

Appendix I : Platform Rules of Procedure

Article 1 - Objectives

The Platform aims to create and develop harmonised procedures for the secure electronic transmission of civil-status data between the Contracting States of the Convention on the use of the International Commission on Civil Status Platform for the international communication of civil-status data by electronic means (hereafter « the Convention »).

Article 2 - Location

The Platform infrastructure shall be housed within a State that is a member of the ICCS and of the European Union, to be determined by a resolution of the General Assembly of the ICCS.

Article 3 - Structure

The Platform provides :

- the routing of requests between States ;
- the checking and the validation of exchanged data ;
- the retention of traces and items of proof ;
- error management.

It guarantees the definitive destruction of any personal data exchanged, in accordance with Article 10 below.

Hence, the structure of the Platform shall include, at the very least, the following elements :

- a web application with a user interface that is accessible via HTTPS server, in order to provide encrypted communication and secure authentication ;
- a separate component containing the programming of the Platform ;
- a central database containing the information relating to users (qualified signatures, their duration of validity and their revocation) and the ICCS forms that can be transmitted via the Platform ;
- a service for the secure retention of messages in accordance with Article 11 below ;
- a component allowing the user to sign the message locally.

The Platform also provides a system of electronic communications between civil-registration offices and other public administrative bodies.

Article 4 – Technical committee

The Bureau of the ICCS shall put in place a consultative Technical Committee and determine its composition and mandate.

Article 5 – Technical elements

The Platform functions on the basis of specific models (Civil Status Applications XSD), which are structured in conformity with the existing and future ICCS conventions and the specificities of the Contracting States. The processing system must also include any specific data mentioned in any declaration made by the Contracting States pursuant to the Convention.

The Platform's processing system is programmed to translate indications coded in accordance with an ICCS-approved coding system.

The web application used by the Platform must support the official languages of the Contracting States.

Article 6 - Protection

The Platform must, at all times, satisfy high material and physical security standards, in particular with regard to the protection of the building where it is housed, the availability of a high security locale, fire detection and extinction systems, protection against power cuts, unauthorised access and the loss or accidental or illicit destruction of data.

Article 7 - Security

In application of Article 7 of the Convention, the Contracting States shall use an advanced electronic signature based on a qualified certificate and created by a secure signature-creation device within the meaning of Article 2 §§ 2, 6 and 10 and Appendix III of Directive 1999/93/CE of the European Parliament and Council of 13 December 1999 on a Community framework for electronic signatures.

Article 8 - Certificates

For the transmission of data via the Platform, the security and confidentiality of messages must be ensured. This objective is achieved through the certification of signatures, and the encryption of all messages, which may be decrypted and opened only by their authorised recipient.

The authenticity of the signatory is guaranteed by the certification of signatures.

The quality of certificates shall be ensured by a Public Key Infrastructure (PKI) with a level EAL4 « common criteria » certification (ISO 15408).

The certification authority, in accordance with the ETSI TS 102 042 specification, will issue the following PKCS#12 electronic certificates:

- the ICCS Platform Certificate, enabling the signing of messages and data in XML format (as created by the sender), guaranteeing the validity and the integrity of the data included in the civil-status document (from the Platform's point of view) ;
- Office certificates, issued for each civil-registration office in order to encrypt and decrypt civil-status documents created and prepared for transmission and issue to the receiving offices ;
- Registrar Certificates, delivered for each user (for instance, the Country Manager, the office director, the employees), allowing this user to identify himself within the Platform system and to validate his signature on the civil-status documents he creates.

These certificates shall be certified in accordance with the ETSI TS 102 042 specification.

Furthermore, a Platform Server Certificates shall be delivered in the name of the ICCS by a subcontractor, which shall be certified in accordance with the ETSI TS 102 042 standard, enabling the HTTPS connection to the Platform.

Article 9 - Interoperability

In order to ensure the interoperability of the systems used by the Platform's IGC certification authorities and the third-party authorities issuing certificates for the public bodies in European Union member States and in non-member States, appropriate technical solutions shall be applied in accordance with the IETF RFC 5280 specification.

The ICCS defines the conformity tests and verifies the conformity of the systems.

Article 10 – Retention of messages

As stated in paragraph 2 of Article 7 of the Convention, the Platform may retain a message only for the time necessary for its transmission. This period may not exceed twenty (20) days. Once this period has elapsed, the message is definitively destroyed and its sender is informed.

Article 11 – Transmissions log

The Platform records the date and time of each transmission, as well as the type of document transmitted and the identity of the sender and recipient. This information is kept and made accessible to authorised persons for a period of at least three (3) years.

Article 12 - Recording

The Platform ensures the daily recording of the number of transmissions and, at regular intervals, the recording of the programme conformity tests.

Article 13 – IT infrastructure

The States must use an IT infrastructure that meets, in particular, the following requirements :

- (a) interoperability of the operating systems with those used by the Platform ;
- (b) compatibility with commonly-used web browsers ;
- (c) application of specific set-up rules (for instance, activation of cookies and Javascript, opening of TCP ports...)

Article 14 - States' obligations for the launch and updating of the Platform

1. To ensure the launch and updating of the Platform, each Contracting State undertakes :
 - (a) to provide the ICCS with a complete list of persons and authorities it authorises to have access to the Platform, with their exact email addresses ;
 - (b) to keep this list up to date, keeping the ICCS apprised, without delay, of any changes ;
 - (c) to inform the ICCS of the official language or languages in which it intends to use the Platform.
2. In particular, each Contracting State must designate a Country Manager who is in charge of the ICCS Platform. This manager bears, in particular, the following obligations :
 - (a) to translate and maintain the user interface, using the IT tool provided by the ICCS ;
 - (b) to provide the elements of a hierarchical structure, reflecting the administrative hierarchy of civil- registration offices and taking into account the regional structure of his State and any specific geographical information (for instance, postcodes) ;
 - (c) to enter and update data concerning the users (user management : adding and deleting of users) and concerning certificates (attribution, renewal and revocation of certificates).

The Country Manager may designate Regional Managers in order to share the user-management work.

3. The Contracting States shall provide the Secretariat General of the ICCS with a list of service-providers for the certification of advanced electronic signatures. The Bureau of the ICCS shall decide whether or not to approve these service providers after consulting the Technical Committee, which proceeds with their evaluation in light of the requirements contained in Appendix II to Directive 1999/93/CE.
 4. The Contracting States shall provide hardware token signatures to the persons authorised to have access to the Platform. For a transitional period of four years from the entry into force of the Convention in respect of a State, the authorised persons in that State may have access to the Platform using software signatures provided by the ICCS and meeting the requirements set out in Article 7 of the present Rules of Procedure.
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