

# Hong Kong Access Federation (HKAF) Metadata Registration Practice Statement (MRPS)

Version 1.1

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# 1. Document Control

## 1.1 Document Status

<b>Document Name</b>	HKAF Metadata Registration Practice Statement
<b>Document Code</b>	HKAF-FOP-MRPS
<b>Author</b>	HKAF Operator Team
<b>Version Number</b>	1.1
<b>Document Status</b>	<del>Draft for Internal Review</del> / <del>Release for Consultation</del> / Approved
<b>Date Approved</b>	05-Jan-2018
<b>Date of Next Review</b>	01-Jul-2018
<b>Superseded Version</b>	N/A

## 1.2 Document History

Version Number	Revision Date	Summary of Changes	Authored By	Approved By
1.0	07-Jul-2017	Official release	AFWG	JUCC Steering Committee
1.1	11-Oct-2017	Amendments of terms in p.3 & 4	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. Practices on Organization Registration

In order to become a Member of HKAF (Federation Member), an organization formally applies for membership. Detailed information and application forms are published on the HKAF website (<https://www.hkaf.edu.hk>). For organization applying as a FULL Member, the application MUST include an Identity Management Practice Statement (IMPS).

Each membership application, including (if applicable) the Identity Management Practice Statement, is evaluated by the HKAF Operator Team. The evaluation process involves checking if the applying organization fulfils the requirements of the Eligibility Policy and the Federation Policy. The HKAF Operator Team presents a recommendation for membership with an evaluation report to the HKAF Steering Committee<sup>2</sup> who in turn decides on whether to grant or deny the application.

If the application is granted, the HKAF Operator Team presents a Membership Agreement to the applying organization for signing by an official representative of the organization. If the application is denied, this decision and the reason for denying the application are communicated to the applying organization by the HKAF Operator Team.

### 4. Practices on Identity Provider Registration

Organizations accepted as a FULL Member of HKAF can submit Identity Provider registration request to the HKAF Operator Team.

The registration of each Identity Provider with the Federation MUST be manually approved by the HKAF Operator Team. The requesting Member MUST also accept the HKAF Metadata Terms of Access and Use published on the HKAF website at <https://www.hkaf.edu.hk/metadata-tou>, before using the HKAF Metadata.

It is the duty of the HKAF Operator Team to review and approve all the details provided by the requesting Member. In addition, the HKAF Operator Team can reject changes or further modify details of an Identity Provider before approving it.

Only persons with rights for a specific registered Identity Provider are able to modify its elements and attributes in HKAF. Such changes require re-approval by the HKAF Operator Team.

#### **Identity Providers Domain Name Scopes**

For all Identity Providers, the shibmd:Scope extension elements in the Metadata (or equal) represents the user security domain(s) of the Home Organization. The scope in the scoped attribute values can only be these user security domain(s). The domain(s) MUST be owned by the organization in the Domain Name System (DNS), or the organization MUST be authorized to use the domain as scope by the owner of the domain in the DNS (if applicable).

## 5. Practices on Service Provider Registration

Organizations accepted as either a FULL or ASSOCIATE Member of HKAF can submit Service Provider registration request to the HKAF Operator Team.

The registration of each Service Provider with the Federation MUST be manually approved by the HKAF Operator Team. The requesting Member MUST also accept the HKAF Metadata Terms of Access and Use published on the HKAF website at <https://www.hkaf.edu.hk/metadata-tou>, before using the HKAF Metadata.

It is the duty of the HKAF Operator Team to review and approve all the details provided by the requesting Member. In addition, the HKAF Operator Team can reject changes or further modify details of a Service Provider before approving it.

Only persons with rights for a specific registered Service Provider are able to modify its elements and attributes in HKAF. Such changes require re-approval by the HKAF Operator Team.

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- <sup>1</sup> HKAF Operator Team is the group of individuals responsible for the day to day tasks of running HKAF (the Federation Operator). Roles and responsibilities are defined in the HKAF Federation Policy Section 5.2, available at <https://www.hkaf.edu.hk/federation-policy>.
  - <sup>2</sup> HKAF Steering Committee is the group of individuals responsible for the governance of HKAF. Roles and responsibilities are defined in the HKAF Federation Policy Section 5.1, available at <https://www.hkaf.edu.hk/federation-policy>.