



ACCESS POLICY OF THE ENFSI INTRANET

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1. Scope

This document contains the ENFSI policy towards access to the information on the ENFSI intranet hosted on the Europol Platform for Experts (<https://epe.europol.europa.eu/group/enfsi>). The homepage <http://enfsi.eu/> is not scope of this document as it is a public website without restricted access rights.

2. Glossary

- ENFSI intranet: restricted website that can be accessed by the link “Members Login” on the homepage or through <https://epe.europol.europa.eu/group/enfsi> directly.
- EPE: Europol Platform for Experts

3. General information on ENFSI intranet

The aim of the ENFSI intranet (on EPE) is to share information within the ENFSI community and to improve the communication between the different statutory bodies (Board, Standing Committees and Expert Working Groups) and the ENFSI permanent representatives by providing a platform for discussion. EPE offers a lot of different functions such as polling, message forum, document management system or Wikis.

3.1 Structure

The parent page is the site “ENFSI - European Network of Forensic Science Institutes”. All other sites (Expert Working Groups, Standing Committees, and ENFSI permanent members) are subsites of the parent page. The subsites can have private areas (subsites of the subsites) in which sensitive data can be stored for a smaller group of users (for example for Steering Committee members only).

A completely separate page named “ECP – ENFSI Collaborative Projects” has been created for the purpose of sharing information on ENFSI projects where external partners are invited.

3.2 Content

All relevant ENFSI documents and information which are not meant for public access. Personal data from individuals which are not registered as users of EPE are not allowed on the system.

3.3 Technical Support

Support can be obtained from the ENFSI Secretariat or the Europol Helpdesk depending on the kind of request.

ENFSI Secretariat secretariat@enfsi.eu	<ul style="list-style-type: none"> • invite individuals to parent page • assign site roles for parent page • manage site memberships • remove membership from parent page
Europol Helpdesk	<ul style="list-style-type: none"> • reset password • unlock accounts

4. User Administration and Access Rights

All existing user roles and their rights are described in Annex I.

The user role by default is always “EPE Standard User”.

The ENFSI Secretariat, the EWG/SC Chairs and Webmasters of the EWGs/SCs have the role “EPE Manager”.

If the person is a Member or Associate member of an EWG or SC, the user role can be upgraded to an Expert user by the corresponding site manager. Only Expert users and managers can invite new members.

Every ENFSI EPE user has access to all ENFSI subsites, i.e. all EWGs and SCs subsites and can add content to each of them. However, EWGs and SCs may have Members Only subsites, with limited access rights.

5. Authorization Process on ENFSI EPE

Membership to EPE can be obtained by invitation only. Membership requests without an invitation will be automatically rejected. The EPE authorization process (steps 1-5) is described below.

- 1) **Invitation** => EPE Expert users and Managers can invite new members to EPE. The invitation can be sent to members or associate members of EWG or SC or persons employed by an ENFSI member institute. Other persons, including persons outside of the European Community, can be invited if they represent trusted forensic bodies and have a good reputation.

The person, who sends an invitation, is always responsible for the evaluation of the person invited.

- 2) **Registration** => The invitation will be sent by e-mail. In this e-mail there is a link to registration and the name of the person, who has sent the invitation.

- Please be aware, that the invitation e-mail may appear as a spam.

- The invitation is valid for 60 days. After that period registration is not possible. If the invitation message is lost, a new invitation cannot be sent until the 60 days period ends.

- 3) **Authorization** => Europol receives the registration. Europol National Unit or EPE support team evaluates the application and decides whether it meets Europol requirements.
- 4) **Membership** => In case of positive authorization, the membership request will be submitted to the ENFSI Secretariat, which evaluates, that the applicant's email domain is known. In case the domain is not known, the Secretariat will contact the person who sent the initial invitation.
- 5) **First Login** => After the Secretariat has approved the membership request the person receives a confirmation e-mail and can login to the ENFSI EPE site <https://epe.europol.europa.eu/login>.

To enable the authorization by Europol (see step 3 above), only personal business e-mail addresses are accepted. Private e-mail addresses (e.g. *gmail.com* or *yahoo.com*) as well as common e-mail addresses to which more than one person has access (e.g. secretariat@enfsi.eu) are not accepted by Europol.

After first login (see step 5 above), you can find further help on the use of EPE on the main page of ENFSI or under the **F.A.Q.** Please be also aware of the quick link ***Password and Policy tips***. The different user rights are listed on the ENFSI EPE main page under the quick link ***Summary of User rights***.