



APPROVED

BY

THE

MEMBERSHIP

ON

13

MAY

2008

ACCESS POLICY ENFSI WEBSITE

DOCUMENT TYPE :	REF. CODE:	ISSUE NO:	ISSUE DATE:
POLICY	BRD-WEB-001	001	15 MAY 2008

1. Scope

This document contains the ENFSI policy towards access to the information on the ENFSI website (www.enfsi.eu), including the part that users can see after logging in on the website, and the software used to manage the website.

2. Glossary

- ENFSI public website: www.enfsi.eu
- ENFSI intranet: website that can be accessed by logging in on the public website. Its separate address is www.enfsimembers.eu
- ENFSI community: employees of the ENFSI member institutes, and individuals that have been granted access to this community by either the Board, Standing Committee Chairs, Working Group Chairs or Project leaders of ENFSI project groups
- ENFSI Project Groups: ENFSI projects that have been recognized by the Board and that are not part of a Working Group
- ENFSI Webeditor: person assigned with the entire *content management* of the ENFSI website, part of the ENFSI Secretariat; the ENFSI Webeditor is also an Administrator / webmaster
- Administrator / webmaster: person assigned with the overall *technical website management* of the ENFSI website
- Subadministrator: the editor of a Standing Committee, Working Group or Project Group
- Editor: person assigned with the content management of a specific Standing Committee, Working Group or Project Group
- Website management software: the management software through which the ENFSI website is managed (user administration, access levels) and through which information is published.

3. Website information

As stated by the Board [Glasgow Board meeting minutes Glasgow December 2007 + Joint Meeting minutes Glasgow December 2007, Framework for Communication], sharing website information within ENFSI should be as transparent as possible. That means that all information is available to everyone within the ENFSI community, unless there are valid reasons to restrict access to the information. The validity of these reasons is at the discretion of the Board. Restricting information to a specific group of people within the ENFSI community should be kept to an absolute minimum.

Access to restricted information is granted technically by the ENFSI Webeditor. Each Working Group, Project Group and Standing Committee should therefore create a so-called information matrix, that shows which information of that group can be accessed by which persons, i.e.:

- information for the general public
- information for the entire ENFSI community
- restricted information for members, associate members, guests, members of other Working Groups, permanent representatives and the Board

This matrix and an up-to-date list of members, associate members and guests should be sent to the ENFSI Webeditor. A detailed table of groups and access can be found under *4. User Administration and Access Rights*.

3.1 Structure of the ENFSI website

The ENFSI website consists of two parts: the ENFSI public website and the ENFSI intranet, that can only be accessed by registered users.

3.2 ENFSI public website

- Address: www.enfsi.eu
- Access: the general public.
- Information: 'corporate' information about ENFSI and its Standing Committees, Working Groups and projects.
- Aim: informing the general public about ENFSI and its activities.
- Management: content is managed by the ENFSI Webeditor, through the ENFSI Secretariat.
- Access to website management software: only an Administrator and the ENFSI Web editor can access the website management software.

3.3 ENFSI intranet

- Address: the ENFSI intranet can be accessed by logging in on the ENFSI public website. It also has a separate address: www.enfsimembers.eu
- Access: everyone within the ENFSI community who has registered on this website, with restricted access of specific groups to specific information.
- Information: information to be shared within the ENFSI community (general ENFSI content) and information that is restricted to specific groups within the ENFSI community (restricted content).
- Aim: sharing information within the ENFSI community, providing a platform for discussion / knowledge sharing.
- Management:
 - General ENFSI content is managed by the ENFSI Webeditor, in cooperation with the Secretariat and the editors of the Standing Committees, Working Groups and Project Groups.
 - Restricted content is managed by either the ENFSI Webeditor or the editor of a Standing Committee, Working Group or Project Group. Each Standing Committee, Working Group and Project Group needs to assign an editor.
- Access to website management software:
 - The Administrator and the ENFSI Webeditor can access the entire website and the user administration section through the website management software.
 - Standing Committee-, Working Group- and Project Group editors can only access general ENFSI content and their own restricted areas through the

website management software; they cannot access other restricted areas or the user administration section.

4. User Administration and Access Rights

Access to Standing Committee, WG and PG restricted areas is granted on the basis of a member list that the Chair or PG leader submits to the ENFSI Webeditor. It is the responsibility of the Chair and the PG leader to ensure that member lists are kept up-to-date. Other access group's lists are being provided by the ENFSI Secretariat.

Each Standing Committee, WG and PG needs to decide whether their restricted information can be accessed by its Associate Members, and let the ENFSI Webeditor know this.

Access rights to the ENFSI website are granted technically by the ENFSI Webeditor, following this format:

Groups	User rights	Access to information
Employees of ENFSI institutes	General users' rights	General ENFSI content
Permanent Representatives	Representatives' rights	General ENFSI content + restricted content for Representatives + restricted content Standing Committees, WG's, PG's
Board members and Secretariat	Board rights	General ENFSI content + restricted content for the Board + restricted content for Representatives + restricted content Standing Committees, WG's, PG's
Specific user groups, such as Standing Committees, WG and PG members etc.	General users' rights + specific user group rights	General ENFSI content + restricted content of the specific group (e.g. their WG or PG)
Standing Committee, WG and PG Associate members, guests	General guests' rights + at the discretion of the WG/PG, specific user group rights	General ENFSI content + if decided by Chair or Project leader, the restricted content of the specific group (e.g. their WG or PG)
Other guest users (e.g. people form IFSA, NIFS)	At the discretion of either the Board or a WG Chair	To be decided individually
Administrators	Admin rights	All content and all areas of the website management system, including user administration
ENFSI Webeditor	Admin rights	All content and all areas of the website management system, including user administration
Standing Committee, WG and PG editors	Subadmin rights	General ENFSI content and their own restricted area

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