



**IDAN**

INTERNATIONAL  
DATA ACCESS  
NETWORK

# REQUIREMENTS

IDAN PARTNERS REQUIREMENTS

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**CASD** (France)   **CBS** (Netherlands)   **GESIS** (Germany)   **IAB** (Germany)   **UKDS** (UK)\*

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Contract required for installation	CASD	CBS	GESIS	IAB	UKDS	Aggregate
<b>Contract needed</b>	 <i>*hosting/funding contract</i>		 <i>*Memorandum of understanding required</i>			4
<b>Local insurance needed</b>						0
<b>Local physical requirements on the contract or MoU</b>	 <i>*Requirements for the room on the contract</i>					4
<b>Other requirements on the contract/MoU</b>			 <i>*Safe room procedures</i>	 <i>*Safe room procedures</i>	 <i>*Safe room procedures</i>	3

Room specifications (only equipment without RH consideration)	CASD	CBS	GESIS	IAB	UKDS	Aggregate
<b>Physical access to the building</b>	●	●	●	●	●	0
Identity check at building entrance	●	●	●	●	●	0
Hardware for identification (badge...)	●	●	●	●	●	0
Others	●	●	●	●	●	0
<b>Physical access to the room</b>	●	●	●	●	●	4
Locker for user's stuff	●	●	● <i>*smartphone / laptop etc. not allowed in safe room; facilities for locking users' stuff need to be provided</i>	●	●	3
Room access control (key, code..)	●	●	●	●	●	4
Others	●	●	●	●	●	0
<b>Room internal layout</b>	●	●	●	●	●	5
Setting the screen so that only the user can see it	●	●	●	● <i>*Privacy filter is also possible</i>	●	5
Curtains (obstrustructor ?) on windows	●	●	● <i>*Opaque foil or other protection required if workstation can be seen from outside</i>	● <i>*If the room is on the ground floor and if it is possible to look on the screen</i>	● <i>*Should be frosted glass or permanently opaque if can be overlooked from outside</i>	3
Others	●	●	●	●	● <i>*no paper no pen</i>	0
<b>Room surveillance equipment</b>	●	●	●	●	●	1
Video recording devices	●	●	●	●	● <i>*For highly sensitive safe room datasets, the UKDS requires video surveillance, but not for standard Secure Lab datasets</i>	1
Others	●	●	●	●	●	0

Work/procedures required from the local team (HR) For IT, technical precisions to be added in the IT network section		CASD	CBS	GESIS	IAB	UKDS	Aggregate
<b>IT installation for device or thin client</b>		●	●	●	●	●	3
Device or thin client installation		● <i>*Only IP config</i>	● <i>*Citrix client and VPN</i>	●	●	●	2
Network configuration		● <i>*External IP static address by institution</i>	●	●	● <i>*External IP static address by institution</i>	● <i>*External IP static address by institution</i>	4
Further to installation		●	●	●	●	●	0
<b>IT installation for software on workstation</b>		●	●	●	●	●	3
Workstation and OS installation		● <i>*Device provided</i>	● <i>*Windows or macOS</i>	●	●	●	3
Software installation		●	● <i>*Citrix client and vpn (no administrator rights needed)</i>	●	●	● <i>*Local IT need to install Citrix client</i>	3
Host responsible for updates		●	●	●	●	● <i>*Updates or troubleshooting Citrix client</i>	3
<b>For controlling building access</b>		●	●	●	●	●	0
<b>For controlling movements in the building</b>		●	●	●	●	●	0
<b>For controlling room access</b>		●	●	●	●	●	3
<b>3 levels : control of the accreditation / log who had access to the room and from when to when (in case of breaches) - see below / booking system</b>							
Booking management		●	●	● <i>*Booking in collaboration between GESIS and partner institution</i>	●	● <i>*For tracking people who get access to the room</i>	2
User's stuff management		●	●	●	●	●	2
Specifications re. researchers (identity check, signing etc..)		●	●	●	● <i>*Information about users and access dates</i>	●	3
Specification re. staff authorizations		●	●	●	●	●	2
Specification re. cleaners authorizations		●	●	●	●	● <i>*Supervise cleaners</i>	1
<b>For room surveillance</b>		●	●	●	●	●	0
<b>For room departure (check of notes, no notes ...)</b>		●	●	●	● <i>*Notes need to be checked</i>	●	3
<b>For output check</b>		●	●	●	●	●	0
<b>Others</b>		●	●	●	●	●	0

Equipment	CASD	CBS	GESIS	IAB	UKDS	Aggregate
<b>Requirement to host a partner's client computer (for example the host institution has to accept to install a Sdbox)</b>	●	●	●	●	●	<b>2</b>
<b>Materials required from the hosting institution</b>	●	●	●	●	●	<b>5</b>
PC	●	●	●	● <i>*Citrix client and VPN</i>	●	<b>3</b>
Keyboard	●	●	●	● <i>*Citrix client and VPN</i>	●	<b>5</b>
Mouse	●	●	●	● <i>*Citrix client and VPN</i>	●	<b>5</b>
<b>Equipement required from the user</b>	●	●	●	●	●	<b>1</b>
Smartphone	●	● <i>*For the login procedure</i>	●	●	●	<b>1</b>
<b>Equipement forbidden for the user</b>	●	●	●	●	●	<b>5</b>
Smartphone	●	●	●	●	●	<b>3</b>
Camera	●	● <i>*Smartphone usually contains a camera</i>	●	●	●	<b>3</b>
Paper/pencil	●	●	● <i>*Any writing materials must be provided by host and retained.</i>	● <i>*Otherwise the hosting institution needs to keep the users' notes</i>	● <i>*Any writing materials must be provided by host and retained.</i>	<b>3</b>
Others	●	●	●	●	● <i>*All other electronic equipment, No user owned electronic devices eg phones, tablets, recording equipment, paper or electronic notepads</i>	<b>1</b>

IT Network	CASD	CBS	GESIS	IAB	UKDS	Aggregate
Internet connexion needed	●	●	●	●	●	5
Specific external destination hosts	● <small>*sstp.casd.eu; globalsign for certificate</small>	●	●	●	● <small>*https://sdslogin.essex.ac.uk</small>	5
Specific external destination ports	● <small>*443</small>	●	●	●	● <small>*443</small>	5
If the device (thin client) is provided by the access point provider	●	●	●	●	●	3
Local IP configuration for the device workstation needed (DHCP ou fixed IP, DNS)	●	●	●	●	●	4
Isolation from the host network recommended	●	●	●	●	●	3
A standard broadband connexion can be an option	●	●	●	●	●	3
Firewall (NAT) between the access point and internet recommended	●	●	●	●	●	3
If use of proxy, it has to be without user authentication	●	●	●	●	●	3
<b>If a software installation is needed on a workstation provided by the hosting institution.</b>	●	●	●	●	●	3
Installation of an operating system required	●	● <small>*Windows is required, IOS will work but is not fully supported</small>	●	● <small>*If device provided by hosting inst.</small>	● <small>*OS compatible with Citrix client</small>	3
Creation of a account to login to the local workstation	●	●	●	● <small>*If device provided by hosting inst.</small>	● <small>*Whatever is required to log in to desktop</small>	3
A standard broadband connexion can be an option	●	●	●	● <small>*If device provided by hosting inst.</small>	● <small>*Unique public IP address required for endpoint</small>	2
Other	●	● <small>*Citrix client and VPN</small>	●	●	● <small>*Unique public IP address required for endpoint</small>	2



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