Dutch Authority for Digital Infrastructure
Ministry of Economic Affairs and Climate Policy

NCCA instruction

Subject   NI001 - Information exchange

Document history

Version	Implementation date	Description
1.0	2024-03-25	Final version for 1st publication and use

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1.   Introduction

1.1   Purpose

The goal of this document is to provide information on how to exchange information with the Dutch Authority for Digital Infrastructure (RDI) in its role as the Dutch NCCA.

The scheme instruction is used in combination with the process documents *NP001 - Licensing process* and *NP002 - EUCC processes*. The target audience for this instruction is personnel from the Conformity Assessment Bodies (CAB), namely CAB managers, Certifiers, Certificate Issuers and Certifications Managers.

This document also gives substance to communication means as specified in the [AMvB].

1.2   Scope

This document addresses communication using email and 'mijn RDI', the encryption of this communication and the allowed document formats.

1.3   Involved Roles

Role name	Description of responsiblity
CAB manager	Person at the CAB that is in charge of obtaining a licensing status under the Dutch NCCA.
Certificate Issuer	Person at the CAB with the authority to issue certificates.
Certifications Manager	Person at the CAB responsible for requesting the approval for an assessment plan.
Certifier	Person from the CAB responsible for the review of the evaluation activities and generation of the certification report.
Auditor	Person at the Dutch NCCA responsible for processing and reviewing the received requests.

1.4 Related NCCA operational documents and tools

This section gives an overview of how this document relates to other NCCA operational documents, including those it stems from (parents), those that stem from it (children), and those that are related to it (siblings). It also outlines the tools relevant to this document.

1.4.1 Parent documents

NP001 - Licensing process

NP002 - EUCC processes

1.4.2 Tools

- 'Mijn RDI' portal

- Email

- PGP / GPG

- Document editor (e.g. Microsoft Office or OpenOffice)

2.   Communication via 'Mijn RDI'

To submit formal requests (*licensing, certification notification, certification approval*) to the Dutch NCCA, a CAB has to use the official communication portal used by the Dutch NCCA called 'Mijn RDI'. For each formal request, the CAB attaches the relevant documents and evidence necessary for the Dutch NCCA to reach a formal decision. An overview of the documents that should be delivered through 'Mijn RDI' for the formal requests can be found in Annex A2.

The CAB can use (and if not yet done, apply for) eHerkenning or EU eID to login to 'Mijn RDI'. More information on eHerkenning and a full list of eHerkenning suppliers can be found on https://www.eHerkenning.nl/en.

After submitting a formal request using 'Mijn RDI' the Dutch NCCA shall reach a decision within a timeframe of 8 weeks. This time period originates from the [AWB]. In rare occasions, it is possible that the NCCA requires more time and in those circumstances the time to reach a decision can be extended by another 6 weeks.

The CAB will be notified when the decision is reached, which can be accessed through the 'Mijn RDI' portal.

2.1   Project ID

Each request through 'Mijn RDI', will get a unique identification. This unique identification is used for all NCCA activities, amongst others communication and the identification of certification projects.

The project ID will have the following format: CSC-#:

- The acronym 'CSC' stands for CyberSecurity Certification and is automatically applied to all NCCA requests.

- # is a unique numeric value.

3.   Communication via email

All questions and information that does not require a formal decision from the NCCA can be sent to the NCCA by email. Each scheme has its own email address and is intended for certification activities for that scheme. Additionally there is a licensing email address for licensing activities. General questions or messages related to NCCA activities should be send info@dutchncca.nl. Other questions can be directed to info@rdi.nl.

Subject	Email address
Licensing	Licensing@dutchncca.nl
EUCC	EUCC@dutchncca.nl
EUCS	EUCS@dutchncca.nl
General NCCA	Info@dutchncca.nl
Other questions	Info@rdi.nl

Project related email communication to the Dutch NCCA regarding licencing and certification shall be clearly identified in the mail-subject by the project ID as assigned by 'Mijn RDI' upon creating a request. The project ID is put in round brackets in the subject line.

If the information is intended for a specific auditor, please make sure to use the name of the auditor in the email. This allows the front-office to direct the email to the right person.

Please note that emails, including attachments, should not exceed a total size of 10MB due to mail server limitations. No s/mime or encrypted mail bodies shall be used. If the size of the attachment necessitates it, the CAB is also allowed to exchange information using a (s)ftp server or cloud service operated by the CAB itself.

An overview of the documents that should be delivered through e-mail can be found in Annex A2.

4. Exchanging documents

4.1 Introduction

The Dutch NCCA exclusively accepts authorized documents. All documents uploaded in 'mijn RDI' are automatically considered authorized, as access to the portal is restricted to authorized entities. For e-mail communication, the designated individual(s) who can authorise documents shall be clearly specified in the assessment plan.

4.2 Formatting

All project related communication and documents shall be in (UK) English. The documents shall be delivered in pdf format that allows to copy text from the document and to add notes. If available, a docx, doc, xlsx, odf, odt, odp, ppt, pptx version of the pdf document can be requested for practical purposes.

All documents shall be labelled with an unambiguous document number, a version number, and a date. When the documents belong to a certification project, the documents shall also be labelled with the project ID as assigned in 'Mijn RDI'.

All sensitive or proprietary information shall be labelled as such. It is not required to use this labelling on every page.

A version numbering method shall be used that uniquely identifies a document. Any changes in a document shall result in a new version number and a new date. When a new version of a document is delivered to the NCCA, a clear method for marking changes between two formally delivered versions shall be applied to ease the determination of these changes.

If the project requires the exchange of a different type of document to be shared with the NCCA, this will be discussed with and approved by the auditor assigned to project.

For juridical reasons, NCCA formal decisions are formulated in the Dutch language and will contain a courtesy translation in English.

4.3 Encryption

The commercial encryption program PGP (or open source equivalent GPG) should be used to assure the confidentiality and integrity of information of a sensitive or proprietary nature that is exchanged by electronic means. Submitting encrypted documents to the Dutch NCCA shall be done using 'Mijn RDI' or as an attachment to an unencrypted email body.

NCCA public keys can be found on the Dutch NCCA website and will be renewed yearly. At the start of a certification or licensing project, the PGP public keys for encrypted communication are validated and if necessary exchanged between the CAB and the NCCA.

To allow a user to verify that he/she is working with the correct/genuine key, it is possible to verify the fingerprint by contacting the Dutch NCCA.

A1. References:

[AWB] Algemene wet bestuursrecht [Wet, BWBR0005537]

[AMvB] Uitvoeringsbesluit cyberbeveiligingsverordening [AMvB, BWBR0049070]

Can be found at: www.wetten.overheid.nl

A1. References:

A2.   Overview of documents and what tool to use[1]

Document	Tool	Encryption?
Licensing deliverables		
Accreditation evidence	'Mijn RDI' portal	Yes
Licensing Form	'Mijn RDI' portal	No
Authorisation evidence	'Mijn RDI' portal	Yes
Monthly forecast deliverables (EUCC)		
Monthly forecast	E-mail	Yes
Notification / maintenance deliverables (EUCC)		
EUCC Notification form	'Mijn RDI' portal	Yes
Assessment plan	'Mijn RDI' portal	Yes
(draft) ST / PP	'Mijn RDI' portal	Yes
Impact Assessment Report	'Mijn RDI' portal	Yes
Evaluation Review meeting deliverables (EUCC)		
Meeting deliverables	E-mail	Yes
Meeting Minutes	E-mail	Yes
Action list	E-mail	Yes
Certification request deliverables (EUCC)		
Evaluator evidence	'Mijn RDI' portal	Yes
Certifier review report	'Mijn RDI' portal	Yes
Final ST	'Mijn RDI' portal	Yes
ETR	'Mijn RDI' portal	Yes
ETR for Composite evaluation.	'Mijn RDI' portal	Yes
ST-Lite	'Mijn RDI' portal	Yes
STAR	'Mijn RDI' portal	Yes
(Draft) certificate	'Mijn RDI' portal	Yes

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[1] The overview presented in this annex provides an overview but is not necessarily complete. The process documents *NP001 - Licensing Process* and *NP002 - EUCC Processes* are leading in describing the documents that have to be delivered.

Certification report	'Mijn RDI' portal	Yes
Request for approval form	'Mijn RDI' portal	Yes
Certificate issuance deliverables (EUCC)		
Final ST/ST-Lite	E-mail	No
Final PP	E-mail	No
Certificate	E-mail	No
Certification report	E-mail	No
Certification Project management documents		
Change request	E-mail / 'Mijn RDI' portal	Yes

A3. 'mijn RDI' instruction

The next version of this document will contain an instruction on how to submit requests using 'mijn RDI'.

A3. 'mijn RDI' instruction