



E-vote 2011

SSA – U Appendix 6

Administrative Provisions

Project: E-vote 2011



Change log

Version	Date	Author	Description/changes
1.0			



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1. Response to Customer requirements

1.1. Security

1.1.1. Elaboration on requirement GR2.1

The supplier shall be certified to, or work according to ISO 27001

The Tenderer confirms that all companies in the consortium is certified, will be certified to, or work according to ISO 27001.

Computas is not certified compliant to ISO27001, but will work according to ISO27001 in the E-vote 2011 project. Our subcontractors in the information security and certification field will be used to verify that project plans, guidelines and risk management processes are established and implemented according to ISO27001.

OPT2VOTE is ISO 27001 certified. The certificate is attached as “SSA-U Appendix 6 Attachment 1 OPT2VOTE ISO27001 Certificate.pdf”.

Cybernetica is working according to ISO 27 001 and started to introduce ISO/IEC 27001 security management standard in the beginning of 2009, earlier Cybernetica's security management was organized according to the Estonian ISKE-methodology which is three level baseline protection using German BSI standards and tools. In the fall of 2009 Cybernetica performed risk analysis according to the standard ISO/IEC 27005 and compiled the Statement of Applicability. Today Cybernetica is working according to ISO/IEC 27001. Security system audit is planned in December 2009.

1.1.2. Elaboration on requirement GR2.2

The supplier shall have documented and implemented a Secure Software Lifecycle Development process

Even if the Computas project methodology does not describe SSLD explicitly, it supports the major principles in this process such as establishing security guidelines and rules (general and coding), modeling attack use cases, performing security reviews, threat modeling and security testing. The project plan documents to be prepared in the solution description phase will address these issues in detail, and how they will be implemented in the E-vote 2011 project.

Cybernetica executes the Secure Software Lifecycle Process based upon the Rational Unified Process, and possesses a ISO 9001:2000 quality certificate "Hardware and software development, manufacturing and system integration. Information systems consulting and consultation audit", as certified by Bureau Veritas (BV). (http://www.cyber.ee/cms-en/company/iso_9001-2008_sertifikaat_eng-3.0pdf_J-67-3.pdf)

The utilized development process is based on IBM-s Rational Unified Process (RUP), an iterative, incremental, risk-managing, and architecture centered software development process. The development process is combined



with the aspects of BSIMM (Building Security in Maturity Model) with its Software Security Framework (SSF) and PMBOK (Project Management Body of Knowledge – an American National Standard ANSI/PMI 99-001-2004) project management methodology.

1.2. Scope for deliverables and implementation

1.2.1. Elaboration on requirement GR3.7

The Contractor's core team must be located in Oslo, Norway.

The Tenderer confirms that the core team will be located in Oslo, Norway. Computas and Acando have offices at Lysaker/Oslo and will be present in Oslo during the whole project period. Our subcontractors, Cybernetica and Opt2Vote, will be in Oslo regularly and whenever it is beneficial for the project.

1.2.2. Elaboration on requirement GR3.8

The Contractor must provide an office in Oslo, Norway, with work space for the core team and meeting facilities.

The Tenderer confirms that we have project offices in Oslo with the necessary workspace for the core team and meeting facilities to run the project effectively.

2. The representatives of the parties (Point 1.6)

Authorized representatives of the parties are:

Authorized representatives

For the Customer	For the Supplier
Name:	Name: Lars Frode Haugen
Position:	Position: Director of project deliveries
Telephone:	Telephone: 906 02 728
Email:	Email: lfh@computas.com

For replacement of authorized representative the other party must be notified in writing 30 days in advance.

3. Project organization (Point 2.1.2)

3.1. Organisation of the Delivery

A joint management group shall comprise those personnel responsible for the project from the respective parties. The Management group shall be chaired by the Customer representative in charge of the project. The Customer shall also perform the secretarial functions for the Management group. The respective parties' project managers are both entitled and obliged to attend the meetings of the Management group.



The Management group has a specific responsibility for deliberating, and ensuring that:

- the project organisation is staffed with key personnel and other qualified personnel as specified in this Appendix, to ensure that the work can be implemented in accordance with the Milestones and the Work Schedule specified in Appendix 4.
- the results of the work contribute to achievement of the Milestones specified in Appendix 4
- accumulated costs are in accordance with the payments specified in Appendix 7
- decisions to implement Change Orders are made, and disputed Change Orders dealt with
- decisions are made when clarifications are necessary or problems occur
- uncertainty assessments are carried out continuously so that any changes in uncertainty can be detected and dealt with

The Management group shall thus ensure that the parties adhere to the Contract.

Each party is to appoint its own accountable project manager, with the following responsibilities:

- The Supplier's project manager has day-to-day responsibility for the planning, organisation and management of the Delivery and for ensuring that the work is carried out according to the Contract. This responsibility includes internal quality assurance tasks at the Supplier's and, as appropriate, subcontractors' premises, including safeguarding that the work carried out is in accordance with generally accepted business practices and relevant, established industry standards. The Supplier's project manager is responsible for reporting to the Customer's project manager as described in this Appendix.
- The Customer's project manager is responsible for administering the Customer's responsibilities (cf. clause B 2.2), and for the coordination of the Customer's own tasks and deliverables with the Supplier's project manager. The Customer's project manager shall ensure that reports from the Supplier's project manager are acted on. The Customer's project manager reports to, and acts as secretary for, the Management group.

The respective project managers shall continuously evaluate potential and confirmed non-conformance in respect of the Contract, particularly as regards progress, costs and quality, as well as changes to the uncertainty matrix. Based on such evaluations, measures shall be proposed and presented to the Management group as a part of the agreed reporting procedures.

**Management
group**

Name	Mandate
NN	
NN	
NN	
NN	

**Project
managers**

Name	Position	Telephone	Email
Henrik Nore	Project manager KRD	951 02 988	henrik.nore@krd.dep.no
Knut Egil Sundt	Project manager Computas	911 76 388	knut.egil.ssundt@computas.com



For project governance documents and meetings (Point 2.1.3) please refer to appendix 4

3.2. The Suppliers personnel (Point 5.2)

Suppliers Project team

Name	Role/ specialist area	Core team	Specification phase	Development phase	Approval and guarantee phase
Lars Frode Haugen	The Suppliers representative in charge of the project	X	20 %	20 %	20 %
Knut Egil Sundt	Project manager	X	100 %	100 %	100 %
Filip Van Laenen	Technical architect	X	100 %	100 %	100 %
Tom André Øverland	Functional architect	X	100 %	100 %	100 %
Kjell Atle Lund	QA responsible	X	50 %	100 %	50 %
Elin Kindingstad	Functional designer/ Scrum Master	X	100 %	50 %	50 %
Frode Kjos	Test manager		100 %	100 %	50 %
Daniel Johansson	Usability specialist	X	100 %	50 %	50 %
Helene Harsem	Graphic designer		40 %	20 %	
Sissel Wiull	Developer/ Scrum Master		40 %	100 %	100 %
Stian Karlsen	Developer		40 %	100 %	100 %
Hans Petter Hoås Bauhr	Developer		40 %	100 %	100 %
Magnus Haraldsen Amundsen	Developer		40 %	80 %	50 %
Marcus Gustafson	Developer		40 %	100 %	50 %
Christine Teig	Developer		40 %	100 %	50 %
Mats Karlsson	Developer		20%	100%	
André Evensen	Developer		20%	100 %	
Magnus Haraldsen Amundsen	Technical environments		5%	20%	20%
NN	Documentation			40%	20%
NN	Tester			20%	10%



**Suppliers
Project
team**

Name	Role/ specialist area	Core team	Specification phase	Development phase	Approval and guarantee phase
Subcontractor Cybernetica					
Sven Heiberg	Security specialist/ developer	X	100 %	100 %	100 %
Helger Lipmaa	Cryptography specialist	X	100 %	100 %	100 %
Arne Ansper	Technical architect Cybernetica	X	100 %	100 %	100 %
Raul Murk	Project manager	X	100 %	100 %	100 %
NN	Programmer			100%	50%
Subcontractor Opt2Vote					
Mark Gillen		X	100 %	100 %	100 %
Siobhan Donaghy		X	100 %	100 %	100 %
Clyde Hunt		X	100 %	100 %	100 %
John Malanaphy		X	100 %	100 %	100 %
Carmel Quigg		X	100 %	100 %	100 %
Roy Hill		X	100 %	100 %	100 %

3.1. Quality and revision (Point 2.1.4)

The Contractor will perform internal revision with experience advisors on the projects in the different phases:

- End project Establishment
- End Detailed specification phase
- End internal testing
- End FAT

3.2. The Customer's contribution

The Customer shall contribute to the work through the participation of his own personnel. Said personnel shall be sufficiently qualified in the Customer's business activities and requirements to ensure that the Delivery can be performed as specified in the Contract. Named personnel are identified below.



**Customer's
personell**

Name		
	Chair of the Management group	The Customer's representative in charge of the project
	Member of the Management group	The Customer's other accountable personnel
	The Customer's Project Manager	Among others; secretary to the coordination group
	The Customer's Project Group	Reference Group or equivalent
	Member of the Work Group	User representative

The following tasks shall be carried out by the Customer in accordance with the General Provisions:

- Ensure that the conditions stipulated for entering into the Contract are fulfilled
- Participate in Work Groups designed to review and expand upon the specifications
- Make contributions towards priority ranking and functional clarifications on a continuous basis
- Evaluations and review during development work
- Ensure that the Customer's own deliverables are completed on time
- Testing and verification of parts of the Delivery as they are developed
- Information exchange, both with the Customer's organisation and externally
- Obtain test data and descriptions (including user scenarios) in accordance with the terms and time limits specified in Appendices 2 and 4

The estimated work load for the customer is defined in SSA-U Appendix 7 to about 4 man year equivalents. The roles to be detailed during the detailed specification phase.

4. Subcontractors (Point 5.3)

The following subcontractors will be used for the E-vote 2011 delivery:

Subcontractors

Name	Org nr	Delivery
Opt2Vote		Election Administration software
Cybernetica		E-voting and tabulation software



5. Use of a third party (Point 5.4)

To be defined during clarification.

Third party

Name	Org nr	Focus area
NN		
NN		

6. Supervision, reporting and meetings (Point 7.1 and 2.1.3)

Project progress supervision shall be carried out in relation to two different reference frameworks; milestones (Principal Milestones, Control Gates and other Milestones) and planned progress in the form of period-based schedules, as specified in Appendix 4. Milestones will be either achieved or not achieved, while actual progress shall be estimated and compared with planned progress and time consumption.

All personnel shall record the time consumed in performing each activity at the lowest level of the Work Schedule, and this information shall be submitted to the Customer for approval during the first working day of the subsequent week. Only approved hours may be invoiced by the Supplier.

In addition to time consumption, a record shall be kept of the estimate of hours remaining for each activity at the lowest level of the Work Schedule.

A continuous record of the costs incurred shall be kept, and shall include the cost of the accumulated and approved hours.

Any requirements or problems requiring clarification shall be recorded, documented and followed-up by the Supplier to ensure that status can be reported at all times.

Status reports prepared by the Supplier shall contain the following information:

1. Brief summary with a description of any non-conformance
2. Progress (S-chart showing planned and actual progress in addition to time consumption, and a costs graph with accompanying budgetary projections based on current time consumption and an estimate of hours remaining)
3. Incurred costs
4. Use of resources (organisation and manpower status)
5. Milestones achieved during the last period (all relevant Milestones for the current and following periods shall be recorded with their status “achieved / not achieved”, and “on schedule / delayed”)
6. Change status (Change Orders and Change Requests waiting for approval/processing, cf. Appendix 4)
7. Status and a record of proposed measures to reduce the risk of predefined or new uncertainty elements (with graphical presentations of changes in probability and impact)



8. Overview of essential clarifications and problems, including recommendations to the Management group regarding decisions that have not yet been made.

The aforementioned reporting procedures shall be conducted on a <weekly/monthly> basis. The Management group shall meet to consider all status reports that have been presented.

7. Independent expert for dispute resolution (Point 16.3)

If the services of an independent expert are deemed necessary for conflict resolution, the parties agree to employ the following person or company:

**Independent
expert**

Name	Specialist area
NN	