location, is that the event location will have a restricted network access, meaning that most or all incoming connections will be blocked. SUT operators will be able to connect to and control SUTs that are publicly available on the internet and SUTs on the internet should be able to communicate with each other.

8.2.2 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 Kick-off meeting on 22 October 2024 because the System Under Test must be registered in Gazelle test management tool to perform the test.

Lessons learned from the 2023 Projectathons about Connectivity tests are:

- Compared to the 2023 Projectathons, both the preparatory and connectivity testing coverage increased for the May 2024 Projectathon.
- For the preparatory Test Cases:
    - Many teams covered a good amount of test cases;
    - Generally, the teams that performed the preparatory tests did the mandatory tests and performed some of the optional ones. Two teams performed all preparatory tests, including the optional ones. The optional test cases are recommended for a comprehensive preparation;
    - Four teams did not perform them at all (or at least did not report them in the Gazelle testbed).
- As there is a positive correlation in Projectathon rest results and preparatory test results, the Commission strongly encourages all teams to perform as many preparatory test cases in advance of the event (both marked as mandatory and as optional).
- For the connectivity test cases:
    - Many teams provided their configuration input in time and kept their connection stable;
    - Providing this information too late and changing the configuration after the start of connectivity testing is not a good practice as it leads to retests across all other testing teams.
- As part of the connectivity testing phase and as part of the actual Projectathon, there were no connectivity issues this time for most teams, except for one Member State that did not test in the end. It shows the usefulness and importance of performing connectivity testing before the event.
- Like in previous Projectathons, the testing and support team shared some useful sample data with the Member State teams to facilitate their system configuration and preparation. This includes:
    - PMode configurations for the eDelivery sample software;
    - Truststores containing all public keys of Access Points as provided by Member State teams;
    - Common Service lookups (postman projects for Evidence Broker and Data Service Directory queries).

The participants highly appreciate this activity. The teams are encouraged to provide their feedback and suggestions for future improvements.

It was suggested adding a comment to the support PMode files and indicate to which country a party belongs to.

Some Party Identifiers are not referring to country or teams names and some endpoint URLs are not indicating a country (e.g. are a ".com" address).

- Several countries preferred to not indicate their Access Point details in Gazelle, but link to S-CIRCABC instead. Others did not want to duplicate different C4 configurations as different SUT components in Gazelle. They preferred that they did not need to copy what is in the ACC Common Service environment into Gazelle.

9 How to participate in the OOTS Projectathon as an observer?

In the 2024 Projectathon events, there will be again the observer role that could be for a Member State, for a registered person of one actively participating Member States, or for a Competent Authority of a Member State.

9.1 Pre-Projectathon observer preparation

Note that it is the **responsibility of** each Member State **National Coordinator** to make sure that the actions described in the process below are respected. He/she is the one that will also select which person of his/her MS should manage the different actions such as who fills in the EC online registration form, who registers the system and participants in Gazelle, who participates in the different meetings, and who does the tests. It is **mandatory** for every participant of a Member State to fill in the registration form, even if participating as an (individual) observer.

Table 4: Pre-Projectathon observer preparation steps
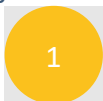
Information	
1	Attend the OOTS Implementers Café 2024 #11 on 26 September 2024.

Registration	
2	The observer registration period runs from 26 September to 15 October 2024.
	Fill-in the event registration form and accept to have read and understood the content of the Projectathon Playbook and OOTS Projectathon privacy

statement. It is mandatory for every participant of a Member State to fill in the event registration form (it is a pre-condition for getting access to the Gazelle platform). Participants and observers must register for each individual Projectathon.

The Support Team will send you an email once your observer application is accepted to the Projectathon.

Register to the Microsoft Teams Implementers Space via the Service Desk. This Teams is made available for everyone that registers and participates to the Projectathon (actively or as observer) to facilitate knowledge sharing and closer collaboration.

Pre-Projectathon test

3

Participate in the "Projectathon Kick-off session" with all participants: remote event taking place on **22 October 2024**.

Projectathon

4
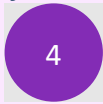
You are ready to participate as an observer in the 20-22 November 2024 Projectathon**,** and optionally to Day 0 on 19 November 2024 (for dedicated setup/support or readiness checks).

Post-Projectathon

5

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.

Please respect timings as this is important for the organising team and other participants.

9.2 Projectathon: observer activities

1. Projectathon Tour:
    a. Visit the main Projectathon testing room 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 intervene at an inappropriate time.
        ii. In case some participants hesitate 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 a subsequent event.
2. Attend any relevant workshops and meetings (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.

It is **highly recommended to join at least one (the more the better) Projectathon events before going into production**. It is the optimal way of getting assurance about your OOTS implementation.

The concept of being a remote observer does not work as effectively as being an on-site observer as there is a relatively high risk of issues on technical, connectivity and cooperation levels. This was a key lesson learned from the April 2023 Projectathon.

Join an event at the earliest opportunity, if things fail, they do so in a friendly test environment. This way, you will learn the lessons and be best placed to succeed at the next event. Moreover, the more tests you complete early on, the more complex scenarios you can conduct against more counterparties.

It will be a great opportunity for **all teams** to **meet, interact** and **have fun**.

10   Frequently Asked Questions

10.1   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 Commission will organise this Projectathon event in a hybrid format. This means that:
  - o Member States can choose to send all their team(s) in person to the event.
  - o 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 this event in person** (this is also a lesson learned from the 2023 Projectathons). Active participants should have at least one or two representatives / coordinators on-site. These coordinators should have a "direct line" to the Member State teams that are working remotely. The SUT operators are the participants having direct access to Gazelle, they can be onsite or offsite.
  - o 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 is happening during the Projectathon event. For the November event, all Member States are expected to participate actively.
  - o Acceptance or staging environments that run on dedicated servers or networks must be connected via the public internet to the Projectathon (instead of developers bringing these components on their PCs into the room, because they would have restricted access via the local network in the event location) if they are expected to be available during the event and if they pass pre-event connectivity checks.
  - o Break-out rooms are made available on-site to facilitate ad-hoc discussions related to the development and testing of OOTS components.
- In case of an unexpected event (such as public health restrictions) causing travel disruption for all or some participants, the Commission will transform this event into a remote event with as minimal disruption as is feasibly possible.

10.2   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. In particular, since it's one of the main priorities of 2024 to engage national Competent Authorities and more specifically the Evidence Providers to ensure that as many evidences as possible are available through the OOTS, it is pertinent to have Competent Authorities join the teams.

However, we expect that teams will coordinate with the National Coordinator to prevent any non-relevant team participation from happening and to have the National Coordinator keep an overview of the status of all relevant teams.

10.3   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. For the 2024 events, all Member States are expected to participate actively, but individual members of the team can be 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 is expected to provide technical support on your SUT or fix the bug.
- All Systems Under Test (SUTs) are expected to be available online and capable to make/receive connections to/from other SUTs.

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

Table 5: Projectathon activities estimated time

Registration	About one person-day* which includes: ● Attending the Projectathon Deep-Dive session (Implementer Café #11 on 26/09/2024) (+-two hours). ● Defining the Member State team - Registration in EU Survey. ● 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 23 October to 15 November 2024. You can perform the Preparatory Test anytime during this period. **Connectivity Test** (for onsite/online/hybrid participants a that are operating a System Under Test) take about 1 person-day*. Gazelle is open for Connectivity Test from 4 to 15 November 2024. You can perform the Connectivity Test anytime during this period.
Projectathon days	**Onsite participant:** Projectathon events (three to four* person-days**) + min one person-day* for the travel (round-trip), hotel check-in/checkout. **Online/Hybrid participant:** Projectathon events (three person-days*)

* Including day 0 that is optional
** For reference only

No fees are charged to participate to the actual Projectathon event itself.

10.5   What materials should I prepare for the Projectathon event?

- Laptop and device needed to:
    - o   Operate and debug the SUT.
    - o   Communicate with your remote team and with other remote participants.
- All Systems Under Test (SUTs) are expected to be available online and capable to make/receive connections to/from other SUTs.
- International power adaptor (unless you use equipment that can fit in standard Belgian power sockets).
- Earphone with microphone (headset) for online communication purposes.

10.6   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

Table 6: Practical information – November 2024 OOTS Projectathon

Location	Brussels: - CCAB (Borschette) for Projectathon days (20-22 November) - L107 ("The One") for optional Day 0 (dedicated setup/support or readiness checks
Date	20 May - 22 May 2024 + optional Day 0 on 19 November 2024
Registration	Open 26 September 2024; Close 15 October 2024 EOB
Target groups	All Member States teams relevant for implementing the Once-Only Technical System as well as Competent Authorities (to be coordinated with the National Coordinator).
Fees	No fees are charged to participate to the actual Projectathon event itself.
Accommodation	Any hotel reservation is the responsibility of the participants.

Data privacy

The Organising 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.

The OOTS Privacy Statement for Meetings and Events explains 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. Please note that all Projectathon participants must accept to have read and understood the content of the relevant privacy statements during the registration process.

Please note that all personal data stored in the Gazelle platform (personal data processed for the purpose of creation of an account in the Gazelle platform and testing of peer-to-peer interoperability) will be kept only for the duration of the 2024 OOTS Projectathon series and will be deleted from the Gazelle platform by the data processor one month after the end of the year in which the 2024 Projectathon series ended (at the end of January 2025).

Annex 1: Gazelle Registration Manual
1 Gazelle Test Management

The Gazelle Test Management Application gathers information needed for an organization to participate in an upcoming testing session. In the OOTS Projectathon, an "Organization" in Gazelle corresponds to a Member State team.

To successfully register for a testing session, an organization must provide the following information:

- User account(s) in Gazelle

- Organization details

- Contact persons in your organization (optional)

- System information - the profiles/actors/options that you will test during the event

Note that for the November 2024 Projectathon, **and in case you didn't do it for the May 2024 Projectathon**, you will have to recreate your account. This is because data has been anonymised in Gazelle. In case you need test related data for archiving or auditing purposes, don't forget to archive your data in Gazelle at the end of the year since data will be again anonymised and will be deleted one month after the end of the year (around end of January 2025)

2 User sign-up

1. Click on the "Sign up" on the Gazelle Test Management homepage.

2. You will be redirect to User Registration form. Fill up the user information and click the "Next" button.

3. On the Organization Information form, you have 2 options:

Option 1: Join an existing organization.

Select your organization if your organization has been created/registered in Gazelle. And then click the "Next" button.

Option 2: Register and administrate a new organization.

Fill up your organization information and click the "Next" button.

Tips

*It is important to **enter your country's 2-Alpha code** as prefix of your organization "Short name". Example: FR_ORG for France. The user who creates the new organization is automatically assigned the Vendor Administrator role. The vendor administrator is responsible for activating users in their organization and managing information of the organization, users and SUT(s) of the organization.*

4. On the Summary and Confirmation page, review your information, click on the "terms of service and privacy policy" url to read the content. By clicking on the "Confirm" button, you accept the terms of use.

If you have selected option 1: Join an existing organization.
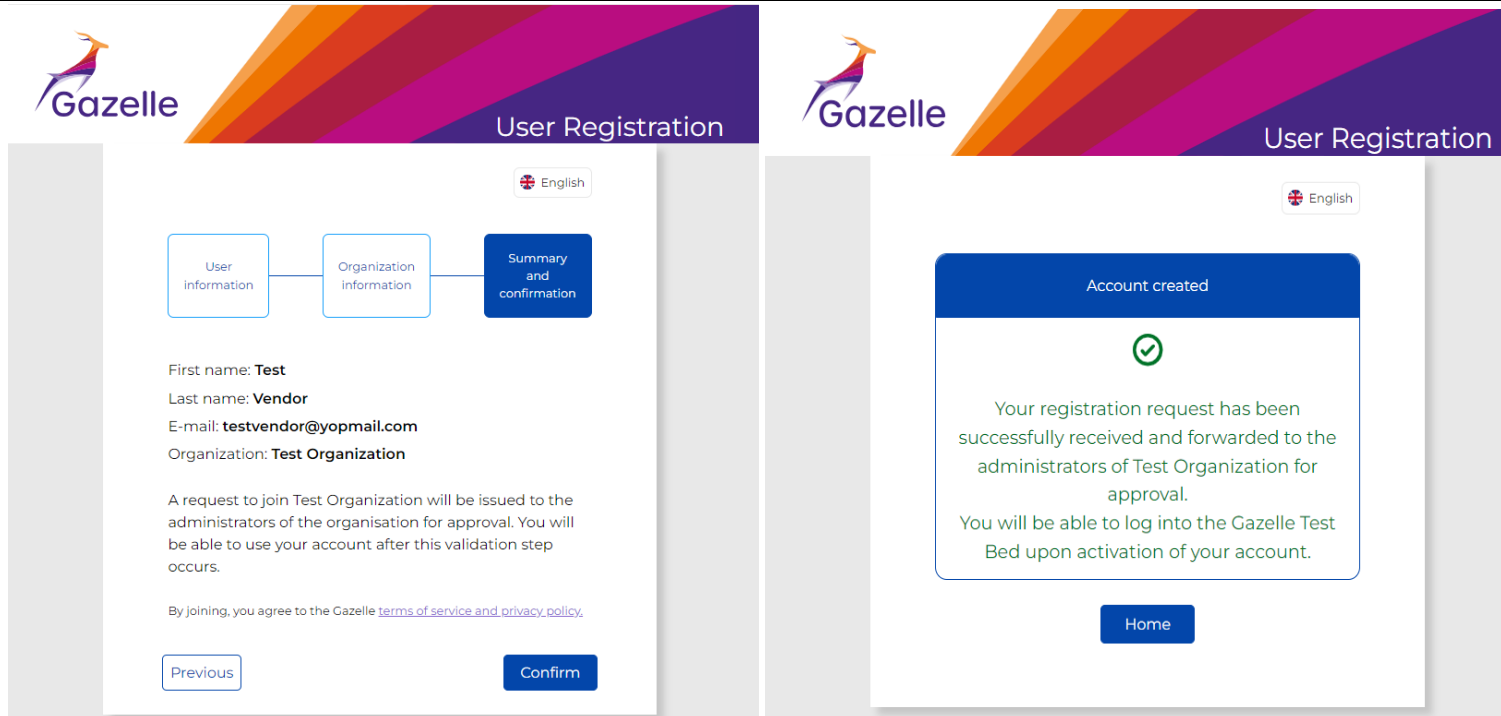
An email will be sent to the vendor admin of your organization for activation. Once your user account is activated by the vendor admin, you can login to the Gazelle with your email address and password.

If you have selected option 2: Register and administrate a new organization.
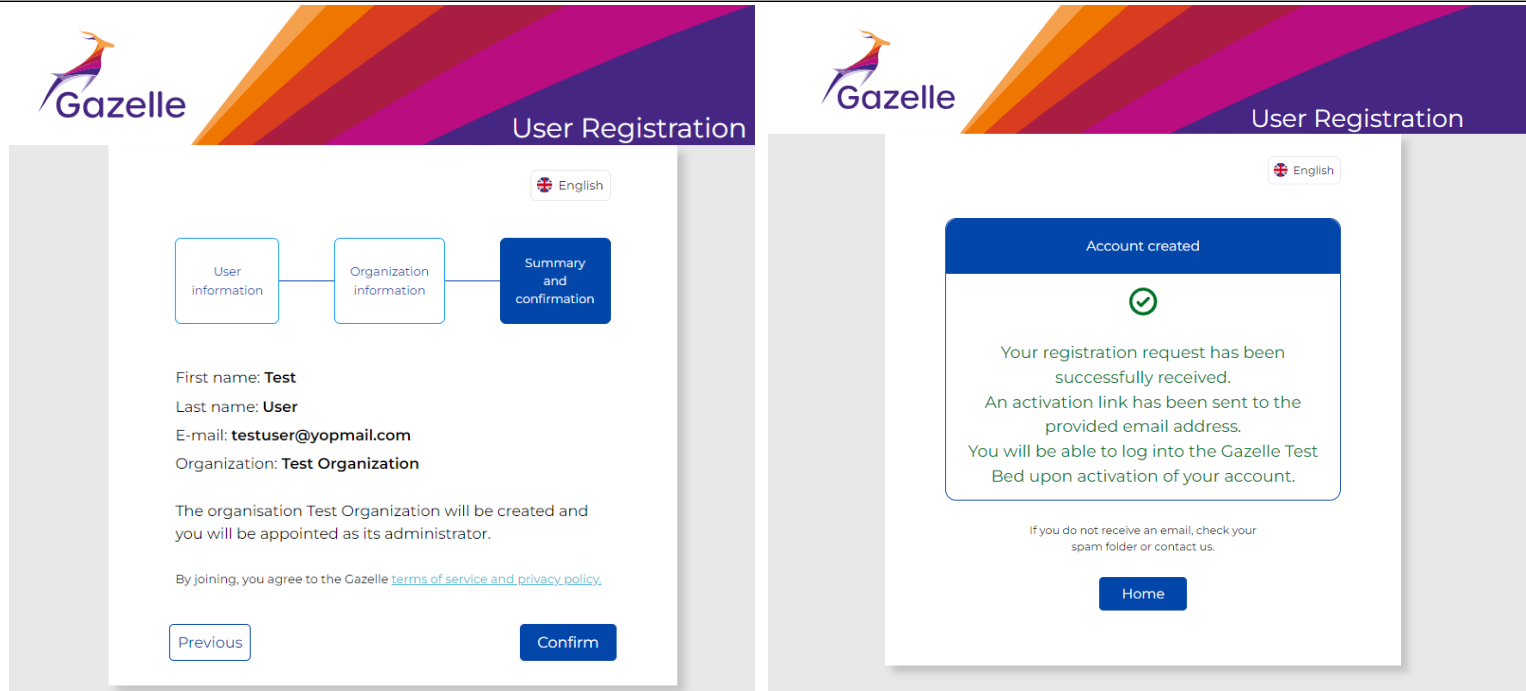
i) You will receive an email to activate your account.

ii) Click on the link to activate the user account.
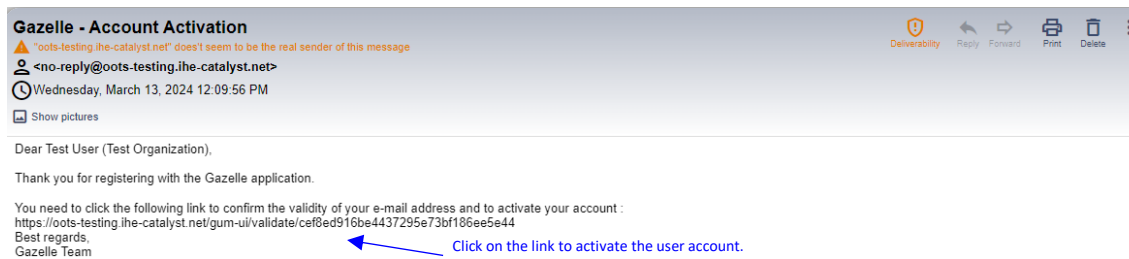
iii)   You will be redirected to Gazelle Activate account page, click on the "Activate account" button. Once your account is activated, you can login to Gazelle with your email address and password.
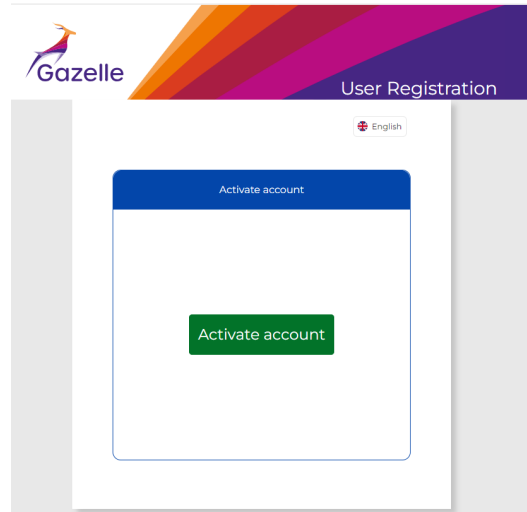
As a vendor admin, you have the responsibility to verify the users registered under your organization and activate their user account. You will receive an email as below with the details of the user who requests to join your organization:
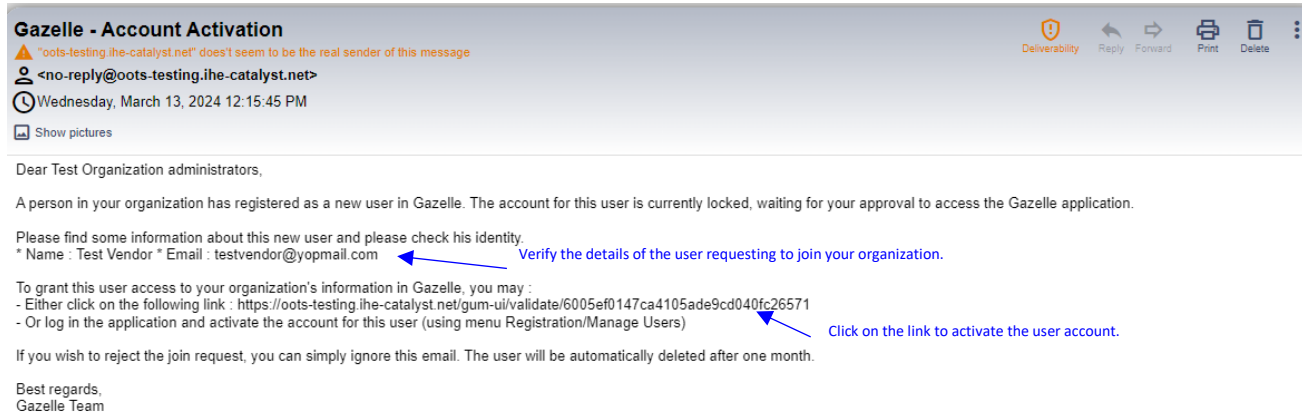
Click on the link, you will be redirected to Gazelle Activate account page. Click on the "Activate account" button to activate the user account.
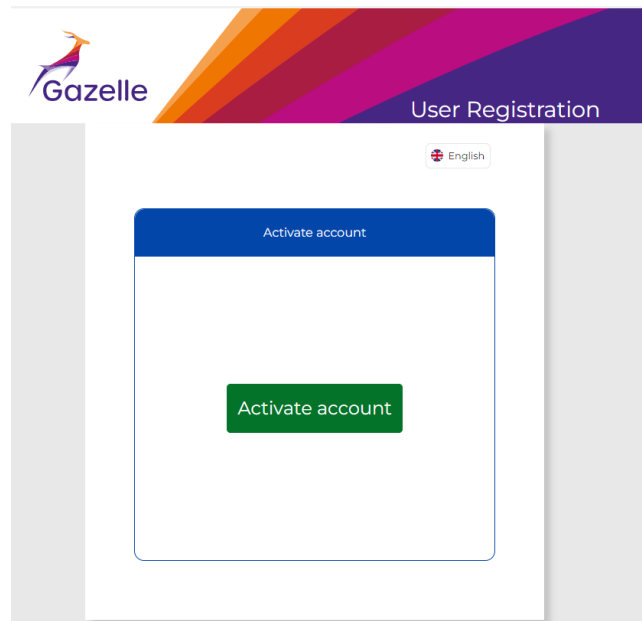
3 Vendor and vendor Admin roles

There are two levels of users in Gazelle Test Management:

Vendor admin role	Vendor role
Approve, maintain users' account	Maintain own user profile in user preference
Maintain Organization information	Add and maintain System Under Test (SUT)
Maintain Organization contact	
Add and maintain System Under Test (SUT)	
Update System Under Test (SUT) Registration Status	

4 Login

1. On the Gazelle Test Management homepage, click on the "Login".
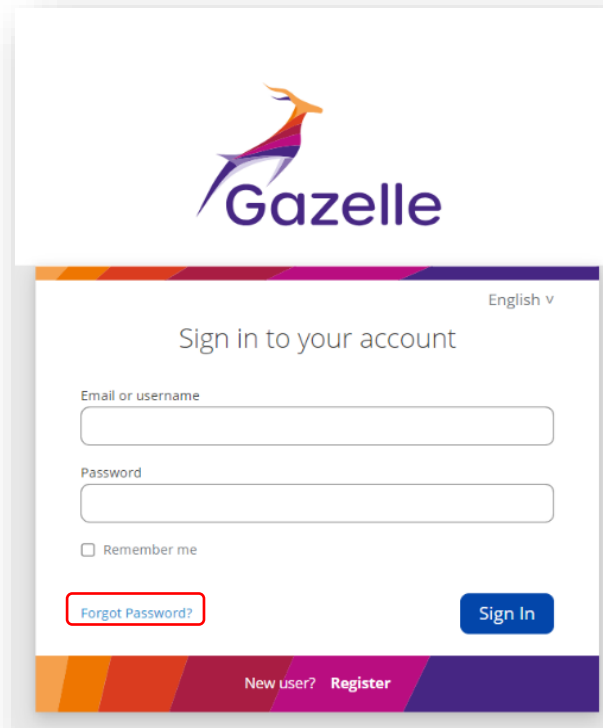
2. Login to the Gazelle TM with your email address and password.
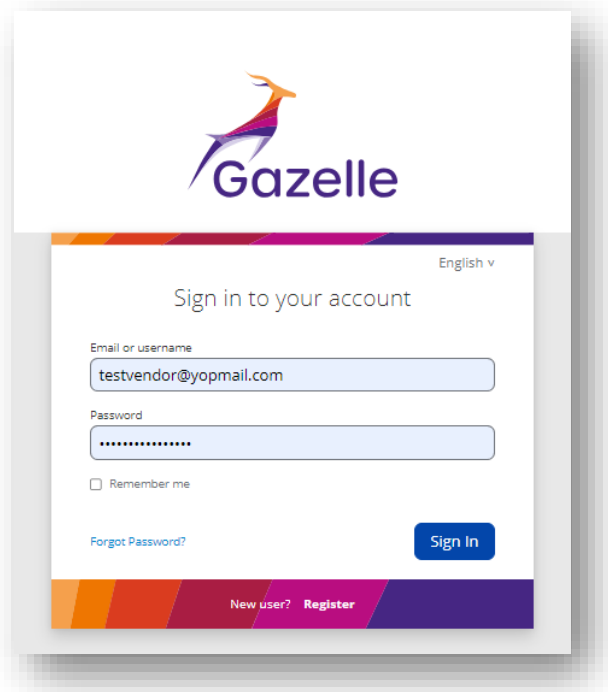
5 Forgot Password

1. Forgot password: On the login page, click on the "Forgot Password?" link.

2. To re-set password, you can use the "Forgot Password?" on the login page as explained above or go to the top right of the Main menu, click on your first name/last name and select "Preferences".
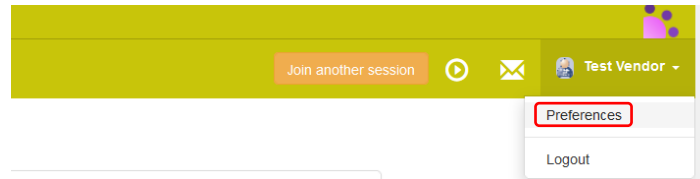
You will be redirected to the User Preferences page, click on the "Reset password" button.

User Preferences

First name	Test
Last name	Vendor
Email	testvendor@yopmail.com
Organization	Test Organization
Skype Account	
Table label	
Spoken languages	
Sequence Diagram dis...	The sequence diagram will be displayed in the test instance page
Email address option	Only gazelle administrators and the administrator of your organization have access to your email address
Notification option	Notification will be send by email if the testing session is configured to do it
Results per page	20

3. Enter your email address and click "Submit".
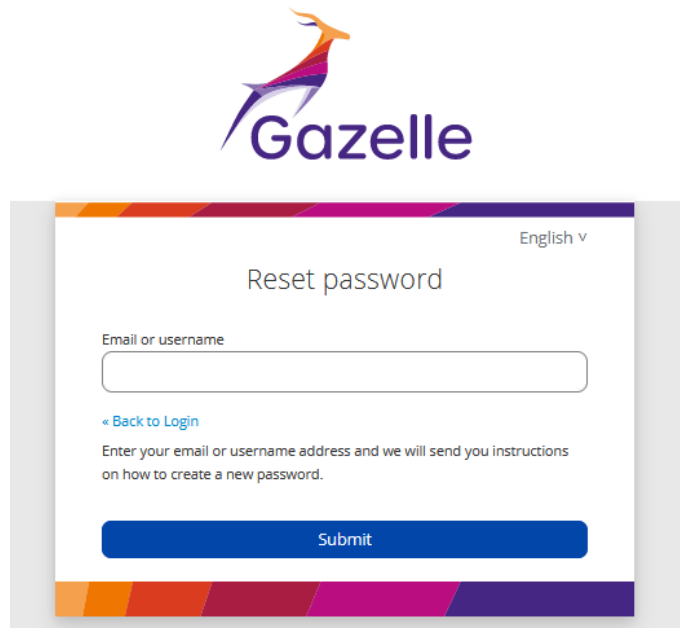
4. You will receive an email as shown below. Click on the link to reset credentials.

5. Enter your new password and click "Submit".

5. You can now login with the new password.
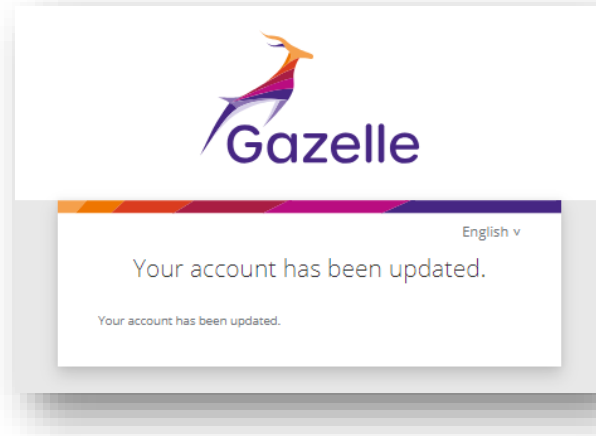
6 User Consent

If there is an update on the terms and conditions, user consent will be requested. Once accepting the terms and conditions, you will be able to login to Gazelle. Click on the links to read the terms and conditions.
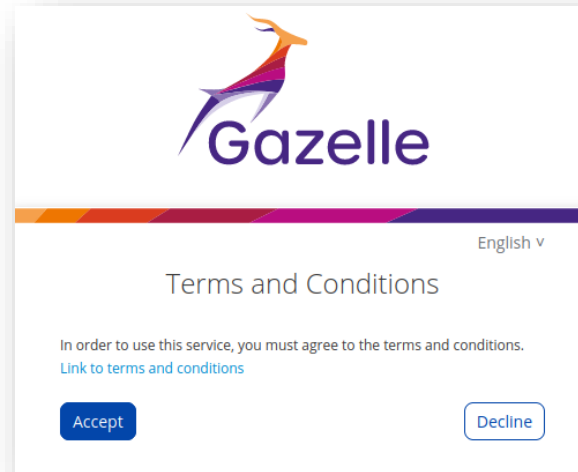
7 Verify current connected Test Session

It is particularly important to verify which test session you are currently connected to.
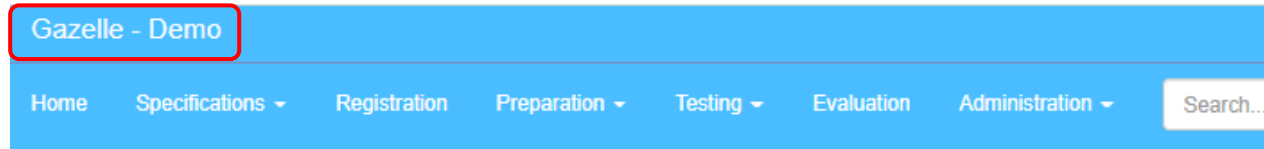
1. To switch the test session, click on the "Join another session" button.

   If the "Join another session" button appears in blue, this means that you are connected to the current testing session.
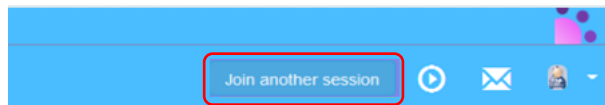
   If the "Join another session" button appears in orange this means you are in a past test session.
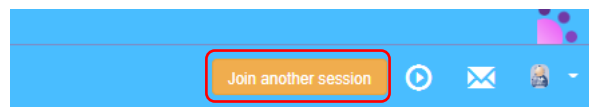
2. Make sure to select the correct test session for example "OOTS Projectathon April 2023". Confirm by clicking on the blue tick and clicking on the "Close" button.

Please select one testing session. This will set context and only display systems, data and results relevant to that session.

OOTS Projectathon April 2023 | Ongoing registration | Default Session ❓ ✔

Demo | Ongoing testing ❓ 🟢
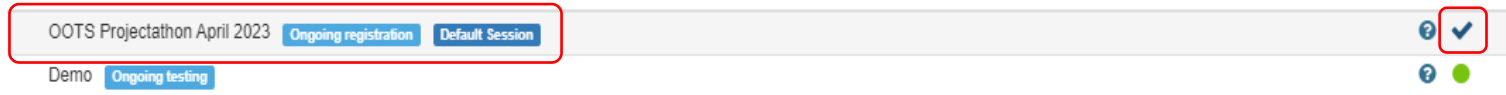
3. Back to Gazelle TM, you are now connected to the correct test session.

Gazelle - OOTS Projectathon April 2023

Home   Specifications ▾   Registration   Preparation ▾   Testing ▾   Evaluation   Administration ▾   Search...   🔍

Registration
Until 10 March 2023

Preparation
Before 19 April 2023
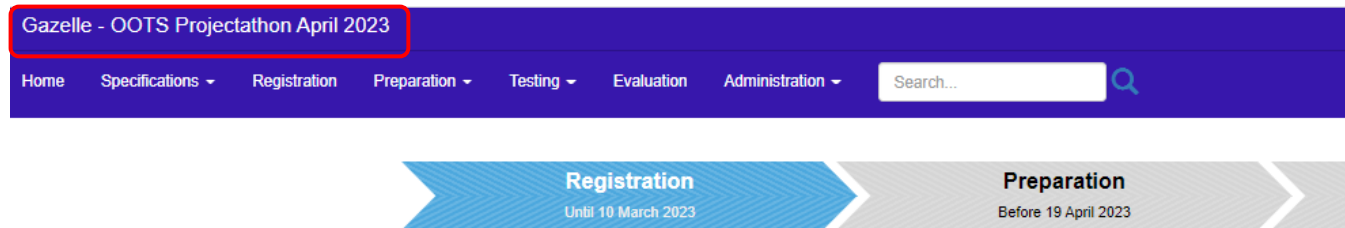
8 Add a contact to the organization

On the Menu-> Registration page, you may see a reminder that your organization's details are incomplete. This reminder is to remind the vendor admin to enter the contact of the organization. Given that OOTS Projectathon is a non-payment event, you can ignore this reminder as the contact of the organization is mandatory only for the event that requires payment. If you do not like to see the alert on the page, you can follow the next step to fill up your contact information.

A "Contact" is a person in your organization who will interact with us in preparation for a testing session:

- Financial Contact (only 1)
- Marketing Contact (1 or more)
- Technical Contact (1 or more)

A user may, or may not, be a contact.

1. Go to the top menu Administration Manage -> Contacts
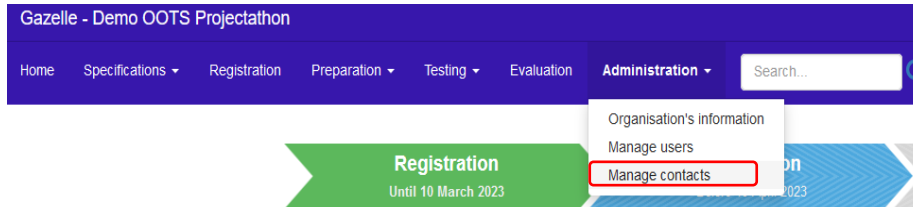
2. Contact Management page is displayed, click on the "Add a contact" button.
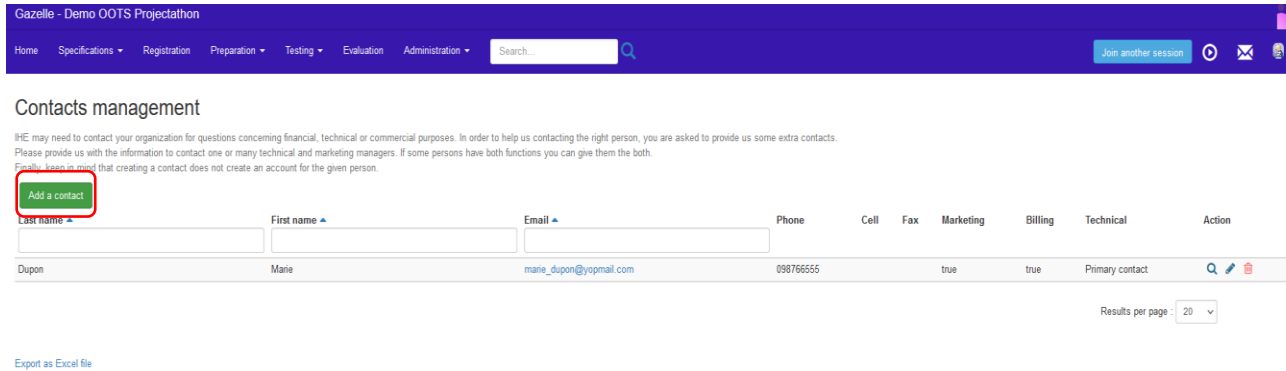
3. Fill up the contact details. One person might serve multiple Professional functions.

   To finalise your organization registration, you need at least one contact for the financial, technical and marketing function.

Tips: You may register only one main contact person and select all the mandatory "Professional functions" options: Financial, Marketing, Primary Technical and Technical as below.

Contacts management

Edit contact information

This form allows you to enter new or edit existing contact information. Contacts are your staff members that we might call to obtain clarification on marketing, registration or other details.

Contact information

Organization Name	Test Organization
First name *	
Last name *	
Email *	
Phone *	
Title	
Cell Phone	
Fax	
Financial	☐
Primary Technical	☐
Technical	☐
Marketing	☐

* required fields

9 How to register System Under Test (SUT) in Gazelle

1. On the Gazelle main page, click on the "Add a SUT" button
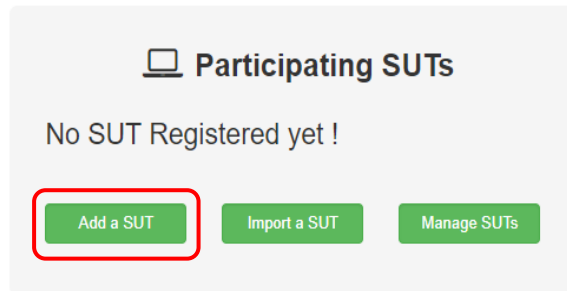
2. Enter the details of your SUT and click on "Save" button.

   The System Under Test (SUT) can be a released product, a product under development, or even a prototype.

   The keyword of a SUT should include the country code.

   The owner is the person who is responsible for the system, a main contact to answer technical details of the SUT, and acts as a main contact point of the test partner during the Projectathon.

   Tips

   If you cannot find the System type that suits your SUT, please select "OTHER".

System creation

Add a system

Register a new system for your organization

Please use this form in order to edit information of this system.

Organization Keyword

OrgTest ▾

System/Product name *

System type *

Please Select... ▾

System keyword

Version

Owner

testuser1 ⌄

* required fields

Save   Cancel

3. Once the system is created, the "System edition" page is displayed.

Click on the "Profile/Actors" tab to select the Profile/Actor/Option combination you would like to test during the Projectathon. You can refer to the modelisation guide below to identify what suits your system, and to the Playbook Appendix about Gazelle SUT capabilities for more detailed information (this is a separate document).

Profile	Actor	Option	Note
eIDAS Profile	**ID Requester**	PERSON TYPE - natural persons	multiple options possible
		PERSON TYPE - legal persons	multiple options possible
		CUSTOM EP SCHEME - custom EP scheme	the name will have to be provided
		IDENTITY DATA SUPPORT - dynamic eIDAS transactions	multiple options possible
		IDENTITY DATA SUPPORT - static (pre-agreed) data	multiple options possible
	eIDAS Node		
OOTS Evidence Exchange Profile	Common Services Query Interface Client	BUSINESS RULES CHECKS - single file validation	multiple options possible
		BUSINESS RULES CHECKS - cross-validation	multiple options possible
		AUTOMATION LEVEL - automated	1 option possible
		AUTOMATION LEVEL - semi-automated	1 option possible
		AUTOMATION LEVEL - manual	1 option possible
	Data Service Directory		
	Evidence Broker		
	Evidence Requester	PROCEDURE PORTAL - real procedure portal	1 option possible
		PROCEDURE PORTAL - simulated procedure portal	1 option possible
		DOMAIN - population	which Competent Authorities or domains it represents - multiple options possible
		DOMAIN - education	which Competent Authorities or domains it represents - multiple options possible
		DOMAIN - vehicle	which Competent Authorities or domains it represents - multiple options possible
		DOMAIN - business	which Competent Authorities or domains it represents - multiple options possible
		AUTOMATION LEVEL - automated	1 option possible
		AUTOMATION LEVEL - semi-automated	1 option possible
		AUTOMATION LEVEL - manual	1 option possible
		BUSINESS RULES CHECKS - single file only	multiple options possible
		BUSINESS RULES CHECKS - single cross-validation	multiple options possible
	Data Service (Evidence Provider)	DATA SOURCE - real data source	1 option possible
		DATA SOURCE - simulated data source	1 option possible
		DOMAIN - population	which Competent Authorities or domains it represents - multiple options possible
		DOMAIN - education	which Competent Authorities or domains it represents - multiple options possible
		DOMAIN - vehicle	which Competent Authorities or domains it represents - multiple options possible
		DOMAIN - business	which Competent Authorities or domains it represents - multiple options possible
		AUTOMATION LEVEL - automated	1 option possible
		AUTOMATION LEVEL - semi-automated	1 option possible
		AUTOMATION LEVEL - manual	1 option possible
		BUSINESS RULES CHECKS - single file only	multiple options possible
		BUSINESS RULES CHECKS - single cross-validation	multiple options possible
		PREVIEW SPACE - pdf preview	multiple options possible
		PREVIEW SPACE - structured preview	multiple options possible
Metadata Management Profile	**LCM Metadata Updater**	AUTOMATION LEVEL - automated	1 option possible
		AUTOMATION LEVEL - semi-automated	1 option possible
		AUTOMATION LEVEL - manual	1 option possible
	LCM Metadate Registry		

System edition

CONTENT_CONSUMER_TEST_ORG_EV-EX - TestProduct1 In progress

System summary   Profiles/Actors   Demo OOTS Projectathon   Demonstrations   Notes

This product implements all transactions required in the IHE Technical Framework to support the IHE Integration Profiles, Actors and Options listed below.

Click on this link to add IHE implementations (Actors / Integration Profiles / Integration Profile Options) to this system.

Integration profile	Actor	Integration Profile Option	Requested testing depth

⚠
No IHE implementations have been registered yet.
Select a domain above and add IHE implementations (Actors / Integration Profiles / Integration Profile Options).

4. Click on the green button.

System edition

CONTENT_CONSUMER_TEST_ORG_EV-EX - TestProduct1 In progress

System summary   Profiles/Actors   Demo OOTS Projectathon   Demonstrations   Notes

This product implements all transactions required in the IHE Technical Framework to support the IHE Integration Profiles, Actors and Options listed below.

Click on this link to add IHE implementations (Actors / Integration Profiles / Integration Profile Options) to this system.

Integration profile	Actor	Integration Profile Option	Requested testing depth

⚠
No IHE implementations have been registered yet.
Select a domain above and add IHE implementations (Actors / Integration Profiles / Integration Profile Options).

5. A pop-up page is displayed with the list of Profile/Actor available for the test session.
   You can use the search criteria to filter your search.

6. Click on the green button to add the relevant Profile/Actor into the system.

   To exit the pop-up, click the "Close" button.

7. If the orange button "Missing Dependencies check results" appear, it means that one or several of the combinations you have chosen have actor grouping requirements that are not fulfilled by the list of combinations you have selected.

   Click on the orange button.

System edition

CONTENT_CONSUMER_TESTORG4_EV_REQUESTER1 - SYS_EV_REQUESTER1 `Completed`

| System summary | Profiles/Actors | OOTS Projectathon April 2023 | Demonstrations | Notes |

This product implements all transactions required in the IHE Technical Framework to support the IHE Integration Profiles, Actors and Options listed below.

| Click on this link to add IHE implementations (Actors / Integration Profiles / Integration Profile Options) to this system. | Generate IHE Integration Statement (PDF) |
| Missing Dependencies Check Result | Remove all IHE implementations associated to SYS_EV_REQUESTER1 |

Integration profile	Actor	Integration Profile Option	Requested testing depth	Testing depth reviewed?	Approved testing depth	Action
EV_EXCHANGE - OOTS Evidence Exchange Profile	EV_REQUESTER - Evidence Requester	NONE - None	N/A		Thorough	Remove

IHE implementations listed above are automatically saved.

:

8. Add the dependence Profile/actor/option by clicking the "+" button.

   For each rule implemented in the tool, you will see the content of the rule and a list of combinations you shall choose from to complete your registration.
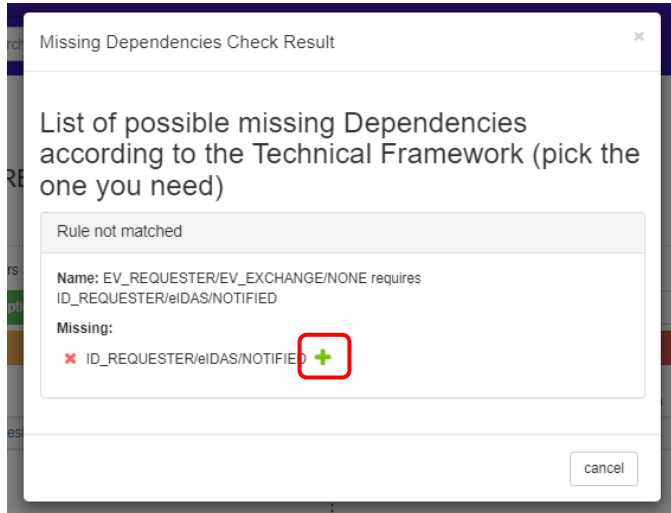
9. A pop-up page is displayed with the selected dependencies profile/actor/option.

   Click on the "Add this IHE implementation to this system" button to add the relevant Profile/Actor to the system.
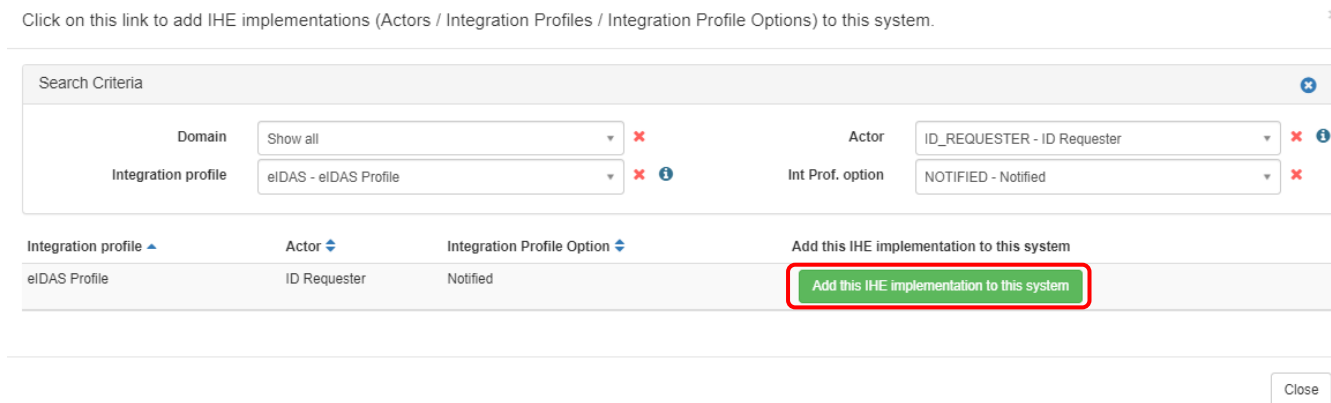
Repeat steps 8 and 9 until the orange button disappears.

System edition

CONTENT_CONSUMER_TESTORG4_EV_REQUESTER1 - SYS_EV_REQUESTER1 In progress

| System summary | Profiles/Actors | OOTS Projectathon April 2023 | Demonstrations | Notes |

This product implements all transactions required in the IHE Technical Framework to support the IHE Integration Profiles, Actors and Options listed below.

| Click on this link to add IHE implementations (Actors / Integration Profiles / Integration Profile Options) to this system. | | Generate IHE Integration Statement (PDF) |
| There are no missing dependencies for this system. | | Remove all IHE implementations associated to SYS_EV_REQUESTER1 |

Integration profile	Actor	Integration Profile Option	Requested testing depth	Testing depth reviewed?	Approved testing depth	Action
eIDAS - eIDAS Profile	ID_REQUESTER - ID Requester	NOTIFIED - Notified	N/A		Thorough	Remove
EV_EXCHANGE - OOTS Evidence Exchange Profile	EV_REQUESTER - Evidence Requester	NONE - None	N/A		Thorough	Remove

IHE implementations listed above are automatically saved.

:

Return to the list of systems

10. Once you have filled up all the information of your SUT.

Go to the "System summary" tab and update the "Registration status" of your SUT to "Completed."

And click the "Update" button.

> 📋 **Notes**
> *Only the vendor admin has the right to update the "Registration status" of your SUT.*

System edition

CONTENT_CONSUMER_TESTORG4_EV_REQUESTER1 - SYS_EV_REQUESTER1 `In progress`

System summary	Profiles/Actors	OOTS Projectathon April 2023	Demonstrations	Notes

System information summary

Organization Name	TESTORG4
System/Product name *	SYS_EV_REQUESTER1
System type *	CONTENT_CONSUMER
System keyword	CONTENT_CONSUMER_TESTORG4_ EV_REQUESTER1
Version	2.0
HL7 Conformance Statements ❓	✚ Add a document with HL7 conformance statements
DICOM Conformance Statements ❓	✚ Add a document with DICOM conformance statements
Link to IHE Integration Statement ❓	
Integration Statement's date	🗓
Owner *	test user4 (testuser4)
Registration status *	Completed
Testing session	OOTS Projectathon April 2023

Update   Cancel

Please ignore following fields which are not applicable to OOTS Projectathon:

HL7 Conformance Statements ❓	✚ Add a document with HL7 conformance statements
DICOM Conformance Statements ❓	✚ Add a document with DICOM conformance statements
Link to IHE Integration Statement ❓	

11. Your newly added SUT is in the "Participating system under tests" list.

Once your SUT is accepted by the technical manager, the status of the "Accepted" field will be updated to "Accepted".

10 VAT and billing information

This is a non-payment event, please ignore the VAT information and billing information section in Administration -> Organization's information:

Annex 1b: Gazelle Registration Manual – how to import your SUT

1 Introduction

If you have participated or registered for Gazelle in previous testing sessions, you do not need to re-register your organisation and user account. The organization and user account are shared across the testing sessions in Gazelle. It is imperative to ensure that the appropriate test session has been selected before commencing any tasks. You can add a new system or import the system from previous events into the new test session and make the necessary changes to fit your need. Once your system is accepted by the administrator, as in previous events, you must verify and approve the SUT network interface and upload the AS4 certificate and CA certificate (if applicable) to the sample sharing page (see annex 3 of the Playbook). Once the above steps are completed, you are ready for the next phase - the preparatory and connectivity test.

2 Import existing SUT to the new test session

1. Log in to Gazelle.

2. Select the Test Session you would like to join.

3. You can access the import system page:

   a) On the main page, click on the "Import a SUT" button.
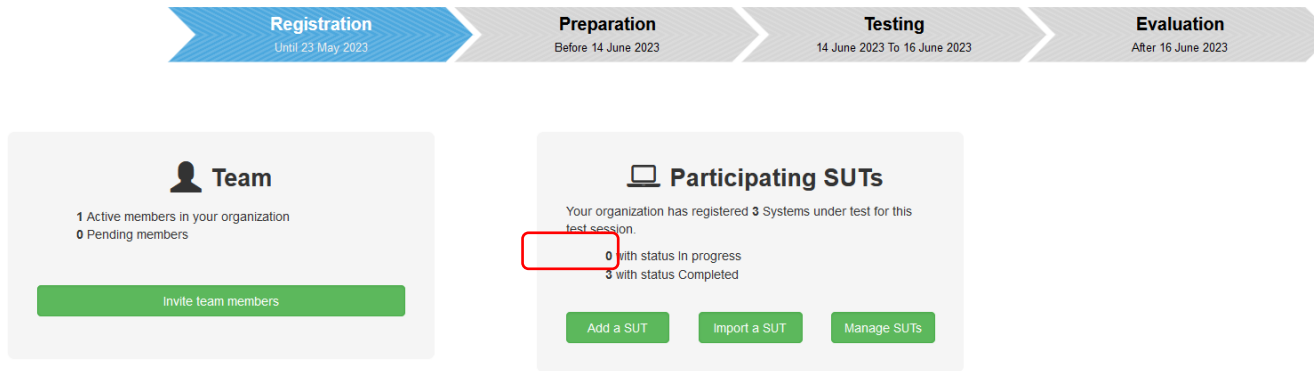
b) Go to Menu -> Registration, click on the "Import system from another testing session" button.

Copy system from an other testing session

Importation

Copy one or several systems from an other testing session

Copy one or several systems from an other testing session :

Testing session	Demo OOTS Projectathon	▾
All Systems for your institution	☐	

Select	System keyword ▲	System/Product name ▲	Version ▲
☐	SYSTEM_TEST_ORG3_EV-REQUESTER ❓	Test Org Evidence Requester ❓	1.2 ❓
☐	SYSTEM_TEST_ORG3_EV-PROVIDER ❓	Test Org Evidence Provider ❓	2.8.1 ❓
☑	SYSTEM_TEST_ORG3_ALL_Demo ❓	My national portal ❓	❓

Results per page : 20 ▾

[Import] [Cancel]

4. You can import the SUT from the past testing session or list all the systems of your organization by checking the "All Systems for your institution" checkbox.

5. Select the system you would like to import to the new test session and click on the "Import" button.

6. The selected system is imported successfully into the test session.
   By default, the name of the system is ended with _COPY_number and the Registration Status is "In progress." You can modify the system accordingly and update the Registration status to "Completed"' (vendor admin only) when you are ready to submit your system.

Registration

> ℹ️ Registration is opened until **23/05/2023 12:00:00**, After that date, you will not be able to add and modify your systems under tests nor attendees list.

Participating systems under tests

[Import systems from an other testing session] [Add a system]

SUT Keyword ⬍	SUT Name	Version	Owner	Registration Status	All dependencies met	Accepted	Action
SYSTEM_TEST_ORG3_EV-REQUESTER	Test Org Evidence Requester (SYSTEM)	1.2	test user1	Completed	✔ Yes	🕐 Acceptance pending	🔍 ✏️ 🗑️
SYSTEM_TEST_ORG3_EV-PROVIDER	Test Org Evidence Provider (SYSTEM)	2.8.1	test user1	Completed	✔ Yes	🕐 Acceptance pending	🔍 ✏️ 🗑️
SYSTEM_TEST_ORG3_ALL_Demo	My national portal (SYSTEM)		test user1	Completed	✔ Yes	🕐 Acceptance pending	🔍 ✏️ 🗑️
SYSTEM_TEST_ORG3_ALL_Demo_COPY_0	My national portal_COPY_0 (SYSTEM)		test user1	In progress	✔ Yes	🕐 Acceptance pending	🔍 ✏️ 🗑️

Results per page : 20