Joining the AIB

AIB SIMPLIFIES INTERNATIONAL TRANSFER OF ENERGY CERTIFICATES

Energy certificates are electronic documents which offer evidence of the source of a quantity of energy, including the method and quality of its production. Certificates are held in accounts on registration databases, and are transferable between account holders. They are used to inform consumers of the quality of their energy.

The Association of Issuing Bodies (AIB) is the leading enabler of international transfer of energy certificates, and guarantees the European Energy Certificate System: no other international and government-backed energy certificate scheme exists worldwide.

The AIB's mission is to guarantee the origin of European energy. It does so by promoting a practical and effective guarantee of origin (GO) system for Europe. It takes no other political positions, such as the design of national support systems. The AIB believes GOs should be used exclusively for disclosing energy sources to consumers.

All members of the AIB are energy regulators, transmission system operators and market operators, appointed by governments to issue renewable electricity guarantees of origin (GO) under the EU Directives for renewable energy (2009/28/EC) and cogeneration (2012/27/EC).

The European Energy Certificate System (EECS®) is well-tested, and based on a harmonised environment, structures and procedures. It ensures the reliable operation of international energy certificate systems across Europe, and has proved to be highly effective, efficient, fraud-resistant and low cost.

EECS® currently enables trade between the certificate schemes of 20 European countries, with a further 2 applying for membership.

EECS® certificates are uniquely identifiable, tradable and contain standard information including: unique certificate number, identity of issuer, country and date/time of issue, type of certificate, source of energy, receipt of public support and the type, location, capacity, commissioning date and identity of the plant.

Members of the AIB first commenced operation in 2001. Since then, well over 3 billion EECS certificates – each representing one megawatt hour of electricity – have been created, and 88% of these have been used. 492 million EECS certificates were issued in 2016 and 387 million were used, demonstrating the high level of acceptance of the AIB's services. This growth reflects the increasing demand for certification of renewable electricity for use in the disclosure of fuel mix.

WHAT ARE THE EECS RULES?

Purpose of the EECS® Rules

The EECS® Rules govern the European Energy Certificate System. This provides an integrated European framework for issuing, holding, transferring and otherwise processing electronic records (EECS® Certificates). These certify, in relation to specific quantities of energy, attributes of its source and/or the method and quality of its production.

For example, the number of certificates issued to a windmill in a period will be directly proportional to the electricity produced by that windmill. These certificates guarantee that the electricity has been produced from wind energy.

The purpose of the EECS® Rules is to secure, in a manner consistent with European Community law and relevant national laws, that systems operating within the EECS® framework are reliable, secure and inter-operable. The implementation, under the EECS® Rules, of harmonised standards for issuing and processing EECS® Certificates enables the owners of EECS® Certificates to transfer them to other account holders both in the same country, and in other countries.

Effect of the EECS® Rules

The EECS® Rules is a constitutional document of the AIB, and sets out the membership obligations of AIB Members. These obligations are owed to the AIB: the EECS® Rules does not in itself create duties or obligations owed to third parties, nor does it create obligations that are enforceable (other than through the auspices of the AIB) between Members themselves. Such obligations are reenforced by members' signature of the Hub Participants Agreement (HPA), which is a commercial agreement binding members to conditions of use of the AIB's inter-registry Hub.

The effectiveness of the EECS® Rules in achieving its purpose depends on the AIB, which assumes a regulatory function. In this regard, the AIB relies in part on Members conducting "peer reviews" of each others' systems.

Members' duties in relation to the areas for which they are responsible (Domains) include oversight of their customers' compliance with obligations that are not adequately covered by applicable legislation.

Where such matters fall within their jurisdiction, supervision by governmental agencies and national regulators of the activities of Members and their customers also assures the coherence and reliability of EECS®.

Structure of EECS®

The EECS® Rules establishes harmonised standards for the creation, maintenance, transfer, cancellation and other processing of EECS® Certificates. The EECS Rules and the HPA require Members to adopt these standards as a pre-requisite for participation (as a Scheme Member) in individual EECS® Schemes – the parts of the EECS® framework which relate to specific types of energy output, such as electricity, gas etc.

EECS® Certificates may be based on guarantees of origin issued pursuant to European Community legislation as implemented by Member States. They may also be issued in connection with other legislative certification schemes or under other, entirely voluntary, arrangements.

Structure of EECS® (... continued)

The processing of each type of EECS® Certificate is subject to requirements applicable to all EECS® Certificates. In addition, the EECS® Rules imposes requirements specific to individual types of output.

For a Member to become a member of an individual EECS Scheme, the provisions applicable in that Member's Domain (its Domain Scheme) must satisfy both the general requirements of the EECS Rules and the specific requirements specifically relevant to that scheme.

A Domain Scheme consists of the applicable legislative and administrative arrangements regarding the issue of certificates, together with a Domain Protocol and the Member's Standard Terms and Conditions.

A Domain Protocol describes how the EECS system is implemented in a specific domain. It supplements legislative provisions, making sure that the Domain Scheme satisfies the general and specific requirements of the EECS Rules. Standard Terms and Conditions contractually oblige the Member's customers to comply with the Domain Protocol. Standard Terms and Conditions also deal with commercial matters such as service provision and the Member's fees.

Account holders are not bound by the EECS Rules itself, but by the applicable legislation in their Domain and their contractual obligations to comply with relevant Domain Protocols.

How Does EECS Work?

Registration of Plants

EECS Certificates can only be issued to the owners of plants that have been registered for an EECS Scheme. Registration involves formal application.

Application for registration under EECS requires the plant owner to provide information about itself and the plant, including the relevant technology and possible energy sources, commissioning dates and capacities and details of public support received. Such applications must also include details of the arrangements for measuring energy sources and outputs, including the presence of any production auxiliaries, pumping stations and on-site demand.

Registration requires the plant to comply with legal requirements and the requirements of the relevant EECS Scheme as set out in the Domain Scheme – the Issuing Body is entitled to inspect the plant to confirm this. Registrants are held responsible for notifying the Issuing Body of any changes to the plant.
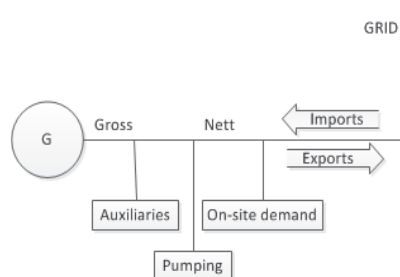
Issuing of EECS Certificates

Once a plant has been registered, then it is eligible to issue EECS Certificates.

Measurements of the energy created (and used, where combustible fuels have been used) will be taken by the body approved to do so by the Issuing Body, or authorised to do so by the Competent Body appointed by government to take such measurements for that Domain.

The EECS Certificates that are released onto the market for trade are those which represent energy flowing into the grid. These will have been produced nett of any energy used by production auxiliaries or (pumped storage plant) for pumping water back to the header lake.

Certificates representing the source of the energy used by production auxiliaries and pumping (and perhaps on-site demand) are normally not issued, or are automatically cancelled upon issue – see diagram below.

Use of EECS Certificates

Certification of the quality of a product and the method of its production, whether this product is energy or physical in nature, provides an efficient mechanism for accounting for:

- the quality and method of production of such products, as supplied to consumers;
- progress made towards targets for the use of certain technologies; and
- production and/or consumption of such products, for the purposes of stimulating investment in certain categories of plant.

Moreover, certification allows a value to be given to specific types of product; and for this to be traded separate to the product itself.

For a system of certification to discharge these functions effectively, stakeholders – producers, traders, suppliers, consumers, NGOs and governments – must be satisfied that the certificates provide reliable evidence. The EECS framework ensures all stakeholders have confidence in the certificates issued and processed by members of the AIB.

Life Cycle

The life cycle of an EECS Certificate encompasses three phases: issuance, transfer and cancellation. The way in which a certificate transits between the major states is shown in the following diagram:
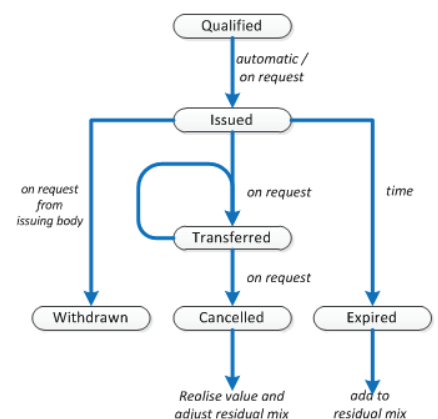
How Does EECS Work?

(...continued)

- **Issuance**. Electronic EECS Certificates are issued on registries operated by, or on behalf of, AIB Members for the output of plants registered in connection with national legislation or, otherwise, specifically for the purposes of an EECS Scheme.

- **Transfer**. Certificates may be transferred from the account of the producer to that of a trader or energy supplier, and from there to the accounts of other traders and energy suppliers; either within the country of origin or to other registries operated by, or on behalf of, AIB Members across Europe.

- **Cancellation**. This is the mechanism whereby the EECS Certificate is removed from circulation. Cancellation occurs at the point at which the value of the Certificate is realised. EECS Certificate are mostly cancelled in connection with payment from a consumer in recognition of the qualities represented by certificate. The EECS Rules provides for EECS Certificates to be Cancelled only once, at which point they may be used to adjust any residual mix.

The diagram illustrates two other states:

- **Withdrawn**. Certificates that have been issued in error may be withdrawn from the market; and

- **Expired**. Certificates that have not been cancelled by a deadline and have thus been automatically cancelled are said to have expired. At this point, they may be used to adjust any residual mix.

Why Join the AIB?

The issuers of internationally transferable energy certificates (such as GOs) face the same challenge: to develop an accurate, reliable, fraud-resistant system, which supports national and international legislation and harmonises with the systems of other countries; and to do so both quickly and cost-effectively.

The AIB offers a standardised solution, based on years of experience; and the support of members who have already implemented systems, and identified and overcome solutions to many common problems.

The members of the AIB pool their common experiences and resources to develop systems such as EECS, and the inter-registry Hub (which transfers certificates between registries). The AIB also provides a forum for members to address issues of common relevance, such as the calculation of national residual mixes.

The AIB cooperates with the EU Commission, seeking solutions to issues of common interest., to ensures that EECS complies with European legislation. By briefing the Commission on common issues, the AIB can beneficially influence market design on behalf of stakeholders. This is particularly useful where international legislation changes: members of the AIB can pool resources and experience to resolve challenges raised by new legislation to the benefit of member systems and national policy intentions.

By cooperating with the Concerted Action on the RES Directive, the AIB raises with national governments issues arising from national support schemes, and have an international impact. In this way it can help protect policy objectives.

Finally, the AIB is as liaison member of CEN/CENELEC, and contributes to ensuring that EECS continues to meet the CEN/.CENELEC standard for guarantees of origin (which was itself based on EECS).

How to Join the AIB

If you are an issuing body for GOs and would like to see how the AIB works for a trial year at no cost, then you may apply for "Observer" status. You will not be entitled to take part in decision-making, but your views are most welcome.

'Applicants' - issuing bodies that apply to become a member of the AIB - have no voting rights, and can remain so for a limited time. they pay no membership fee and have access to part of the Members section of the website.

Issuing bodies that have been granted membership of the AIB ("Members") pay the membership fee. They can vote, and get access to all of the Members section of the website.

The procedure for setting up an AIB infrastructure in a country is as follows:

(1) **Internal set-up** - appoint an Issuing Body and, if required, appoint agents to support the activities of the Issuing Body. Select, implement and configure registry software

(2) **Apply for membership of the AIB** - complete the letter of application/questionnaire, then prepare a Domain Scheme, drafting a Domain Protocol setting out how the market will operate in that country, and standard terms and conditions for accountholders. In parallel, test registry software or services

(3) **Gain AIB approval.** Following a review of the Domain Scheme by the AIB, gain its approval of Scheme Membership, then connect to the AIB Hub.

The rest of this document and its annex ("Checklist for applying to become an AIB Member and connecting to the AIB Production HUB") describes these steps in more detail.

Any questions should be addressed to the Secretary General at liesbeth.switten@aib-net.org, or call +32 (486) 55 83 01. The website is also available, at https://www.aib-net.org.

Joining the AIB

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Step 1: Internal set-up

a) Appointment of Issuing Body

National government appoints an Issuing Body for obligatory schemes.

The Issuing Body must be financially independent of market participants; may not profit from trade in certificates; and must undertake to ensure that it operates according to the rules of EECS.

The rules of EECS are set out in the "Principles and Rules of Operation for the European Energy Certificate System" (known as **the EECS Rules**).

Responsibility

The Issuing Body is responsible for:

- Inspecting all plants that wish to participate

- Issuing, transferring ownership of and cancelling and expiring EECS Certificates

- Recording in an electronic registry the details of all issued Certificates

- Complying with the EECS Rules and the Articles of Association of the AIB.

b) Appointment of Agents

To fulfil its responsibilities, the Issuing Body can, if it wishes, appoint:

- **A Production Registrar**, to inspect plants on application from Generators and to verify energy consumption.

  This ensures that the requirements of the EECS Rules and the Domain Protocol are satisfied.

- **An Auditing Body**, to verify the continued fulfilment of the conditions for registration according to the standards set out in a Domain Protocol.

  This will include comparing registered generation capacity with the issued number of certificates and other relevant data (e.g. wind speeds)

- **A Registry Operator**, to administer the electronic registry.

  This registry records details of the certificates that have either been issued for, or held by, participants within this country. The registry also records the status (transferable, cancelled, expired, imported or exported) and owner of each certificate.

(c) Selection, Implementation and Configuration of Registry Software

Setting up a registry is the responsibility of the Issuing Body, which can develop its own software; or use commercially available software (see https://www.aib-net.org/facts/eecs_registries/service_providers for known suppliers).

Prior to completion of the review process, the Registry Software must be operational.

Step 2: Apply for AIB membership

a) Application

The Issuing Body applies in writing to the AIB Secretariat to become a member using the application form proforma, including a questionnaire, which are to be found at: https://www.aib-net.org/aib/how_to_join

Consideration

The Secretary General of the AIB will conduct an initial review of the application form in order to identify any immediately obvious barriers to membership. Where possible, these will be resolved with the applicant.

The AIB will appoint reviewers to consider the application: usually, one will be a member representative and the other will be an independent specialist. Where they consider that the information on the application form is insufficient, unclear or identifies areas of potential non-compliance, they will seek to resolve this with the applicant. Where it is not possible to resolve any such issues, then the reviewers will inform the applicant and place the matter before the next General Meeting of the AIB for its decision, which will be final.

The AIB holds four General Meetings each year to consider matters concerning the policy and administration of the AIB. These meetings offer members the opportunity to catch up on recent events and take part in decision-making, including deciding whether to accept or reject applicants, based on the recommendations of the reviewers and the proposed Domain Scheme.

Step 2: Apply for AIB membership (continued)

b) Prepare the Domain Scheme

The "Domain Scheme" describes the implementation of EECS in a specific geographic area. It comprises:

1. The Domain Protocol (DP), which describes how EECS is implemented in this domain

2. A cross-reference matrix, based on that included in the Review Proformas document, and associating provisions of the DP with specific EECS Rules in order to provide proof that the provisions of all EECS Rules have been met

3. Standard Terms and Conditions (STC), which set out the terms and conditions under which registry account holders may use the issuing body's registry

4. The Hub Participants Agreements (HPA), which provides the contractual framework for the legal relationship both between members, and between the AIB and its members.

It may also contain a "Know Your Customer" (KyC) form (this is available on request from the Secretariat, together with the associated proposed scoring methodology and best practice guide).

Note that preparation of the Domain Scheme and the review process must be finalised one month before the General Meeting at which it is to be considered.

(i) Preparing the Domain Protocol

If the AIB reviewers and General Meeting consider the application form to be acceptable, then the applicant will be asked to develop its DP - there is a guide for how to write it at https://www.aib-net.org/eecs/fact_sheets - and the associated cross-reference matrix. The reviewers will help the applicant resolve any issues raised in the development of these documents.

The DP sets out how the applicant will apply the EECS Rules within the context of its own national laws and operational procedures, and within its geographic area (the AIB template must be used as a basis for the DP). Typical issues which differ between countries and are addressed in a DP include: verification and audit of plants, measurement of the proportion of RES-E generated from biomass and/or pumped hydro, and disclosure rules.

(ii) Prepare to sign the Hub Participants Agreement

The applicant should gain the approval of its lawyers to the HPA. This document is a contract between the AIB and the applicant, and includes the terms of use of the Hub and liability arrangements aimed at protecting the AIB and its members from claims by market participants. Where national law etc. precludes signature of this document as it stands, the applicant may propose special conditions for the consideration of the AIB.

(iii) Prepare Standard Terms & Conditions

The STC must be based on the AIB model, which is available at https://www.aib-net.org/eecs/standard_terms_conditions. This is a vital element in the liability arrangements put in place by the Hub Participants Agreement. It must be signed by all prospective registry account holders before they are allowed to use the registry.

(iv) Process the Application for Scheme Membership

Upon completion, the applicant should send each of the above documents to the AIB Secretary General, who will review them to identify any issues which might require special consideration before passing it to the reviewers with recommendations regarding areas of concern.

The reviewers check the documents for conformity with the EECS Rules and Subsidiary

Documents, and in particular to ensure that they uphold the core principles of EECS. The Applicant will be asked to explain any provisions that seem unclear to the reviewers, and any which do not appear to comply with the EECS Rules or the principles of proper disclosure. The applicant may then be required to amend its DP, and perhaps its operational practice, accordingly. In extreme cases, regulations and legislation may need to be revisited. Hence the review process can take a number of months. This is necessary to ensure that international transfer of EECS GOs does not have any unintended side-effects.

The reviewers will then inform the Secretary General that they have approved the DP, or that they have discovered matters of principal which either prevent its acceptance by the AIB, or regarding the acceptability of which they seek the advice of the General Meeting.

(v) Test the Registry Software

The reviewers check that the registry complies with the requirements of the EECS Rules and its Subsidiary Documents, and in particular the subsidiary document SD03, otherwise known as HubCom, which can be found here: https://www.aib-net.org/eecs/subsidiary_documents.

The applicant and the AIB SuperUser will then need to test the proper integration of the registry software and the AIB Hub in order to ensure that the transfer of certificates is both secure and reliable. For further information about the registry compliance testing, contact the SuperUser, who will administer the testing process on behalf of the AIB:

Contact:	Marika Timlin, Grexel, Helsinki, Finland
Email:	hub.support@grexel.com
Tel:	+358 (9) 4241 3164

Step 2: Apply for AIB membership
(v) Test the Registry Software
(continued)

Step 3: Gain AIB approval

Once the SuperUser is satisfied that the registry conforms with EECS and has passed the test, then they will inform the Secretary General, who will approve connection to the Hub (assuming the domain scheme has been approved by the General Meeting; and that the General Meeting has not imposed any special conditions upon connection e.g. it might require certain assurances to be provided first).

a) Assessment of the Domain Scheme Review

The review process must be finalised <u>one month</u> before the General Meeting at which it is to be considered.

The Secretary General will ask the next General Meeting to consider and approve the domain scheme. Members of the AIB will be invited to discuss any issues arising, following which the application will be put to the vote, membership being granted to the applicant provided 75% of the votes cast are in favour.

When its application has been approved, the new Member must provide the secretariat with details of its national support schemes, and the geographical map coordinate standards used in its Domain.

Membership, with all of its rights and duties, becomes operative the working day after the DP has been approved by the General Meeting; at which point the new Member will be the invoiced the standing charge associated with the annual membership fee (see **Annex 1** of this document for details of the membership fee).

Membership is necessary before the member can issue EECS certificates; and the Applicant may not exercise its vote until the next General Meeting.

b) Connect to the AIB Hub

The applicant and AIB SuperUser will test the proper integration of the registry software and the AIB Hub in order to ensure that the transfer of certificates is both secure and reliable. For further information about the registry compliance testing, contact the SuperUser, who will administer the testing process on behalf of the AIB:

Superuser contact details (*see page 5*)

c) Live operation

At this point, the Issuing Body can start registering production devices and issuing certificates.

ANNEX 1: AIB MEMBERSHIP FEES

The AIB membership fee distributes the costs of providing services equitably between members. It reflects the greater benefits received by larger members and by those with a wider scope of operations (e.g. those whose scope encompasses both renewable electricity and cogeneration), and the greater costs incurred by the AIB in providing services to such organisations.

Membership fees are based on the category of member, which is determined by its 'activity', being the number of certificates that this member has imported plus those it has exported during the previous year (certificates that have been cancelled for use in another member country ('ex-domain cancellations', or EDCs) are considered to be both an import and an export).

Membership fees are charged as follows:

1. Half of the fee is charged in January, and is based on the activity of that member during the previous year.

2. The second part of the fee is based on the greater of the activity of the member during the previous year and its activity this year, and is charged in July.

3. Where the activity of a member exceeds the maximum for its category of membership during the second half of a year, then an extra fee is charged in January of the following year.

In the first year of membership, the number of "uncharged certificates" is prorated to reflect the remainder of the year.

The size of the membership fee depends on the member's "activity level", and can be determined by reference to the table "AIB Membership Fee Structure" below. Note that in the first year of membership, the standing charge will be prorated to reflect the remaining quarters in the year).

Where more than one member exists in a country (e.g. the three regions of Belgium plus Federal Belgium), then the membership fee for the whole country reflects the combined activity of the members within that country and is shared according to a pre-agreed formula.

AIB Membership Fee Structure

	S-	S	S+	M	M+	L	L+
Membership fee per country (EUR)	5,000	11,000	21,000	32,000	43,000	53,000	69,000
Imports, exports and EDCs included	Less than 1TWh	1 to 2TWh	2 to 4TWh	4 to 6TWh	6 to 8TWh	8 to 10TWh	More than 10 TWh
Votes per country	10			20		30	

Where activity is an exact number of TWh, then the lower membership category will be assumed - e.g. 4TWh = category S+

Examples

Small (S-) member

A member exported 500,000 GOs last previous year, and exports the same number this year.

It pays 2,500 EUR in January and 2,500 EUR the following January.

Small (S+), growing to medium (M+) member

A member exported 2,000,000 GOs and imported 1,000,000 GOs last year, and exports 3,000,000 GOs and imports 4,000,000 GOs this year.

It pays 10,500 EUR in January and 32,500 EUR the following January.

Medium (M+), decreasing to small (S+) member

A member exported 3,000,000 GOs and imported 4,000,000 GOs last year, and exports 2,000,000 GOs and imports 1,000,000 GOs this year.

It pays 21,500 EUR in January and 21,500 EUR in the following January.

Large (L), growing to very large (L+) member

A member exported 3,000,000 GOs and imported 5,000,000 GOs last year, and exports 5,000,000 GOs and imports 6,000,000 GOs this year.

It pays 26,500 EUR in January and 42,500 EUR the following January.

Very large member

A member exported 15,000,000 GOs last year and exports 20,000,000 GOs this year.

It pays 34,500 EUR in January and 34,500 EUR in July.

Joining the AIB

August 2020

ANNEX 2: CHECKLIST FOR APPLYING TO BECOME AN AIB MEMBER & CONNECTING TO THE HUB
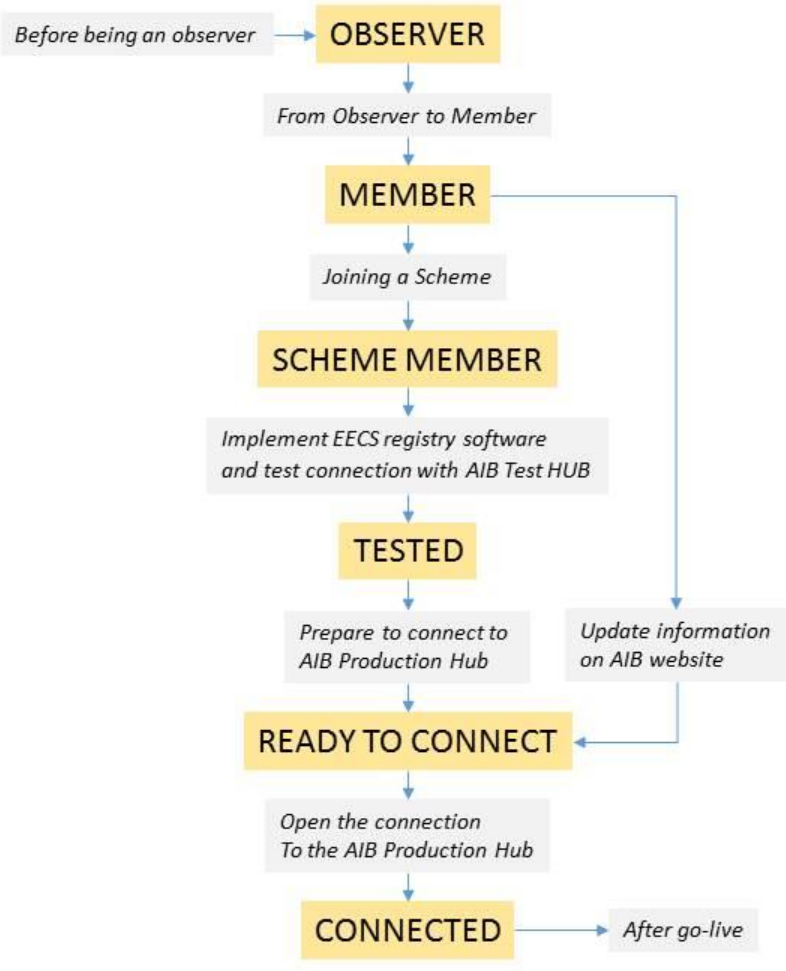
Figure 1: Joining the AIB – Route map

ANNEX TO THE 'JOINING THE AIB' BROCHURE
Table 1: Checklist for applying to become an AIB Member & connecting to the Hub

AIB
association of issuing bodies

		Task	Check	Who	"Joining the AIB"	Date	Done/Notes
1. Non-Observer							
Before being an Observer		Read the "Joining the AIB" document		Newcomer	Step 1		
		Define who has the mandate to sign agreements and apply for membership to AIB		Newcomer	Step 1		
		Assign an Issuing Body and a competent authority		Newcomer	Step 1		
		Contact the Secretary General to show interest in joining the AIB		Newcomer	Step 1		
		Provide "observer" level of access to the website		Secretary General	Step 1		
2. Observer							
From Observer to Member		Attend a General Meeting and/or Working Group as an Observer (not mandatory, on invitation)	Ask Secretary General for invitation	Newcomer	on invitation		
		Assign a Single Point of Contact (SPOC)	Not mandatory	WGEA	any time		
		Get familiar with the EECS Rules, the Articles of Association (AoA) and Hub Participants Agreement (HPA)		Newcomer	Step 2		
		Implement or enhance GO and Disclosure legislation in line with EECS framework (where necessary)		Newcomer	Step 2		
		Apply to the AIB to become a member	Formal letter of application and questionnaire	Newcomer	Step 3		
		Review the application		Reviewers	Step 3		
		Approve the application		General meeting	Step 3		
		Assign Reviewers & Competent Authority Code and Issuing Body Code (Fact Sheet 4)		Secretary General	Step 3		
		Provide "member" level of access to the AIB website, plus access to relevant working group sections		Secretary General/ General Meeting	Step 3		

August 3, 2020

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
3. Member						
Joining a Scheme	Draft a Domain Protocol (DP), Cross Reference Matrix, survey on the limitations for trade, expiry and cancellation and the datasheet on GO and disclosure and Standard Terms and Conditions (STC) according to the template on the AIB site		Newcomer	Step 4		
	Give the Hub Participants Agreement (HPA) to your legal adviser and identify any special conditions needed		Newcomer	Step 4		
	Get liability insurance	Advice from your legal adviser/ corporative insurance policy	Newcomer	Step 4		
	Assign a reviewer for the Domain Protocol (DP) and Standard Terms & Conditions (STC)		Secretary General	Step 4		
	Review the DP, Cross Reference Matrix, survey on the limitations for trade, expiry and cancellation and the datasheet on GO and disclosure and the STC. Reviewers to agree the proposed issuing and production date with new member.		Reviewers	Step 4		
	Approve the HPA Special Conditions, Domain Protocol, and Standard terms and Conditions		General meeting	Step 5		
	Sign the HPA		Newcomer/ Secretary General/ Board Chair	Step 5		
	Pay membership fee based on invoice from AIB		Newcomer	On agreement		

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
4. Preparing registry for connection to AIB Hub						
Implement EECS registry software and test connection with AIB Test Hub	Obtain a GS1 company code if not already in existence. This will be used for coding of Production devices, Registry, and Certificates. http://www.gs1.org/company-prefix		Newcomer	Step 6		
	Implement EECS registry software	HubCom, contact Superuser, ISU (Information Systems Unit)	Newcomer	Step 6		
	Test your registry software internally		Newcomer	Step 6		
	Request access to the AIB Hub Test environment	Contact Superuser	Newcomer	Step 6		
	Perform automatic test steps in AIB Hub test environment	Members section > Hub Connection guide, help from Superuser	Newcomer	Step 6		
	Ask counterparty from Superuser to perform Technical Audit tests.		Newcomer	Step 6		
	Perform the Technical Audit and fix any issues found		Newcomer / Counter-tester/ Superuser	Step 6		
	Verify Technical Audit	Verify results of Technical Audit and give feedback where relevant	Superuser	Step 6		
	Share the results of the Technical Audit with ISU and Domain reviewers and identify if there are items to be followed up in the coming GMs		Superuser	Step 6		

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
5. Ready to prepare connection to Production AIB Hub						

	Get access to the AIB Hub Production environment
	   1) Create Company
	   2) Create Primary User
		Contact Superuser	Newcomer	Step 6		

	Check with Secretary General that payment of membership fee has been made	Contact Secretary General	Superuser	Step 6		
	Inform Superuser when membership fee has been paid	Contact Superuser	Secretary General	Step 6		

			Superuser	Step 6		

Prepare to connect to AIB Production Hub
 	
Prepare to connect to AIB Production Hub
 	
(continued)
	Create necessary Master data based on the Fact Sheets or if not yet updated ask from Secretary General:
	Fact Sheet 4: AIB Hub "System Administration>Master data" (or >Company>Registries>Configurations for the Registry EAN):
	  1) Registry EAN
	  2) Competent Authority: Check that the competent authority from the FS4 is found and the validity is correct
	  3) Country: Check that the country of the member is found and is active and the "Issuing Country" is enabled
	  4) Domain: Check that the member domain is found and that the valid from and to are correct and that the "Internal" is enabled. Note – the validity is checked in the Statistics imports and hence if the domain was earlier as an external domain ("Internal" unselected), the validity could be leaved to what it is.
	  5) Issuing body: Check that the issuing body is found and the
	     a. Validity from and Valid to are as defined in the GM where the membership was approved (which is the day the Issuing body is valid – might be different from the below)
	     b. Production valid from and Production valid are as defined in the GM where the membership was approved (from which production day the Issuing body is allowed to issue)
	  6) ==Issuing Body-Registry Assignment: This to be updated after the Registry has created their registry.==
	  7) Import and Export setting for the registry is enabled
	
	Fact Sheet 16: Geographical Coordinates:
	  1) Check if the coordinate code is new, and if it is added into the master data					

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
	Configure the connection 1) Create new users if necessary 2) Create Registry 3) Ask Superuser to configure Issuing Body-Registry Assignment in the Master data Create Registry configuration	Members section > Hub Connection guide, help from Superuser	Newcomer	Step 6		
	Perform Automatic test steps in AIB Hub Production environment (minimum steps)	Members section > Hub Connection guide, help from Superuser	Newcomer	Step 6		
	Verify automatic test steps in AIB Hub Production environment: 1) Set the Import and Export setting to disabled. ("System Administration > Registry Import Export) 2) Approve the test Inform Newcomer for the approval and ask them to set the connection to production mode.		Superuser	Step 6		

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
6. Connection tests ready						
Update information on AIB website	**Fact sheets update** Check the below documents and webpages have correct information for the domain and registry. If not, coordinate with Secretary General to update the information: 1) Fact Sheet 3: Types of Public Support 2) Fact Sheet 4: Member and Competent Authority codes 3) Fact Sheet 6: Addresses for EECS Rules Notices 4) Fact Sheet 16: Geographical Coordinates 5) Fact Sheet 17: EECS Scheme Members and EECS Products		Registry/ Newcomer/ Secretary General	Step 7		

	Website update
	1) Add member organisation
	2) Add representatives and assign roles
	3) Load revised Fact Sheets
	4) Update webpages under FACTS, including their subpages:
	  a. AIB members
	  b. EECS Registries
	  c. Market information (statistics)
	5) Update webpages under MEMBERS SECTION
	  a. Domain Protocols (including Technical Audit report from Superuser to Domain Protocols> DPs: Approved> [Domain]>Test Report)
	  b. Hub
			Secretariat	Step 7		

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
Update information on AIB website *(continued)*	**Registry / member details** Check that the above webpages have correct information for the domain and registry and if not, coordinate with Secretary General to correct it	IMPORTANT: this is used for communications in daily transfer operations in case of problems, or for other reasons relating to daily usage of the Hub or another registry	Registry/ Newcomer	Step 7		
	Make sure registry has their **account holder list up-to-date** on Hub AHDB.	To be updated when there are changes to Account holders	Registry/ Newcomer/ Superuser	Step 7		

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
7. Ready to Connect to AIB Hub						
Open the connection to the AIB Production Hub	Make final check that configuration in AIB Hub and settings in Registry side are in production mode: 1) Check URLs, EANs, certificates, bTest-flag (should = 'False') 2) Check that registry connection in AIB Hub is in production mode and inform Superuser		Newcomer	Step 6 and 7		
	Check that everything is ready and all above steps are performed	Check: 1. Registry ready to receive and send production transfers from other registries (and bTest-flag = 'False') 2. Registry has correct URL and certificates are set for establishing connection 3. Registry configuration is in production mode	Superuser	Step 6 and 7		
	Check with Secretary General and the registry whether the connection can be opened		Superuser/ Secretary General	Step 6 and 7 NOTE: The Domain Scheme should have been approved by GM before this.		
	Enable Import and Export configuration for registry according to Fact Sheet 4		Superuser	Step 6 and 7		

	Task	Check	Who	"Joining the AIB"	Date	Done/Notes
Open the connection to the AIB Production Hub *(continued)*	Inform members that the registry is ready for receiving and sending transfers, and ask them to update their master data accordingly		Superuser	Step 8		
8. Connected to AIB Hub						
After go-live	Follow the Code of Practice document to monitor transfers		Superuser	Step 8		
	Become familiar with the data collection for the European Attribute Mix calculation done by AIB		Newcomer	Step 8		
	Comply with EEES rules reporting obligations (e.g. C.7.1.3, E.3.34)		Newcomer	Step 8		
	Conduct the first Domain Audit one year after go-live		Reviewers	Step 8		
	Conduct subsequent Domain Audit every 3 years		Reviewers	Step 8		

Joining the AIB

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Association of Issuing Bodies

The AIB is a non-profit-making
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Phone: +32 (486) 55 83 01
Website: https://www.aib-net.org
Email: info@aib-net.org

Registered offices
Koning Albert II-laan 20 bus 19
B-1000 Brussels
Belgium

Registered in Belgium
Registration number
(numero d'entreprise)
0.864.645.330