

# PLEASE NOTE: THIS POLICY IS A DRAFT AND SUBJECT TO REVISION

## 06.Membership Management Policy

This policy is effective from 20 January 2025.

### INTRODUCTION

This Policy applies to the CADRE Community Manager and other designated CADRE Community management personnel. It places requirements on Communities regarding eligibility, obligations and rights of their Users, and it governs their relationships with all Infrastructures with which they have a usage agreement. The CADRE Community management personnel must ensure awareness and acceptance, by the CADRE Community and its Users, of the responsibilities documented in this Policy.

The CADRE Community Manager must implement procedures that ensure the accuracy of individual user registration data for all Community members who act as responsible persons towards the CADRE Infrastructure. The contact information must be verified both at initial collection (registration) and on an ongoing basis (through periodic renewal or review) and only stored and processed in compliance with applicable Data Protection legislation.

### DEFINITIONS

Terms are defined in the Top Level Collaboration Policy.

### CADRE COMMUNITY

#### CADRE Membership

The CADRE Community Manager is responsible for the CADRE Community Membership life cycle process of its Users. This responsibility may be devolved to designated personnel in the CADRE Community or in the CADRE Infrastructure, and their trusted agents (such as Institute Representatives or Resource Centre Managers), hereafter collectively called Sponsors.

Hosts, Services and/or Robots (automated processes acting on behalf of the CADRE Community or a User) may be registered as members of the CADRE Community. In the case of

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such registrations, the Registration Data must include the personal details of the individual requesting registration who must assume, as a User, ongoing responsibility for the registered entity, and may be subject to additional policy requirements of the CADRE Infrastructure.

All Users are deemed to be acting in a professional capacity when interacting with or using CADRE Infrastructure Resources assigned to the CADRE Community.

### **CADRE Membership Life Cycle: CADRE Registration**

CADRE Membership Registration is the process by which an applicant joins the CADRE Community and becomes a Member. Registration Data must be collected at the time of Registration, verified and stored in compliance with the Policy on the Processing of Personal Information (<https://documentation.cadre.adu.edu.au/policies>). Reasonable efforts must be spent to validate the data.

The applicant must agree to abide by the Acceptable Use Policy (AUP) of the CADRE Community and agree to use Resources of the CADRE Infrastructure exclusively for the Aims and Purposes of the CADRE Community.

The CADRE Community must operate, or have operated on its behalf, a Registry that contains the membership data of the CADRE Community.

### **CADRE Membership Life Cycle: Assignment of Attributes**

Assignment of attributes (such as group membership, entitlements, or roles) shall be the responsibility of the CADRE Community Manager or of designated person(s) responsible for the management of such attributes.

Attribute management may be subject to an assurance profile agreed upon between the CADRE Community and the CADRE Infrastructures. Attributes shall be assigned only for as long as they are applicable.

### **CADRE Membership Life Cycle: Renewal**

Membership Renewal is the process by which a User remains a member eligible to use CADRE Infrastructure Resources assigned to the CADRE Community. Membership Renewal procedures must make a reasonable effort to

- ensure that accurate Registration Data is maintained for all eligible Users
- confirm continued eligibility of the User to use CADRE Infrastructure Resources assigned to the CADRE Community

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- confirm continued eligibility of the User to any attributes
- ensure the reaffirmation of acceptance of the AUP of the CADRE Community

The maximum time span between Registration and Renewal, and between Renewals, for all CADRE Community members who act as responsible persons towards the CADRE Infrastructure, shall be 18 months. The User shall be able to correct and amend their Registration Data at any time.

### **CADRE Membership Life Cycle: Suspension**

The Suspension of CADRE Community membership is the temporary revocation of full or partial rights and of any attributes. Suspension is done by or on behalf of the CADRE Community Manager.

A User should be suspended when the CADRE Community Manager is presented with reasonable evidence that the member's identity or credentials have been used, with or without the user's consent, in breach of relevant Policies.

Suspension can be requested by

- the CADRE Community Manager, the Sponsor of the User, those responsible for the assignment of attributes, or the User
- Security Officer(s) or designated operational staff of the CADRE Infrastructure
- Resource Centers participating in the CADRE Infrastructure

The CADRE Community Manager must cooperate fully with the investigation and resolution of security incidents reported by the Security Officer(s) of any Infrastructure, including acting on any requests for suspension without delay.

Unless it is considered detrimental to the investigation and resolution of a security incident, the CADRE Community Manager should contact the User that was or is about to be suspended. The CADRE Community may define a dispute resolution process by which a User can challenge a Suspension.

User's rights shall not be reinstated unless the CADRE Community Manager has sent timely prior notification to all those who requested Suspension.

### **CADRE Membership Life Cycle: Termination**

The Termination of CADRE Community membership is the removal of a member from the CADRE Community. Following Termination, the former member is no longer eligible to use

CADRE Infrastructure Resources assigned to the CADRE Community, and the CADRE Community must no longer assert membership or attributes for the former member.

In the absence of overriding reasons, a request by the User for removal must be honoured. The events that shall trigger re-evaluation of the User's membership of the CADRE Community include:

- a request by the Sponsor,
- failure to complete a membership Renewal process within the allotted time,
- end of collaboration between the User and the CADRE Community,
- end of collaboration between the User's Sponsor and the CADRE Community, if applicable,
- end of collaboration between the User and his/her Sponsor, if applicable.

## AUDIT AND TRACEABILITY REQUIREMENTS

The CADRE Community must record and maintain an audit log of all membership lifecycle transactions. This audit log must be kept for a minimum period consistent with the Traceability and Logging Policies of all Infrastructures that provide resources to the CADRE Community. Audit logs containing personal registration data must not be retained beyond the maximum period allowed by the Policy on the processing of Personal Information (<https://documentation.cadre.ada.edu.au/policies>) of the CADRE Community (e.g. for as long as a member is registered and entitled to use resources and one year after this data is no longer associated with such an active membership or attribute assignment).

Events that must be logged include every request for:

- Membership,
- assignment of or change to a member's attributes,
- membership renewal,
- membership suspension,
- membership termination or re-evaluation.

Each logged event should record the date and time, the originator, the details of the event, and whether or not it was approved. The identity of the person granting or refusing the request should be recorded, including any verification steps involved and other people consulted, such as Sponsors.