EBA Procurement Procedure for the
Supply of Website Services 2016:
Annex 3

Further Specifications

Software Requirements

Further Specifications: Software Requirements

EBA Procurement Procedure for the
Supply of Website Services 2016:

Contents

1. Background

The EBA website will be developed using the Liferay portal. A portal is generally defined as a software platform for building websites and web applications. Some common uses for a portal include websites that require the presentation of different pages depending on user's login status or role, websites that allow quick and easy maintenance of their content through web content management systems and websites that allow groups of individuals to collaborate through applications, on content or with documents. Furthermore portal platforms assist users with building web pages and websites by assembling portlets (independent functional modules) or gadgets onto a portal page. Existing portlets and gadgets can be reused in multiple pages. Finally a portal provides a simplified method to manage the content in various languages and from multiple platforms.

The EBA website will be based on the Liferay portal 6.1.1 CE GA2 version. Liferay portal is written in Java. The scope of this document is to present the most significant parts of the Liferay's architecture but mainly focus in the deployment view of the actual EBA website and the various environments (Development, Test, Pre Production and Production) that will be used.

1.1 Scope

The D.SRS describes the functional requirements for the new EBA website. The high level requirements presented in this document will be further analysed in later documents.
The current deliverable is structured as follows:

- Chapter 2 presents the various actors of the EBA website.
- Chapter 3 presents the content classification approach in the EBA website.
- Chapter 4 presents the functional requirements. For each requirement, a title and a description are given

2. Application Actors

The users of the EBA members and public websites are divided into the following categories:

2.1 Members website

2.1.1 Visitor

People not yet registered with the members' website. No access is allowed to them.

2.1.2 NSA/Observers member

National Supervisory Authority (NSA) members and observers members (ESMA, EIOPA, European Commission, ECB, ESRB) have by default access to at least the common workspace 1 of the members' website. They can ask for membership in additional groups. Access to one group also implies access to the common workspace 2 and to all direct children groups.

2.1.3 NSA/Observers helpers

The role would follow the same process and level of access as the group "NSA/Observers member" but they need to be differentiated in the context of some requirements (FR8 and FR4)

2.1.4 Authorising member

Member of a NSA/Observer with the capacity to approve/manage members of the NSA/Observer on the website

2.1.5 Banking Stakeholders Group

Members of the BSG have access to special pages on the members' website

2.1.6 EBA staff

Members from the EBA staff having read-only access to all groups. Some pages might be restricted for them.

2.1.7 EBA votes coordinator

EBA staff member(s) that is/are responsible to manage the EBA's votes. He/she can create new votes, cancel, delete, stop, edit votes.

2.1.8 EBA group coordinator

Members from the EBA staff that are responsible for a specific working group. They can manage the group's members, calendar and documents of the group. There can be several group coordinator per group.

2.1.9 EBA Communications Team

EBA Communication Team members can perform all content and user related actions on the website.

2.1.10   EBA Q&A manager

Members from the EBA staff that are responsible for managing the Q&A section.

2.1.11   Custom access users

Users assigned ad-hoc access rights. They don't belong to a separate role as they have no common access rights.

2.1.12   Website maintenance team

The members of this role represent the Contractor's maintenance team. They can perform all actions on the website, as well as maintenance and Liferay platform maintenance operations. The functionalities available to this group include all functionalities available to the EBA Communications Team, plus platform functions not described in this document.

2.1.13   Rights per role (members area)

The following matrix lists the functional requirements that are available to each role. Custom access users are excluded, as they will have ad-hoc access to specific functionalities. Website maintenance team users are also excluded as they can perform any action on the website.
The roles listed below can be combined, i.e. one person may be assigned more than one roles to reflect the access rights she should have.

	Visitor	NSA/Observer members	Authorising Officers	Banking Stakeholders Group	EBA staff	EBA votes coordinator	EBA group coordinator	EBA Comm Team	EBA Q&A manager
Calendar	-	R	R	R	R	-	RW	RW	-
Discussion Forums	-	RW	R	RW	RW	-	RW	RWD	-
Document Register	-	R	R	R	R		RWD	RWD	-
Voting tool	-	RW only for members of the BoS/MB	-	-	-	M	-	M	-
Q&A system	-	RW	R	RW	RW	-	RW	RWD	RWD
Query system	-	RW	R	RW	RW	-	RWD	RWD	-
User registration	RW	-	M	-	-	-	M	M	-

	Visitor	NSA/Observer members	Authorising Officers	Banking Stakeholders Group	EBA staff	EBA votes coordinator	EBA group coordinator	EBA Comm Team	EBA Q&A manager
List group members	-	R	R	R	R	-	R	R	-
Account management	-	RW	RW	RW	RW	RW	RW	RW	-

Table 1: Functional Requirements per role
R: Read only access (must be member of the appropriate group)
RW: Read and Write access (must be member of the appropriate group)
RWD: Read, Write and Delete access (must be member of the appropriate group)
M: Manage

2.2 Public website

2.2.1 Visitors

Any user visiting the website that has not logged in is considered as a visitor.

2.2.2 Public users

Public users can register on the EBA website and manage their preferences for email notifications. They can only see pages available to the visitors.

2.2.3 Journalists

Journalists are a special subset of the Public users role. They have the same access rights as any other public user but are requested additional information upon registration (phone, magazine, based at, etc.)

2.2.4 EBA Q&A manager

Members from the EBA staff responsible for managing the Q&A section.

2.2.5 EBA registration manager

Members from the EBA staff responsible for managing the events registrations.

2.2.6 EBA Communications team

EBA Communication Team members can perform all actions on the website.

2.2.7 Website maintenance team

The members of this role represent the Contractor's maintenance team. They can perform all actions on the website, as well as maintenance and Liferay platform maintenance operations. The functionalities available to this group include all functionalities available to the EBA Communications Team, plus platform functions not described in this document.

2.2.8 System

The system role represents actions automatically performed by the website.

2.2.9 Rights per role (public area)

The following matrix lists the functional requirements that are available to each role:

	Visitors	Public users	Journalists	EBA Q&A Manager	EBA Registration manager	EBA Comm. team	Website maintenance team	System
Content management	-	-	-	-	-	RWD	RWD	-
Q&A system	RW	RW	RW	RWD, M	RW	RWD, M	RWD, M	-
Email alerts[1]	RW	RW	RW	RW	-	RW	RW	-
Newsletter mechanism	-	R	R	R	-	RW	RW	-
Mailing tool	-	-	-	-	-	M	M	-
RSS feeds	R	R	R	R	R	R	R	-
Social media integration	R	R	R	R	R	R	R	-
Calendar	R	R	R	R	R	RWD	RWD	-
Facility for consultations	RW	RW	RW	RW	RW	RWD, M	RWD, M	-
Facility for regulatory activity	R	R	R	R	R	RW	RW	-
Document library	R	R	R	R	R	RWD	RWD	-
Search	R	R	R	R	R	R	R	-
Quick links	R	R	R	R	R	RW	RW	-
Multilingual support	R	R	R	R	R	R	R	-
Meeting registration facility	RW	RW	RW	RW	RWD, M	RWD, M	RWD, M	-
Archiving	-	-	-	-	-	-	-	W
Account management	-	RW	RW	RW	RW	RWD, M	RWD, M	-

[1] The Write action for the email alerts functionality corresponds to subscribing for email alerts

Table 2: Functional Requirements per role (public)
R: Read only access (must be member of the appropriate group)
RW: Read and Write access (must be member of the appropriate group)
RWD: Read, Write and Delete access (must be member of the appropriate group)
M: Manage

3. Content Classification

Content will be classified by attaching Categories and Tags to the various content assets (documents, articles etc). Categories will be used for the classification of content and can be organised in a hierarchical fashion. EBA will provide the content classification scheme.

Examples of categories are the following:

News & Information:

•   EBA latest news

•   Events

Documents:

•   Technical Standards

•   Guidelines

•   Meeting minutes

Tags should be used to characterise/relate the content and will be used for searching. Content Editors can add tags to any content to help users search for information. Moreover tags may be used by the system in order to display the same article in different places. Examples of tags are "supervision", "EIOPA", "hedge funds", "credit risk".

4. System Requirements

The sections below present the members and public website functional requirements. Each functional requirement is assigned a priority number. Priority 1 functional requirements are necessary, while priority 2 functional requirements are considered as "nice to have".

4.1 Members Website

The members' website will be structured in the form of hierarchical workspaces, each one with its own set of users and local instances of functional modules. Access rights are local to each workspace.
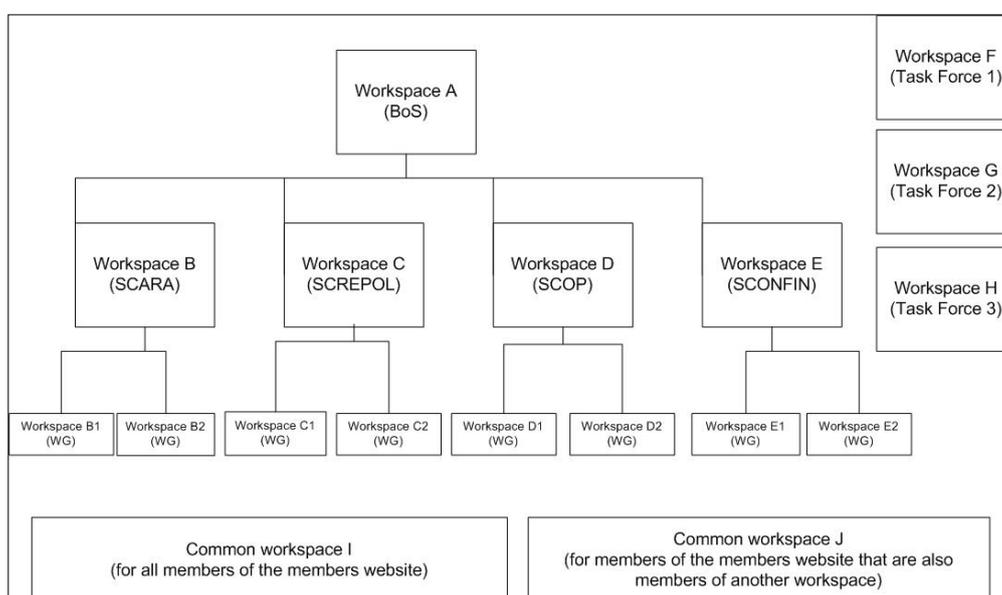

Figure 1: Members website structure

In the functional descriptions below, the following terms will be used to describe the hierarchical relationship of workgroups:

- Parent: a group that is one or more levels above another group in the hierarchical structure (e.g. Workspace A is parent of Workspace C2)

- Direct parent: a group that is one level above another group in the hierarchical structure (e.g. Workspace B is a direct parent of Workspace B1)

- Sibling: a group that is on the same level with another group in the hierarchical structure, but belongs to a different branch of the hierarchical structure (e.g. Workspace B and Workspace C are siblings)

- Direct Siblings: a group that is on the same level with another group in the hierarchical structure and belongs to the same branch of the hierarchical structure (e.g. Workspace B1 and Workspace B2 are direct siblings).

- Child: a group that is one or more levels below another group in the hierarchical structure (e.g. Workspace C2 is a child of Workspace A)

- Direct child: a group that is one level below another group in the hierarchical structure (e.g. Workspace C2 is a child of Workspace C)

Workgroups do not necessarily belong to a hierarchical structure, some of them can be independent with no parents or children, e.g. Common Workspace.

Functional Requirement: FR.1   Calendar

A calendar should be available in the members' area to display entry dates. Each group/subgroup can have its own Calendar, however all calendar instances will list all entries. Documents related to calendar entries will only be visible to those members having appropriate access rights (i.e. access rights to the folder in which the documents are stored).
Calendar entries contain the following information: name, start date & time, end date & time, location, type of event, multiple documents (stored in the group's Document Register), description, link to the event registration functionality (see Functional Requirement: FR.25) if the event takes place in EBA premises, or link to an external website/contact details if the event is not organised in EBA premises.
Entries can be meetings or deadlines.

- When creating a meeting entry, a corresponding folder for the related documents should be automatically created in the group's document register

- Both types of entries will contain links to documents stored in the group's document register. Access rights to documents are defined in Functional Requirement: FR.3

- Events can be displayed as start date only. However the duration must be visible

Outlook files (.msg) should be accepted as event documents.
The calendar should be visible in yearly, monthly, weekly, daily and list views.
Multiple file upload should be supported.
Export to Outlook calendar format should be available.
It should be possible to print the calendar in the active view.
Filtering the events by group should be possible.
Role:
- *Calendar entries visible by everyone*

- *Calendar entries can be created by EBA group coordinator for each group.*

Priority: 1

Functional Requirement: FR.2   Discussion Forums

Each group of the members website can request a discussion forum. By default, no group has a discussion forum. New discussion forums will be added to groups by the Website maintenance team, upon request. Members of the group in which the discussion forum is added, can create new threads and posts. EBA group coordinator can edit or remove posts ex post. Content of discussion forums is viewable by members of the group in which it exists, members of parent groups and members of direct sibling groups. The EBA group coordinator can lock a discussion. Users cannot be banned. "Report abuse" functionality is not needed. The EBA group coordinator should be able to close threads if a similar thread exists.
Role:
- *Discussion forum posts are visible by members of the group in which it belongs, members of the parent and direct sibling groups.*

- *Discussion forum posts can be created by members of the group in which it belongs. Posts can be removed by EBA group coordinator of the group in which it belongs.*
- *Threads can be merged / deleted by EBA group coordinator of the group in which it belongs.*

Priority: 2

Functional Requirement: FR.3   Document Register

A document register shall be available by default to each group. The document register will contain files of several types (PDF, MS Word, MS Excel, outlook .msg files, JPEG, PNG, GIF, MS Access, XBRL, SWF flash books) related to the activities of the group (meeting documents, other documents). The document register shall support folders and subfolders. The folder structure will be common for the whole members website, however the folder structure will be prepared in such a way to allow each group to have its own branch of folders and subfolders. Documents in a group's folders are visible to members of the group, members of parent groups and members of sibling groups. EBA Group coordinator can upload new documents in their group's document register.
Multiple file upload should be supported.

Role:
- *Documents are visible to members of the group in which the document register belongs and members of its parent groups.*
- *Documents can be uploaded by the EBA group coordinators*
- *Folders can be created by the EBA group coordinators*

Priority: 1

Functional Requirement: FR.4   Voting tool

Members of the Board of Supervisors and Management Board groups can vote on various topics. Cast votes should be connected to the voter. The available vote options are Yes/No/Abstain. Members of the BoS/MB that did not cast a vote will be included in the vote results as "Didn't vote". An election is defined by name, deadline, description, information on the voting procedure, attached documents. The description could be an article in the CMS containing links to the documents, stored in the document registry.

Voters should be presented with a popup message asking them to confirm the vote they cast. Voters cannot cast a vote multiple times.
Votes can be cast by members of the BoS or their alternates. Only the first vote (should it be an alternate or the BoS member) will count.
Elections have a deadline, after which the election is closed and no more votes can be cast. A notification is sent to the EBA votes coordinator(s). The email contains a file with the vote results. The election results can be downloaded as a file (Excel, PDF, or other common format) by the EBA votes coordinator.
At any moment before the deadline, the EBA votes coordinator(s) can go into the CMS to see how many members have voted.
Elections can be created, edited, deleted, cancelled and stopped by the EBA votes coordinator. The deadline is editable.
The results of an election should be stored as a new article and page in the members' website. The article will be edited afterwards by the EBA votes coordinator to include the decision. The decision and the votes should also be visible on a specific page under the Board of Supervision section. The page should include the name and role (BoS member or alternate) of the voters.
BoS observers do not have a voting right but can see votes when the voting is finished after the deadline.

Role:
- *Members of the BoS and alternate members of the BoS can cast votes.*
- *Members of the MB and alternate members of the MB can cast votes.*
- *The EBA votes coordinator can manage elections.*

Priority: 1

Functional Requirement: FR.5   Q&A system

This is not required anymore for the time being. However, note that we may explore at a later stage the possibility to display on the member's website some Q&As submitted through the Q&A system on the public website and for which we would not want to have a publication on the public website.

Functional Requirement: FR.6   Query system

The members' website will include functionality for members to discuss practical issues with other members. Its functionality is similar to the discussion forums. Members can post a question. Multiple answers can be provided by other members. At the end, a final summary is produced by the member posting the question. EBA staff is not involved in the discussion, although they have rights to delete and edit questions.

Questions are posted by users via a form with the following fields:
- Legal reference (if applicable):
- Topic (free text)
- Date
- Name of institution and contact details of the user who posted the question
- Question (30 lines of free text)
- Background on the question (30 lines of free text)
- Proposed answer (30 lines of free text)
- Possibility to attach document(s)
- Standing committee responsible for answering (dropdown list selection)

A search engine should be available, to perform searches on topics, dates, committees and query/answers free text.
When a new question is posted, an email is automatically sent to all the Standing Committees Coordinators.
Queries and answers are visible by all members of all groups.
Queries and answers can be edited and deleted by the EBA group coordinator of the standing committee group it involves.
Intermediate step: Check if the query is assigned to the correct Standing Committee and edit it to assign the correct one (this can be done by any EBA group coordinator representing a Standing Committee).
At the end, a summary is produced by the member (not the EBA) who submitted the question.

Role:
- *Any member of the members' website can post queries and answers.*
- *Only the EBA group coordinator can delete queries.*

Priority: 1

Functional Requirement: FR.7   <u>User registration</u>

A common registration page should be available to the Members website and the Public website. The page would ask the users to select one of two types of registrations (public/members website). The registration page for the general public will require the following information:

- First name (free text)
- Last name (free text)
- Email address (free text)
- Confirm Email address (free text)
- Country (free text)
- Institution (free text)
- Selection between: Industry/National Authority/Individual Citizens/Journalists

If the user selects 'National Authority' or 'Journalists', the registration page for the members website will additionally require the following information:

- NSA / Observer Institution (selected from a list)
- Phone
- Mobile phone
- Postal address

The registration page shall be protected by a CAPTCHA mechanism.
Following successful registration:

- Users of the public website receive an email with their credentials and can access their account immediately.
- The email address of users of the members website is validated against a list of predefined email domains that are allowed to gain access to the members website. If the email address check is passed, an email is sent with a link to enable the new account. Upon activation of the new account the user is assigned the NSA member role and can access the common group of the members website.

Role: Any visitor of the website can use the registration form
Priority: 1

Functional Requirement: FR.8   <u>List group members</u>

A tool to list group members should be available to all groups. It will be placed on the group main page and list the members of the group (first name, last name, institution, email address, phone number) in an alphabetical order. The EBA group coordinator should be visibly distinct. In the BoS group, the relationship between normal BoS members and alternates should be visible as well as the distinction members/observers. The same apply for the Management Board group.
Role: Any member of a group can see the list
Priority: 1

Functional Requirement: FR.9   <u>Account management</u>

Registered users can manage their personal details and group membership from a dedicated page. For all the group, users should be able to request "full membership" or "helper status".
If the registered user requests access to the BoS or Management Board group, the applicant should specify if he is an alternate or not, and if yes, of which full member.

If NSA members request membership to a group, the following actions take place:

1. The Authorising Member of the specific NSA receives an email notification

2. The Authorising Member confirms that the user is a member of the NSA

3. The EBA coordinator of the specific group the user requests membership receives an email notification

4. The EBA group coordinator validates the request and allows group access to the user.

Role: Any registered member of the members website can manage his account.
Priority: 1

Functional Requirement: FR.10 Email alerts

The website shall be able to automatically send notifications to people about new content that is published. The email alerts will be sent out once a day. One email will be sent per group (if the user is involved in more than one group) the user has access to. Users can unsubscribe / re-subscribe for email alerts.
Email will be triggered when:

• New documents are uploaded within a group

• New calendar entries (event /deadline) are created

Role: All Public users can use this feature
Priority: 2

4.2   Public Website

Functional Requirement: FR.11 Content management

The EBA Communications team and Website maintenance team will manage the content of the website. Content management involves creating and editing articles, uploading documents and publishing them on the website. It should be possible to temporarily save draft articles before publishing them. No approval workflow is required.
Role: EBA Communications team and Website maintenance team can manage content
Priority: 1

Functional Requirement: FR.12 Q&A system

The public Q&A system will serve as a tool for the general public to post questions to the EBA. The EBA may or may not answer a specific question. Any user can post a question (no need to be logged in). Questions are reviewed by the EBA before being presented in the public website. Questions are classified in three types: Under analysis, Answered and Will not be answered. Each type should be presented in a separate view on the website.
Questions are posted by users via a form with the following fields:

• Legal text (dropdown list with predefined options)

• Legal reference (if applicable): Title (free text), Chapter (free text), Section (free text), Article (free text)

• Topic (dropdown list with predefined options. Could be the same list of topics to be used for the content of the website)

• Date

• Name of institution, which could be kept confidential upon request (Yes/No option)

• Email address, which will not be displayed

• Question (30 lines of free text)

- Background on the question (30 lines of free text)

- Proposed answer (30 lines of free text)

- Possibility to attach document(s)

A CAPTCHA mechanism shall be used to ensure that forms are not submitted by automated robots.
All questions created using this form should be searchable via the website central search
mechanism.
Q&A entries will be presented filtered by Topic and Legal text and date.
When a new question is submitted, the EBA Q&A manager should receive a notification via email
inviting her to go to the CMS to see the question.
The EBA Q&A Manager can delete questions, edit questions (including adding more documents).
The EBA Q&A Manager posts answers to questions, which are immediately visible on the website.
Answers will be provided in rich HTML format. It will be possible to add attachments.
Questions submitted are not automatically visible on the website. They will be visible when the Q&A
manager assigns them a type.
If a question is marked from the Q&A Manager as "Will not be answered" or "Under analysis"
or"Answered", a standard email notification should be sent to the person posting the question.
Confidential questions should also be displayed on the website, but without disclosing the name of
the submitting institution. Email addresses will never be displayed on the website.
Each Q&A set has a dedicated, unique, automatically assigned ID, to be also presented everywhere
the Q&A set is shown. For the public website, the ID should start with the letter "P".
It should be possible to search Q&A based on topic, legal text, date, free text. The results should be
presented using pagination if necessary.
Role:
- *Any visitor of the website can post questions.*

- *The EBA Q&A manager can post answers and classify Q&A entries.*

Priority: 1

Functional Requirement: FR.13 Email alerts

The website shall be able to automatically send notifications to people about new content that is
published (articles, documents, calendar events). Each registered user shall be able to select the
topics of interest and then receive notifications only for these topics. The email alerts will be sent
out once a day.
Ability to unsubscribe should be given to users.
Role: All Public users can use this feature
Priority: 2

Functional Requirement: FR.14 Newsletter mechanism

A mechanism to semi-automate the creation of newsletters to be sent out to the contacts database
should be included in the public website. The EBA Communications team would select a period and
categories of items to be included and the mechanism would propose a list of content items created
published during the selected period and belonging to the selected categories. It would also include
the events/deadlines listed in the calendar for the forthcoming period. The EBA Communications
team users would be allowed to sort the list, remove items and add items to the proposed list. Also,
they should be able to add a custom piece of text and set a banner and footer images. Then, the
generated newsletter should be sent to all members of the contacts database that are registered for
receiving the newsletter.
Role: The EBA Communications Team can create newsletters

Priority: 2

Functional Requirement: FR.15 Mailing tool

A tool used by the EBA Communications team members to send out emails should be available. The tool will allow selecting recipients based on role and type of registered users of the website (including the contacts database). It is not envisaged to select specific users as recipients. Groups of users will be selected instead. The mailing tool should allow the EBA Communications team members to type the email message in a rich-text interface.
Ability to trace bounced emails should be provided by the tool.
Role: The EBA Communications Team can use the mailing tool
Priority: 1

Functional Requirement: FR.16 RSS feeds

RSS feeds should be automatically available for news, consultations/discussions and press releases. The feeds should contain a link to the published article, its date of publication and the abstract of the article.
Role: Any website visitor can receive RSS feeds
Priority: 1

Functional Requirement: FR.17 Social media integration

A link/button should be available when viewing an article in opened format (i.e. not in lists of articles but when opening an article in full view) to share the article on facebook/twitter and other social media platforms.
Role: Any website visitor can share an article on social media
Priority: 2

Functional Requirement: FR.18 Calendar

A calendar should be available in the public website to display event dates. It will contain major EBA meetings, public hearings, events, expected results to be published in the future etc. Each calendar entry should link to a page of the website providing more information on the specific event.
Calendar entries contain the following information: name, start date & time, end date & time, location, type of event, multiple documents (stored in the CMS document library), description, link to registration functionality (see Functional Requirement: FR.25) if in EBA premises or link to an external website if the event is not organised at the EBA premises.
If possible, the linked meeting minutes pages and the calendar entries should be connected in such a way, that users updating a calendar entry would not need to update also the meeting minutes page. The meeting minutes' page will display the general information of the meeting, i.e. date, time, location, title.
Documents related to calendar entries will be visible to everyone.
Events can be meetings or deadlines. Calendar entries of type "deadline" are automatically created for consultations, linking to the corresponding consultation (see Functional Requirement: FR.19).

- When creating a meeting event, a corresponding folder for the related documents should be automatically created in the document library

- Both types will contain links to documents stored in the document register.

- Events can be displayed as start date only, however the duration must be visible

Outlook files (.msg) should be accepted as event documents.
The calendar should be visible in yearly, monthly, weekly, daily and list views. A list view per year should also be available.

Multiple file upload should be supported.

Export to Outlook calendar format should be available.

It should be possible to print the calendar in the active view.

Role:

- *Calendar entries visible by everyone*

- *Calendar entries can be created by EBA communications team or automatically in the case of consultations*

Priority: 1

Functional Requirement: FR.19 Facility for consultations

The consultations facility will cover three types of consultations: for discussion and consultation papers and on technical advises..

The EBA publishes a draft set of documents for consultation that includes a deadline for the consultation and a set of questions. Any interested party can submit comments on this set of documents.

A list of consultations should be available on the website, linking to the specific consultation pages. Consultations with a deadline in the past should be marked as closed. Separate lists should be available on the website for open and closed consultations.

The specific consultation pages include a description, links to download the consultation documents and optionally, be related to a calendar event (public hearing). The calendar event field should not be visible for closed consultations. Instead, the documents related to the public hearing should be displayed (e.g. minutes, etc).

Consultations, related public hearing events and related news item should be published together at one go. The news item generation is optional.

Consultations have a code (not automatically set).

The consultation can take place in one of two forms, to be decided by EBA which one should be implemented:

1. The comment submission form should request the email address, institution of the stakeholder, file(s) containing the feedback, a comment field and a checkbox to confirm if the feedback should be published or not.

   -- OR --

2. The consultation is structured in the form of a set of questions. The comment submission form allows the website visitors to respond to each question separately using a text box. In this case, an Excel file should be generated, containing all answers received from the comment submission form, organised by question. In this case, the specifications below should be appropriately adapted.

After the consultation deadline has passed, two lists are automatically generated. One list contains comments to be published and the second list contains confidential comments not to be published on the website. The list entries contain an automatically assigned id, the sender and the file name(s) containing the comments.

When the consultation deadline is reached, a notification should be sent to the EBA Communications team.

The consultations facility should allow the following actions for the EBA Communications team:

- at any time to send the two auto-generated lists and the comments documents to some email addresses, provided on an ad-hoc basis

- download a comments file

- move a comment submission from confidential to non-confidential list and vice versa

- delete a response

- publish non-confidential responses on the website (consultation page)

The documents uploaded as responses should not be searchable from the website's main search engine.

Role:

- *Any website visitor can post a response*

- *Only the EBA Communications team can create a new consultation*

Priority: 1

Functional Requirement: FR.20 Facility for regulatory activity

The goal of the regulatory activity facility is to present the process of interlinked activities leading to a document.

The facility should allow the EBA Communications team to generate a new page on the website, under a selected topic, that will contain:

- Type of product (guideline/technical standard)

- Title

- Publication date

- Link to related ongoing consultation/discussion, if any is ongoing

- Related info (free text box)

- Status

The content of the generated page should be:

- General information and free text

- Final document and related documents

- Consultations and related documents

- Related Q&A

- Discussion and related documents

- BSG opinion document if available (for consultations). This document is uploaded after the consultation process.

- Related press material

The generated page should automatically be updated to include in the correct location appropriate documents that are uploaded after the page generation.

The page sample below depicts the expected structure of the generated page.

Title of the Final document (Guidelines/RTS/ITS, etc.) Topic(s)	
Legal reference	CRD art. 4
Free Text (if relevant)	
Final document	Final document (if possible to be highlighted in the display approach) Annexes (if relevant) or Link to external website (OJEU)
Draft final document (if relevant)	Draft ITS/RTS

	Annexes (if relevant)
Press material	Related document C (Press release – link to the page)
	Related document D (Q&A if relevant)
Consultation (may be more than one)	Related document E (consultation paper and annexes if relevant)
	Related document F (1st set of published responses)
	BSG opinion
Discussion	Related document H (discussion paper and annexes if relevant)
	Related document E (discussion paper)
	Related document F (1st set of published responses)
	BSG opinion

Figure 2: Page sample
Role:
-        The EBA Communications team can create a new regulatory activity page
-        Anyone can view it
Priority: 1

Functional Requirement: FR.21 Document library

The documents stored on the document library of the public website shall be accessible by any visitor of the website through a combination of search interface and browsing facility. The search interface will allow searching documents using keywords found in their content, their classification topic, date range of publication and document type. Browsing of the document library will be achieved by using the classification structure. The first page will list the top level categories. By clicking on one category, the user will navigate into the documents classified as such and will be able to see the underlying structure of categories underneath it. Further drill-down is possible until reaching the last level of classification.
Role: Any website visitor can browse/search the document library
Priority: 1

Functional Requirement: FR.22 Search

A search mechanism should be available to website visitors. The content to be searched includes articles and documents. Responses to consultations should not be returned in the search results. The search interface will allow searching using keywords found in their content, their classification topic, date range of publication and document type. It shall be possible to limit search to documents only, articles only or both. When searching for content using keywords in a language other than English, the search will produce results in that language if any exist.
Role: Any website visitor can use the search mechanism
Priority: 1

Functional Requirement: FR.23 Quick links

A set of quick links will be shown at a predefined location on the homepage. It should be possible for the EBA Communications team to add/remove links.
Role:
- Any website visitor can see the quick link

- Only EBA Communications team members can edit the quick links.

Priority: 1

Functional Requirement: FR.24 Multilingual support

A list of the 22 official European languages should be presented in a dropdown list on the public website. The default language is English. Visitors should be able to select any available language. Selecting a language other than English will display an article in the selected language, providing a description of the EBA and providing some links to some specific pages.

The interface will not be translated. The links will lead to other website pages in English and documents in the selected language.

Role: Any website visitor can see use the language selector
Priority: 1

Functional Requirement: FR.25 Meeting registration facility

A registration facility shall be available for website visitors to register for events. The registration facility pages can require a username/password from website visitors to allow them access. It is possible to have meetings accessible to anyone, without requesting username/password. The username and password will be related to the event registration. All visitors will use the same username and password to access a specific event registration. The credentials will be sent to them via email or will be included manually with the link in the calendar item on the members' website. Not all meetings appearing in the registration facility will be listed in the calendar.

Access to the login page for the registration facility should be provided from the homepage. Visitors would click on the link, see the username/password page, enter the username and password for the specific event registration and see the corresponding registration page.

Multiple event registrations may take place in parallel (different username/password will be used to access each registration).

The Registration manager will be given the means to create a new meeting registration. She will need to define a meeting name, a deadline to be presented to users and an actual deadline for registrations, upload some related documents, provide some introductory text (text field to contain a default introduction), set a contact email (text field to contain a default email address). Then, the registration manager will create the set of questions to be presented to the visitors in order to collect the necessary event registration information.

The types of questions used to collect visitor information will be free text fields, multiple choice options, yes/no options, yes/no/other (free text) options. Most of the meetings will have the same set of information but some will require a different set of information.

A sample set of information is listed below:

- First name (free text)

- Last name (free text)

- Organisation (free text)

- Country (free text)

- Phone (free text)

- Email address (free text)

- Dietary requirements (free text, optional)

Also, the registration manager will define the text to be included in the confirmation emails sent to visitors completing their registration.

When the registration manager is finished, the event registration will be published and activated. The registration manager may modify the event registration information even after it has been published.

After the actual deadline has expired no registrations are allowed (visitors should end up on a page informing them that the registration is closed and providing a contact email if necessary).

Visitors completing their registration will receive a confirmation email with a unique ID (per meeting) for their registration.

Visitors that have completed their registration can modify their information or cancel their registration. The unique ID should be used to identify them.
The registration manager can see the current state of registrations at any moment.
The registration manager can export the registrations in an Excel file. It should be sorted based on the order in which the visitors registered.
The registration manager can delete all registration information related to a specific meeting, including the registrations.
The registration manager can modify information provided by the registering parties.
Role:
- *Any website visitor with an appropriate password can register for a meeting.*

- *Only the registration manager can create/modify/delete meeting registrations.*

Priority: 1

Functional Requirement: FR.26 Archiving

Several articles displayed on the website will be related to a deadline. After the deadline has expired, these articles should automatically be moved to an archive section. This applies to vacancy notices, consultations and public tenders.
Role: System
Priority: 1

Functional Requirement: FR.27 Account management

All types of registered users can manage their personal details from a dedicated page. EBA Communications team and Website maintenance team can manage all website accounts.
Role:
- *All registered users can edit their own accounts*

- *EBA Communications team and Website maintenance team can manage all website accounts*

Priority: 1

<div align="center">END OF DOCUMENT</div>