

UNCLASSIFIED

COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)



PUBLICATION 1 ANNEX E

SITE PROCESSING

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CHAPTER 1 – INTRODUCTION

Purpose

101. Annex E to the CFBLNet Pub 1 is guidance that contains the processes and procedures for the management of CFBLNet sites under the authority of the CFBLNet Technical Arrangement / Charter.

Authority

102. The C-EG is the issuing authority for Annex E acting on behalf of the C-SSG. The provisions of this and all associated publications shall govern the conduct of all activities performed by the CFBLNet participants, subject to their respective laws and military regulations.

Document Structure

103. Pub 1, Annex E has the following structure

- a. Site Information and State
- b. Site Nomination
- c. Site Information Change

Rationale

104. Pub 1, Annex E defines the processes and procedures for the nomination, approval and withdrawal of CFBLNet sites.

Amendments

105. Pub 1 Annex E may be amended when the DWG determines that there is an identified requirement. The DWG Chair will propose the text of the amendment to the DWG members for endorsement. Once the DWG members have endorsed the amendment, it will be submitted for C-EG approval. Upon approval by the C-EG, the Secretariat will re-issue a new version of Annex E.

Effective Date

106. The current version of CFBLNet Pub 1, Annex E is effective upon the latest approval by the C-EG.

CHAPTER 2 - CFBLNet Site Information and States

Definition of a CFBLNet Site

201. A CFBLNet site is the physical location accredited through national/organizational assurance agencies in accordance with the CFBLNet security process and approved by the C-EG.

Site Information List

202. The information maintained for a site is:

- a. Principal Participant for site
- b. CFBLNet Mission Partner
- c. Site reference number
- d. Site Name
- e. Site Location (City and country)
- f. Site time zone
- g. Site type (i.e. normal / PoP)
- h. Site purpose
- i. Site PoC
- j. Engineering PoC
- k. Security PoC
- l. List of Permanent Enclaves and Persistent Enclaves at the site
- m. Upstream site(s)
- n. Downstream site(s)
- o. Site notes (e.g. planned activation date; planned de-commissioning date)
- p. Site status (see Pub1 Annex E)
- q. Date of site nomination
- r. Date of site approval
- s. Accreditation start date
- t. Accreditation expiry date

203. The Secretariat maintains the site information in the CFBLNet site library. The Secretariat makes the site information library available to the CFBLNet Mission Partners with read-only access.

CFBLNet Site States

204. The status of a CFBLNet site must be one of the following states:

- a. Nominated
- b. Rejected
- c. Approved
- d. Accredited
- e. Withdrawn

205. The site status recorded in the CFBLNet site information library can only be changed by the Secretariat, following the processes described in this Annex.

Chapter 3 – CFBLNet Site Nomination

CFBLNet Initial Site Nomination

301. A CFBLNet Mission Partner can nominate:

- a. The First Initial Primary CFBLNet site. The flowchart in Figure E-1 illustrates the steps required to nominate a Primary initial CFBLNet site
- b. A Secondary CFBLNet site. The flowchart in Figure E-2 illustrates the steps required to nominate a secondary CFBLNet site

The steps are described below:

Step 1. Lead Representative Submits Site Information to Secretariat

302. The CLR/GLR of the CFBLNet Mission Partner fill out the Site Information Sheet (see Appendix 1) and submit this by email to the Secretariat.

Step 2. Secretariat Receive Site Nomination

303. On receipt of the:

First Initial Primary Site Information Sheet the Secretariat takes the following actions:

- a. Register the nomination
- b. Assign site reference number of the form [<CFBLNet Mission Partner><three digit number>]. The four digit number is the first number in the sequence 001.
- c. Add site information to the library of CFBLNet sites.
- d. Record site status as "Nominated".
- e. Secretariat distributes nomination to C-EG with suspense date (normally 28 days)

Secondary (next) Site Information Sheet the Secretariat takes the following actions:

- a. Register the nomination;
- b. Assign site reference number of the form [<CFBLNet Mission Partner><three digit number>]. The four digit number is the next unused number in the sequence, starting from 002.
- c. Add site information to the library of CFBLNet sites.
- d. Record site status automatically as "Approved".
- e. Go to Step 4 and Execute Step 4a and 4b.

Step 3. C-EG Accept/Reject Site Nomination

304. On receipt of the Site Information the C-EG takes the following actions:

- a. Each C-EG representative [1] must respond to the Secretariat with an accept/reject.

Step 4. Update the Site Information Library and Inform CFBLNet Mission Partners

305. When the Secretariat receives the C-EG decision it takes the following actions:

- a. Update the Site Information in the CFBLNet site library as either "Rejected" or "Approved"
- b. Inform all CFBLNet Mission Partners of result.

In case of secondary site publication CFBLNet Mission Partners have the opportunity to raise a concern to the C-EG representative within 28 days.

Chapter 4 - CFBLNet Site Information Change

Procedure for Changing the CFBLNet Site Information

401. The information in the library of CFBLNet Site Information can be modified by a request to the Secretariat. The steps required to modify the CFBLNet Site Information are described below and illustrated in the flowchart in Figure E-1.

402. The Secretariat updates the site accreditation dates using the information in the MSAB certificates which it receives.

Step 0. Checking CFBLNet Site Information

403. CFBLNet Mission Partner CLR/GLR periodically checks the read-only (PDF) site information for their sites in the library of CFBLNet sites to validate the information. If the information is correct no further action is required. If the information is not correct then action is taken as described in the steps below.

Step 1. Send Updated Site Information Form to Secretariat

404. CFBLNet Mission Partner CLR/GLR populates a CFBLNet Site Information Form with the correct information for the site and emails this to the Secretariat. Note: the CLR/GLR may request a copy of the editable (MS Excel) Site Information from the Secretariat, if required.

405. The C-EG can choose to populate a CFBLNet Site Information Form with the correct information for a site and email this to the Secretariat. Note: there are a number of circumstances when the C-EG might choose to do this, for example if the CLR/GLR of a CFBLNet Mission Partner is not actively fulfilling their duties in accordance with CFBLNet Pub1.

Step 2. Secretariat Checks for Exceptional Change

406. The Secretariat receives the updated CFBLNet Site Information Form and takes the following actions:

- a. Review the changed information and make a determination whether this is a business-as-usual change or an exceptional change which must be referred to the C-EG.
- b. If the change is exceptional then Step 3 is followed, otherwise Step 5.

Step 3. Secretariat Refers Exceptional Change to C-EG

407. The Secretariat takes the following action:

- a. Distribute the updated CFBLNet Site Information Form to C-EG for accept/reject decision with suspense date (normally 28 days).

Step 4. C-EG Accepts/Rejects Site Information Changes

408. On receipt of the Site Information the C-EG takes the following actions:

- a. Each C-EG representative¹ must respond to the Secretariat with an accept/reject.

Step 5. Update Site Information and Inform CFBLNet Mission Partners

409. The Secretariat takes the following actions

- a. Update the Site Information in the CFBLNet site library.
- b. Inform all CFBLNet Mission Partners of result.

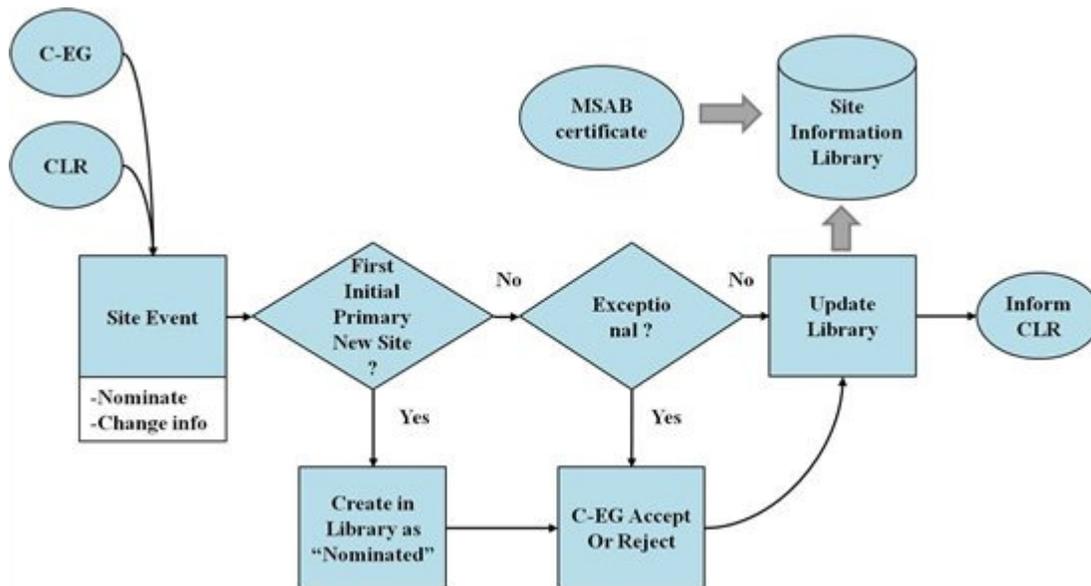


Figure E-1 CFBLNet First Initial Primary New Site Process Diagram

¹ The CCEB C-EG rep will seek responses from the CCEB nations.

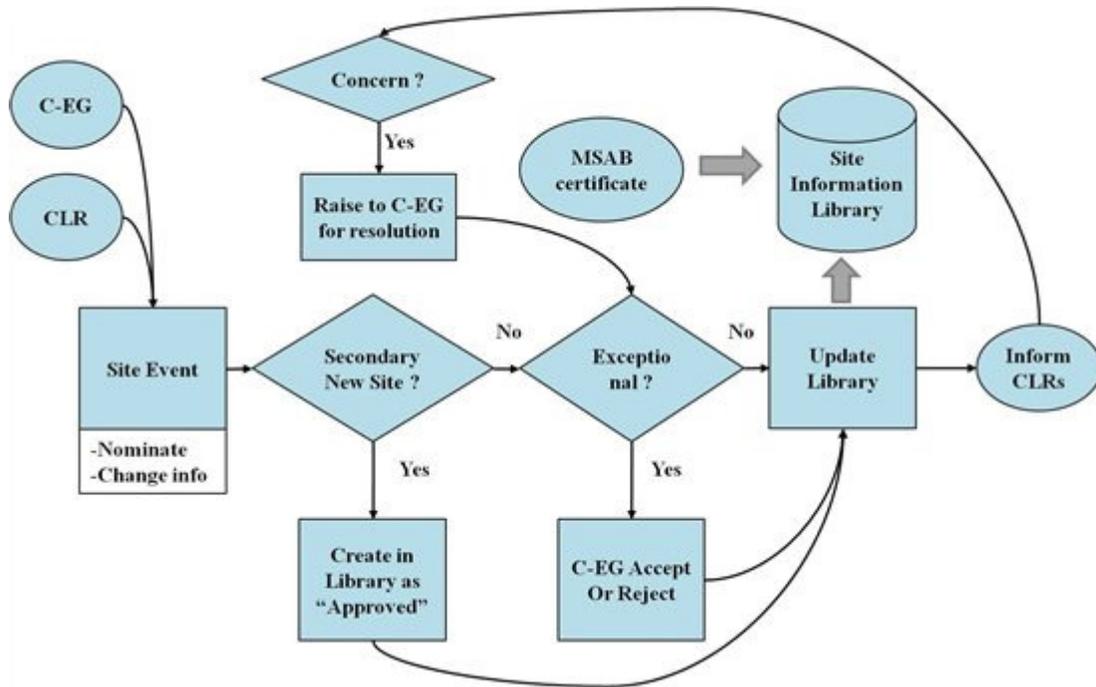


Figure E-2 CFBLNet Secondary New Site Process Diagram

Appendix 1: CFBLNet Site Information Sheet

CFBLNet Site Information Sheet	
Site Number	
CFBLNet Mission Partner	
Principal Represented	
Site Name	
Site Location (City)	
Site POC	
-Name:	
-Phone:	
-E-Mail:	
Engineering POC	
-Name:	
-Phone:	
-E-Mail:	
Security POC	
-Name:	
-Phone:	
-E-Mail:	
Purpose/Planned Activity	
Site Type (e.g. Normal or POP)	
Enclaves required	
Time Zone	
Upstream site and bandwidth	
Downstream sites (if any)	
Additional Notes: (e.g. Planned activation or stand-up, deactivation, etc.)	
