Identity and Access Management (January 1, 2013)

> The purpose of this page is to describe the Identity and Access Management (IAM) hierarchy.

Introduction

The Participant Portal allows each user to have access to a personalised space, based on 3 main elements:

- Each user is supposed to have a unique ECAS account, which is the unique identifier for persons (linked to their professional email address).
- Each ECAS account is linked to one (or more) PIC number(s), which are the unique identifier for organisations.
- Each ECAS account is linked to all the roles that the user has in projects and/or organisations through IAM.
  One user can have as many roles as necessary.

The Purpose of IAM

- The Identity and Access Management allows us to define and/or manage changes of access rights of users
  of the Participant Portal.

- It gives a personalised and secure access to the different services of the Participant Portal.

- Minimum involvement by the Commission/Agency staff allowing for flexibility in the online management of the consortium.

- Any change in the roles of the users is saved to allow a monitoring & tracking service.

Identity and Access Management (IAM) Hierarchy

The IAM hierarchy, as of January 1 2013, is as follows:
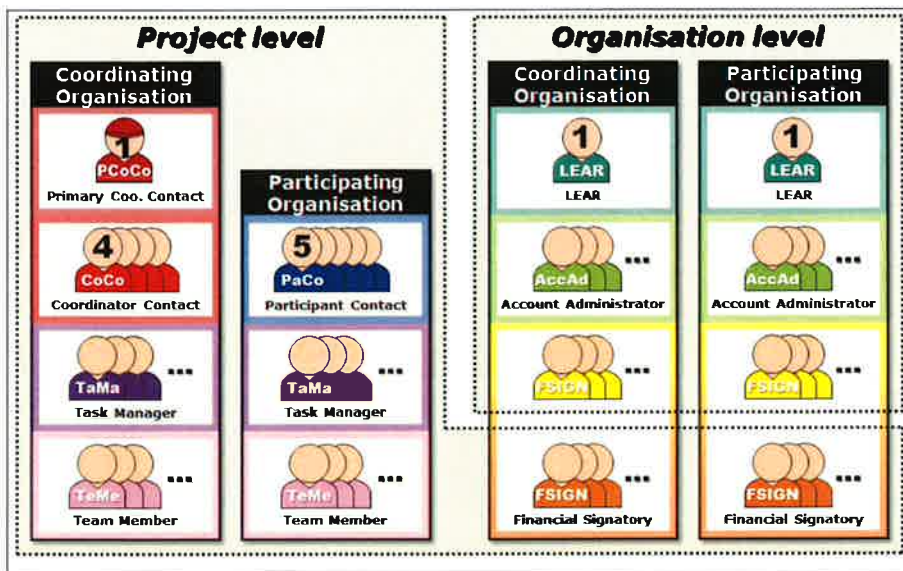
The Nomination Process

- Except for the Primary Coordinator Contact and the LEAR, every role must be modified by the Participants.
- Each user can be nominated or revoked by another user following a fixed pre-determined pattern.

Pre-defined Roles

Some roles are pre-defined in the early stages of the Project ("Original Roles") as follows:

- The Coordinator Contact identified in the proposal will be recognised by the Commission as the Primary Coordinator Contact.
- The contact persons of the participating organisations identified during proposal submission will become Participant Contacts at the beginning of negotiations.
- The LEAR is validated by the Commission during the validation process of his/her organisation.

Project Roles

- Project roles can be granted/revoked in the "My Projects" tab of the Participant Portal, using the orange "Consortium" icon.
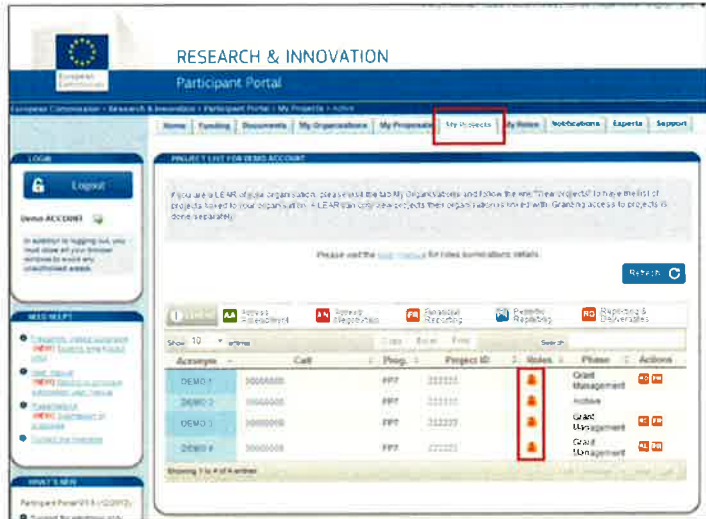
- To grant a role, the e-mail address of the "new user" will have to be filled in; this e-mail address should be the same as the one used for the ECAS account of the "new user".
- If this "new user" doesn't have an ECAS account already, he/she will automatically receive an invitation to create his/her ECAS account.

Organisation Roles

- Organisation roles can be granted/revoked in the "My Organisations" tab of the Participant Portal, using the blue "RO" icon.

- To grant a role, the e-mail address of the "new user" will have to be filled in; this e-mail address should be the same as the one used for the ECAS account of the "new user".
- If this "new user" doesn't have an ECAS account already, he/she will automatically receive an invitation to create his/her ECAS account.

New Role: Financial Signatory

- The Financial Signotory (FSIGN) first needs to be nominated by the LEAR or the Account Administrators (but he will not have any right for the time being).

- Within their organisation, the Primary Coordinator Contact/Coordinator Contact/Participant Contact will need to assign one or several FSIGNs to a specific project. Only then will the FSIGN be able to work on the project.

Description of Roles

The list of roles can be divided into "Project Roles" and "Organisation Roles", according to the following diagram:
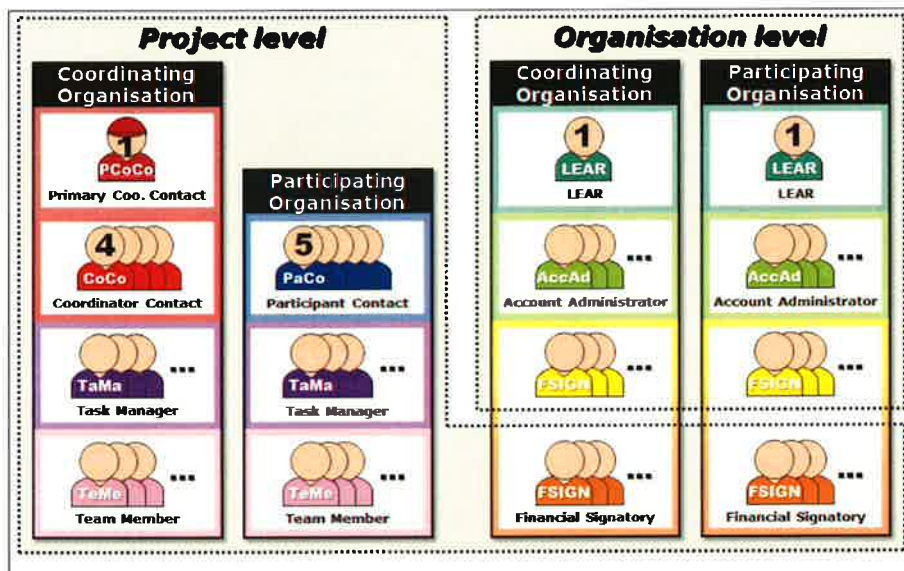
The Primary Coordinator Contact

Rights	Can nominate/revoke	Is nominated/revoked by
There can be only one Primary Coodinator Contact per project.	Coordinator Contacts, Task Managers and Team Members within his/her organisation.	The contact person of the coordinating entity identified in the proposal is automatically transferred as Primary Coordinator Contact.
Is the primary point of contact between the Commission and the Consortium for negotiations.	Assign Financial Signatories to a project within his/her organisation.	Can only be revoked or modified by the European Commission.
Has read and write access to all electronic tools, to the forms of his/her organisation and to the common forms of the consortium.	Participants Contacts for any organisation in the consortium.	
Can submit forms to the European Commission.		

Coordinator Contacts

Rights	Can nominate/revoke	Is nominated/revoked by
There can be maximum 4 Coodinator Contacts per project. Has read and write access to all electronic tools, to the forms of his/her organisation and to the common forms of the consortium. Can submit forms to the European Commission.	Other Coordinator Contacts within their organisation; all the nominated Coordinator Contacts have similar rights. Task Managers and Team Members within their organisation. Assign Financial Signatories to a project within his/her organisation.	The Primary Coordinator Contact or another Coordinator Contact.

Participant Contacts

Rights	Can nominate/revoke	Is nominated/revoked by
The Participant Contacts are nominated to represent the organisation within the consortium. There is at least one Participant Contact per organisation, with a maximum of 5 Participant Contacts per organisation. All Participant Contacts have read and write access to their organisation's forms. All Participant Contacts can submit forms to the Coordinator Contacts.	Other Participant Contacts, Task Managers and Team Members within his/her organisation. Assign Financial Signatories to a project within his/her organisation.	The Primary Coordinator Contact only.

Task Managers

Rights	Can nominate/revoke	Is nominated/revoked by
	N/A	

There may be one or more Task Manager(s) per organisation.	The Primary Coordinator Contact or other Coordinator Contacts (for the coordinating entity).
Can create, save and update forms of their organisation	Participant Contacts (for other entities).

Team Members

Rights	Can nominate/revoke	Is nominated/revoked by
There may be one or more Team Member(s) per organisation.	N/A	The Primary Coordinator Contact or other Coordinator Contacts (for the coordinating entity).
Have limited access rights: search, read-only.		Participant Contacts (for other entities).

Financial Signatory assigned to a project

Rights	Can nominate/revoke	Is nominated/revoked by
There may be one or more Financial Signatory(s) assigned to a project within an organisation.	N/A	The Primary Coordinator Contact or other Coordinator Contacts (for the coordinating entity).
Can electronically sign financial statements (Forms C) and submit them to the European Commission (for the coordinating entity) or to the coordinating entity (for other entities).		Participant Contacts (for other entities).
Has read and write access to his/her organisation's forms.		

The LEAR

Rights	Can nominate/revoke	Is nominated/revoked by
There can be only one LEAR per organisation.	Account Administrators and Financial Signatories within his/her organisation.	Can only be revoked or modified by the Commission.

Access the list of roles/persons representing his/her organisation in Projects and the list of projects and proposals of his/her organisation.

Can request to revoke users from roles within his/her organisation e.g. by asking a Coordinator Contact or a Participant Contact to revoke a role.

Is reponsible for the updates of the organisation-related data, can request (online) the modification of such data, and upload supporting documents.

The Account Administrator

Rights	Can nominate/revoke	Is nominated/revoked by
There may be one or more Account Administrator(s) within an organisation. Access the list of roles/persons representing his/her organisation in Projects and the list of projects and proposals of his/her organisation. Can request (online) the update of the organisation-related data. Can request to revoke users from roles within his/her organisation, e.g. by asking a Coordinator Contactor a Participant Contact to revoke a role.	Financial Signatories within his/her organisation.	The LEAR (of his/her entity).

Financial Signatory

Rights	Can nominate/revoke	Is nominated/revoked by
There may be one or more Financial Signatory(s) within an organisation.	N/A	The LEAR or Account Administrators (of his/her entity).

Has no right as long as not
assigned to a project.

Roles: Summary

Project Roles

Access rights: Project roles

- **PCoCo (1)** — Nominate/revoke Participant Contacts for any participating organisation;
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- **CoCo (4)** — Nominate/revoke other Coordinator Contacts;
  - Submit to European Commission/Agency;
  - Read/write access to common forms;
  +

  FSIGN — Sign & submit the Forms C;
  - Read/write access to own forms;
  +

- **PaCo (5)** — Nominate/revoke Participant Contacts, Task Managers and Team Members within their organisation;
  - Assign FSIGNs to a given project;
  - Submit to the Coordinator Contacts;
  - Read/write access to own forms only;
  +

- **TaMa** — Create and update forms;
  +

- **TeMe** — Read-only access

Organisation Roles

Access rights: Organisation roles

- **LEAR (1)** — Nominate/revoke Account Administrators and FSIGNs within their organisation
  +

- **AccAd** — Nominate/revoke FSIGNs within their organisation
  - Access the list of roles/persons representing their organisation
  - Access their organisation's list of Projects and their summaries
  - May request to revoke users from roles within his/her organisation

ℹ **Click here to view a detailed PowerPoint presentation describing the new IAM process as it applies to electronic signature.**

Labels None