



**Australian Government**  
**Digital Transformation Agency**

# Trusted Digital Identity Framework

Variation Standard Operating Procedure - Overview

December 2020, version 1

**PUBLISHED VERSION**

## Change log

Version	Date	Author	Description of the changes
0.1	Dec 2020	Digital Identity Policy	Overview drafted
1	Dec 2020	Digital Identity Policy	Published version

## Glossary of terms

**Business Day.** A day other than Saturday, Sunday or public holiday in Canberra.

**Change.** A variation made to the TDIF.

**Change Backlog.** The list of approved Changes yet to be actioned by the DTA.

**Change Log.** The official record of TDIF version Changes published on the DTA website.

**Change Priority.** The priority assigned to a Change Request (i.e. Emergency Change, Material Change or Routine Change).

**Change Register.** Records all activities and decisions relating to an individual Change Request including: Change Request form, sign off, Consultation Requests and Finalisation.

**Change Request.** A request submitted by a Change Requestor seeking a variation to the TDIF. Each Change Request is documented using a Change Request Form and will either be accepted or rejected by the DTA.

**Change Request Form.** The change request form is a PDF document available on the TDIF website<sup>1</sup> that has fields for all the information required for a change to be assessed and processed.

**Change Request Management Process.** The Change Request Management Process ensures all Change Requests are actionable, categorised, acknowledged, uniquely trackable and interpreted and actioned consistently.

**Change Requestor.** The person who submits a Change Request seeking a variation to the TDIF.

**Change Consultation Pack.** All the documentation a stakeholder requires to review changes that have been made. One pack is released per consultation period and will

<sup>1</sup> <https://www.dta.gov.au/our-projects/digital-identity/trusted-digital-identity-framework/framework-documents>

detail all changes to the TDIF documents that require consultation for the next Policy Release Train.

**Change Review Pack.** All the documentation internal QA and Sign off required to review changes that have been made.

**Change Summary Record.** Refers to the record of all activities and decisions relating to Changes across all documentation. This includes the Change Register, Collaboration Feedback Log, TDIF documentation and Change Log.

**Change Summary Record Management.** The internal Digital Identity Policy process that expands on processes outlined within this document. This includes, but is not limited to, Change Request assessment, decision making processes, templates, publication guidelines etc.

**Digital Identity Policy.** The DTA team responsible for developing, updating and maintaining the TDIF.

**Emergency Change.** Denotes an immediate Change is required to correct a grammatical error or factual inaccuracy which directly affects accreditation effort or the integrity of the TDIF. Emergency Changes do not undergo consultation before being incorporated into the TDIF.

**General Consultation Process.** Where a Material Change is made and a stakeholder group does not have a specific consultation process defining how they are engaged, the General Consultation Process is used.

**Interim Oversight Authority (IOA).** The authority that provides Digital Identity Oversight services until Legislation is put in place.

**Material Change.** Denotes a change to a document that sets out TDIF requirements. All Material Changes undergo consultation before being incorporated into the TDIF. Material Changes apply to the following TDIF documents:

- 03 – Accreditation Process
- 04 – Functional Requirements
- 05 – Role Requirements
- 06 – Federation Onboarding Requirements
- 06B – OpenID Connect Profile
- 06C – SAML 2.0 Profile
- 07 – Annual Assessment.

**Mutual Recognition Participant.** An entity with whom the DTA has signed an agreement to undertake mutual recognition of digital identity. Mutual recognition is a formal and reciprocal arrangement where the governance authorities in two or more jurisdictions agree to manage and enforce the standards, rules, and processes required to establish trust and confidence in each other's digital identity systems and authentication credentials.

**Policy Release Train.** Refers to the overall schedule for TDIF Change(s) that will be published as required. Emergency Policy Release Trains may overlap with the Material and Routine Policy Release Train.

- Emergency Changes will be published on the first Business Monday of each month.
- Material Changes will be published on the first Business Monday of February, June and October.
- Routine Changes will be published on the first Business Monday of February, June and October.

**Policy Release Train Process.** Refers to the process of drafting, QA, Stakeholder Consultation subprocess and Sign off for categorised TDIF Changes. Emergency, Material and Routine Changes have different required Policy Release Train Processes.

**Publication Pack.** This pack is sent to DTA Communications and Website management teams when the change is finalised and approved for publication.

**Routine Change.** Denotes a change to a document that does not set out TDIF requirements. Routine Changes may undergo consultation—as deemed required by the Digital Identity Policy team—before being incorporated into the TDIF. Routine Changes apply to the following TDIF documents:

- 01 – Glossary of Abbreviations and Terms
- 02 – Overview
- 04A - Functional Guidance
- 05A – Role Guidance
- 06A – Federation Onboarding Guidance
- 06D – Attribute Profile

**Sign off.** Is required for Emergency, Routine and Material changes. **Approvals required:**

- i. **Emergency:** Director of Digital Identity Policy and Accreditation (EL2)
- ii. **Routine:** Assistant Secretary of Digital Identity and MyGov Strategy (SES1)
- iii. **Material:** Division Head Digital Identity and MyGov (SES2)

**System Governance Consultation Process.** The System Governance Consultation Process defines how to engage with Accredited Participants, IOA Members and Applicants for TDIF accreditation for consultation on TDIF Changes. The IOA will run their consultation process based on the timeframes in the System Governance Agreement.

**Trusted Digital Identity Framework (TDIF).** The TDIF contains the tools, rules and accreditation criteria to govern an identity federation. It provides the required structure and controls to deliver confidence to participants that all Accredited Providers in an identity federation have met their accreditation obligations and as such may be considered trustworthy. These obligations cover privacy, protective security, accessibility and usability, risk management, records management, fraud control, technical integration, service operations, identity proofing and authentication credential management.

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## Executive Summary

The TDIF Variation Standard Operating Procedure sets out the approach to make changes to the TDIF. It includes the steps to follow when assessing, prioritising and actioning Changes.

Anyone can request a change to the TDIF, but it's likely the majority of Change Requests will be generated from:

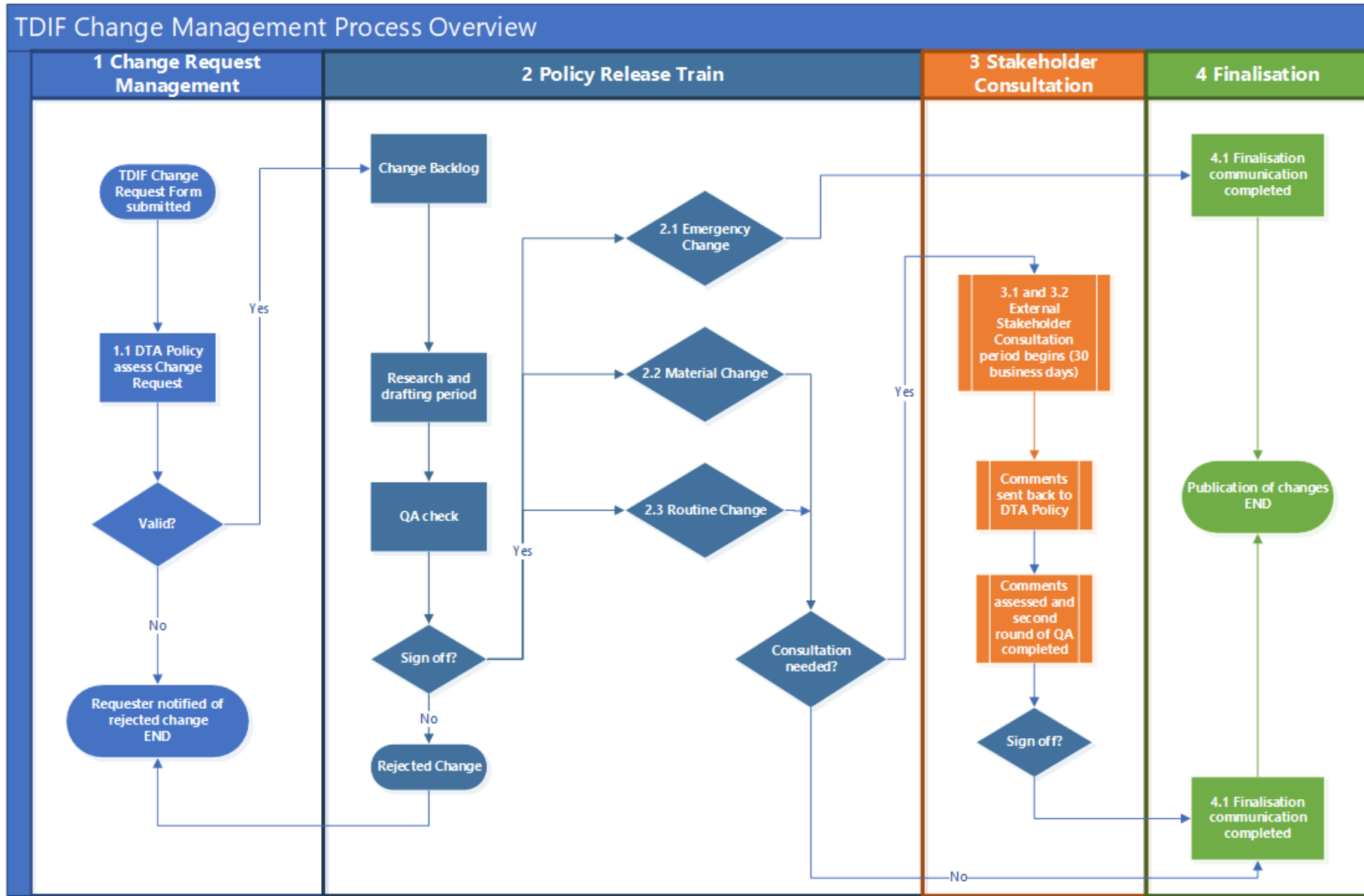
- Digital Identity program stakeholders.
- Changes to legislation which impact the TDIF (e.g. the development of Digital Identity legislation).
- The staff of Jurisdiction government agencies.
- Agencies and organisations that undergo TDIF accreditation.
- Mutual Recognition Participants.

The TDIF Variation Standard Operating Procedure ensures all Changes are managed in a consistent manner. The Change Management Process encompasses internal documents and registers to track changes to the TDIF and ensures that archiving of the TDIF versions is completed appropriately.

The Change Management Process is broken down into four steps:

- 1. Change Request Management:** ensures all Change Requests are actionable, categorised, acknowledged, uniquely trackable and interpreted and actioned consistently.
- 2. Policy Release Train:** the schedule of drafting, QA, Sign off, Consultation, and Finalisation for TDIF Change(s) that will be published as required. Emergency Policy Release Trains may overlap with the Material and Routine Policy Release Train.
- 3. Stakeholder Consultation:** All Material and some Routine Changes will undergo stakeholder consultation for a mandatory period of 30 Business Days.
- 4. Finalisation:** is the last step before the Changes are published on the TDIF website.

Below is an overview of the TDIF Change Management Process.

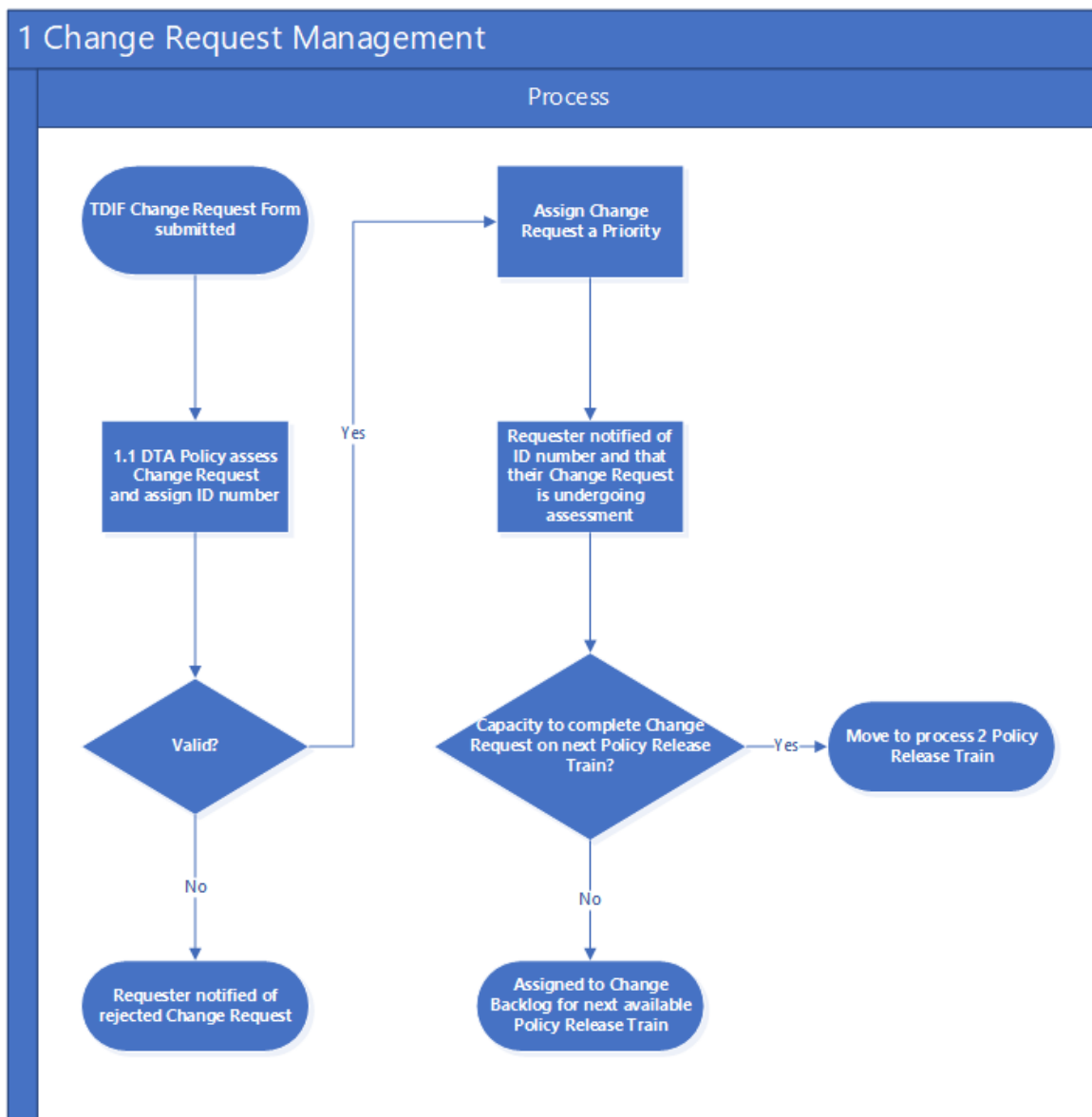




# 1 Change Request Management

The Change Request Management Process ensures all Change Requests are actionable, categorised, acknowledged, uniquely trackable, interpreted and actioned consistently.

A change to the TDIF can be requested by filling out a Change Request form, located on the TDIF website, and emailing it to [identity@dta.gov.au](mailto:identity@dta.gov.au).



## 2 Policy Release Train Process

### 2.1 Emergency Change Process

Emergency Changes are scheduled for publication on the first Business Monday of each month. When considering Policy Release Trains, it takes approximately **15 Business Days** to complete an Emergency Change:

- The drafting, quality assurance and Publication Sign off for Emergency Changes is likely to take up to 15 Business Days.

### 2.2 Material Change Process

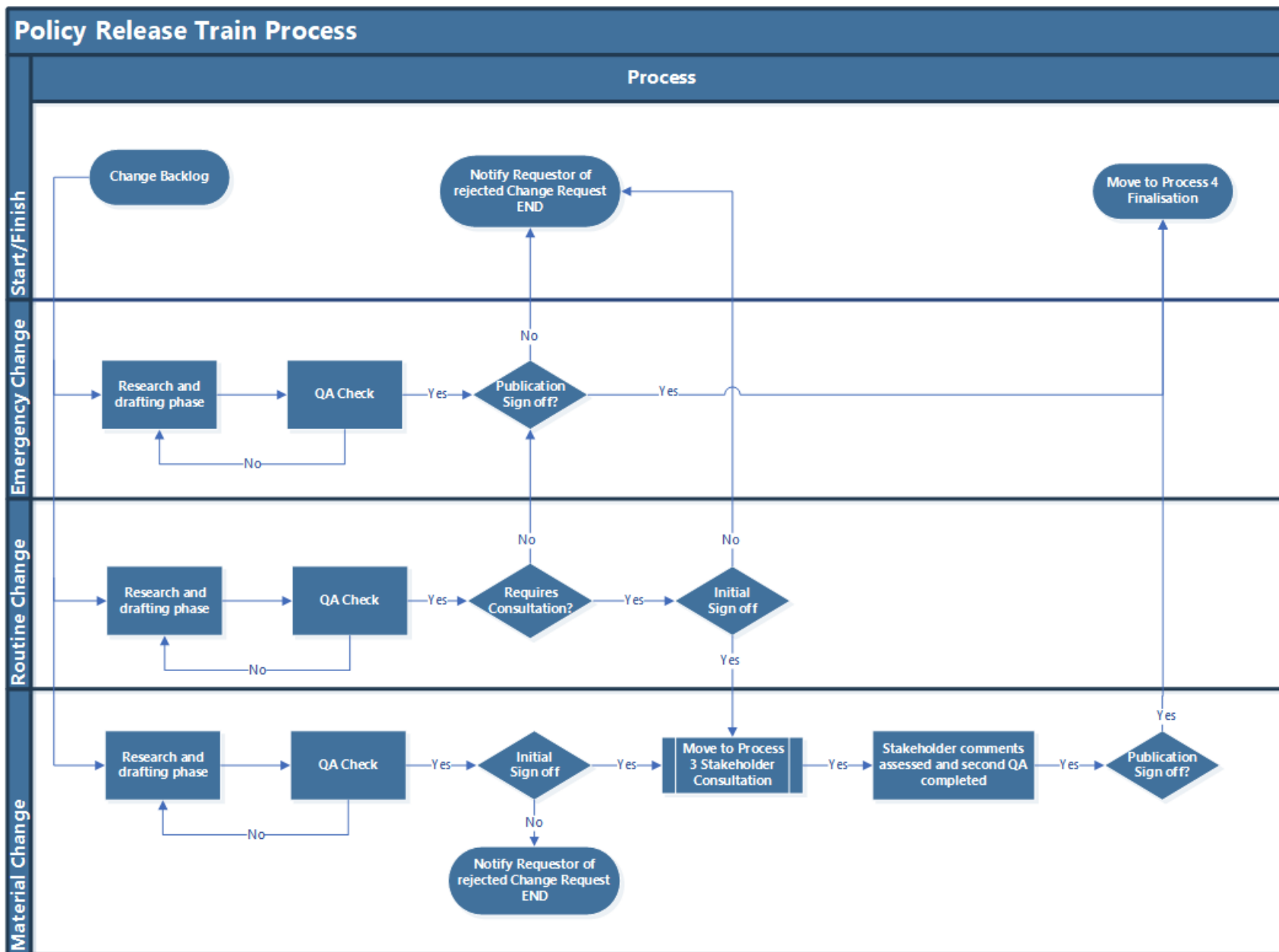
Material Changes are scheduled for publication on the first Business Monday of February, June and October. When considering a Material Change for a Policy Release Train, it takes approximately **60 Business Days** to complete a Material Change:

- The drafting, quality assurance and endorsement for Material Changes is likely to take up to 15 Business Days.
- Consultation on proposed changes is 30 Business Days.
- Review of consultation comments, drafting and quality assurance update, and Publication Sign off is likely to take up to 15 Business Days.

### 2.3 Routine Change Process

Routine Changes are scheduled for publication on the first Business Monday of February, June and October. When considering Policy Release Trains, it takes approximately **30 business days, excluding any potential consultation period**, to complete a Routine Change:

- The drafting, quality assurance and endorsement for Routine Changes is likely to take up to 25 Business Days.
- Review, update and Publication sign off is likely to take up to 5 Business Day



## 3 Stakeholder Consultation

All Material and some Routine Changes will undergo stakeholder consultation for a mandatory period of 30 Business Days. The broad groups of stakeholders simultaneously consulted during this time are:

- Accredited Participants listed on the TDIF website that have achieved TDIF accreditation.
- Members of the Interim Oversight Authority (IOA) forum.
- Applicants for TDIF accreditation (i.e. formal accreditation letter received).

Depending on the nature of the Change, other individuals, organisations and agencies may also be consulted during the 30 Business Day period, including:

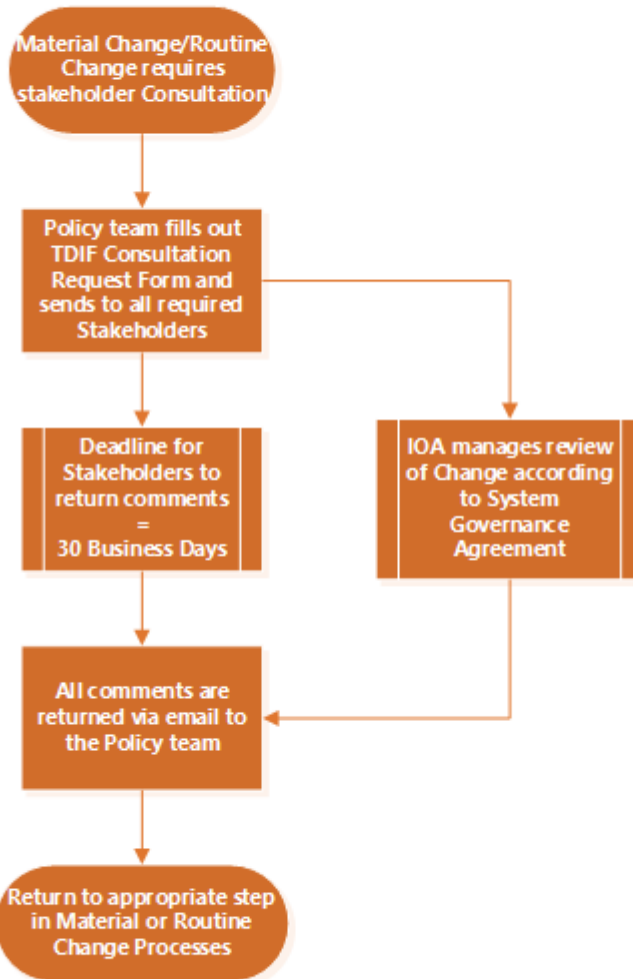
- Other Commonwealth Government Agencies (e.g Home Affairs).
- The Digital Identity Cross Jurisdictional Working Group<sup>2</sup>.
- Parties which have established Digital Identity Mutual Recognition arrangements with Australia.
- Subject Matter Experts (e.g. biometrics specialists).

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<sup>2</sup> The DICJWG is a working group which reports through the Senior Officials Group to the Australian Data and Digital Council.

### 3 Stakeholder Consultation

#### Process



## 4 Finalisation

Finalisation is the last step before the TDIF Changes are published, as required by the Policy Release Train. A Publication pack is created, QA checked, and signed off for Publication. Where a change requires public announcement, messaging is drafted and sent to the DTA Content and Brand team for distribution to the appropriate outlets.

