

Hong Kong Access Federation (HKAF) Eligibility Policy

Version 1.1

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1. Document Control

1.1 Document Status

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1.2 Document History

Version Number	Revision Date	Summary of Changes	Authored By	Approved By
1.0	15-Jun-2017	Official release	AFWG	JUCC Steering Committee
1.1	11-Oct-2017	Amendments of typo errors in p.4 & 6	HKAF Operator Team	JUCC Steering Committee

2. Definitions and Terminology

Section 2 - 'Definitions and Terminology' of the latest HKAF Federation Policy published on the HKAF website at <https://www.hkaf.edu.hk/federation-policy> applies to this document.

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119, see <http://tools.ietf.org/html/rfc2119>.

3. Introduction

The Hong Kong Access Federation is owned and managed by the Joint Universities Computer Centre Ltd. (JUCC) of Hong Kong. The Federation supports simplified access to electronic resources through the use of a single set of credentials. The principal customers of the service are Higher Education and Research organizations in Hong Kong and Macau.

This HKAF Eligibility Policy defines the types of membership available to organizations wishing to join HKAF, and the associated eligibility criteria. This Policy is maintained by the HKAF Steering Committee which will resolve any dispute over its interpretation. Day-to-day implementation of the policy is carried out by the Federation Operator: HKAF Operator Team of JUCC.

A Service Provider Organization is an organization which owns or controls access to online materials or services that users may wish to access. Service Provider Organizations grant access to these resources by license or other agreement either directly with the user's Home Organization or with some other body acting on behalf of the Home Organization.

A Home Organization is responsible for managing its users' electronic identities and for issuing assertions so that users may gain access to services. It is helpful to distinguish between those organizations wishing to provide services (e.g. commercial publishers) and those wishing to consume services (e.g. universities, research institutions or local authorities).

4. Membership and Eligibility

A Federation Member MAY act as a Home Organization, a Service Provider Organization or both (if they wish both to provide and to consume services). This implies that it can operate Identity Provider, Service Provider or both.

4.1 Types of Membership

The two types of Federation Members are defined as follows:

- a. **FULL Members** MAY deploy one Identity Provider within the Federation. They MAY also optionally deploy Service Providers.
- b. **ASSOCIATE Members** MAY only deploy Service Providers.

[It is helpful to distinguish between those organizations wishing to provide services (e.g. commercial publishers) and those wishing to consume services (e.g. universities, research institutions or local authorities).]

4.2 Eligibility for FULL Membership

Two eligibility tests are applied as follows:

- a. The organization **MUST** belong to one of the following types:
 - o Publicly-funded degree-awarding higher education institution in Hong Kong (including those funded through the University Grants Committee);
 - o Self-financing degree-awarding higher education institution in Hong Kong;
 - o Higher education institution providing locally-accredited sub-degree courses in Hong Kong;
 - o Research institute in Hong Kong funded or recognized by the Hong Kong Government;
 - o Government agency involved in research and higher education in Hong Kong;
 - o Public or private higher education institution in Macau recognized by the Macau Government.

OR

- b. The organization whose membership is recognized by the HKAF Steering Committee as of benefit to the HKAF and its Members.

4.3 Eligibility for ASSOCIATE Membership

Three eligibility tests are applied as follows:

- a. The ASSOCIATE membership of an organization **MUST** be in the interests of Education and Research and /or be of benefit to the HKAF or its Members (e.g. publishers of academic journals and other online education or training materials); **AND**
- b. The admission of an organization as an ASSOCIATE Member **MUST** not present any substantive risk to the Federation's reputation (an example of a substantive risk to the Federation would be one organization's membership causing another member organization to review its membership because of potential damage to its reputation); **AND**
- c. The ASSOCIATE membership of an organization **MUST** be sponsored by a FULL Member.

5. Outsourcing Arrangements

5.1 Outsourcing the Operation of Identity Provider

- a. A FULL Member is permitted to outsource to a third-party organization the operation of its Identity Provider. While this outsourcing agreement is in operation, the third-party organization **MUST** itself qualify as an ASSOCIATE Member of the Federation, specifically by meeting the criteria set out in 4.3b above.
- b. Third-party organizations who do not in themselves independently qualify for FULL membership **MAY ONLY** register additional Identity Providers in the context of further outsourcing agreements. They **MAY NOT** register Identity Provider for themselves.

(An organization providing an outsourced Identity Provider is appointed by a FULL Member of the Federation. The appointed organization **MUST** join the Federation against the same eligibility tests as for ASSOCIATE Member. However, the appointed organization **MAY NOT** register another Identity Provider unless it is independently eligible for FULL membership or appointed by another Full Member to do so.)

5.2 Outsourcing the Operation of Service Provider

- a. While acting as a Service Provider Organization, a FULL or ASSOCIATE Member is permitted to outsource to a third-party organization the operation of its Service Provider. In this case, only the outsourcing organization needs to be a Member of the Federation.

(An organization providing an outsourced Service Provider **MUST** be a Member of the Federation. However, the underlying owner of the content or service needs not be a Member of the Federation. The eligibility test for an organization providing an outsourced Service Provider is the same as for ASSOCIATE Member.)

6. Amendment

The Federation Operator has the right to amend the Eligibility Policy from time to time. Any such amendments need to be approved by the HKAF Steering Committee and shall be communicated to all Federation Members with reasonable advance notice.

The amended Eligibility Policy will become binding upon the Federation Members at the time provided in the amendment. The latest version of the Eligibility Policy is made available on the HKAF website at <https://www.hkaf.edu.hk/eligibility-policy>.