



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
JOINT RESEARCH CENTRE
Directorate E – Space, Security & Migration
E.3 - Cyber & Digital Citizens' Security Unit

Ispra, ARES reg. date.

**NOTE FOR THE ATTENTION OF
DIGITAL/SMART TACHOGRAPH NATIONAL CONTACT POINTS**

Subject: Organisation of ERCA signing sessions during COVID-19 restrictions (version 2).

Under the current COVID-19 restrictions (which include travel limitations to and from the Ispra site) stemming from the Italian Government decrees to fight the epidemic, only a limited number of JRC staff is at present allowed physical access to the Ispra site and external visitors are not allowed inside JRC Ispra.

In order to mitigate the risk of disruption for MSCAs, CPs and CIAs, DG MOVE has approved a special procedure proposed by the JRC in order to organise of special ERCA sessions with the following deviations from the standard process:

- The participating countries will submit preliminary test request files to the JRC for a technical check through a secure web folder (JRC Box). The purpose is to ensure that no requests fail at the real signing session.
- The JRC ERCA team will test the received test request files two weeks before the ERCA session, feedback will be provided without delay.
- A second check will be carried out one week before the session for those test requests, if any, that failed the first check and have to be reworked.
- As soon as the request files are checked with positive result, the MSCA can prepare their request CD(s).
- In the case of renewal of MSCA certificates and when the trusted couriers cannot travel to Ispra:
 - The JRC will prepare an individual secure web folder on JRC Box for each of the participating countries for the submission of the contents in their request CD(s).
 - The JRC will open the secure folders at 8:30 AM CEST on the signing session date. For each participating country, the link to their secure web folder will be sent by email to the national contact person, while the password will be provided to the national contact person in a phone call from the JRC shortly after 8:30 AM CEST.
 - The participating countries will upload their request files to the secure folder by 9:30 AM CEST at the latest. At this point the JRC will make the secure web folders read-only.

- The JRC will retrieve the contents from the secure web folders and will process the files the same way that the contents of request CDs are processed in a normal ERCA session.
- For symmetric keys delivery, where the physical presence of the courier is mandatory, or when trusted couriers are travelling to Ispra:
 - The trusted couriers will arrive at JRC Reception shortly before 9:00am. His/her identity will be checked following the procedure put in place by JRC Security Service at the JRC Reception welcome area. The couriers will wait at there for the session to start.
 - The ERCA operators will receive the request CDs from the couriers at JRC Reception welcome area at 9:00am.
 - The couriers will then be free for the day until the session is finished. As the duration of an ERCA session depends on the number of requests received, a contact phone number will be required to inform them about the collection time of the response CD.
 - The JRC will process the request CDs the same way they are processed in a normal ERCA session.
- At this stage, the JRC will follow the standard procedure for a normal signing session. This includes the technical check of each request and validation of the hashes through a phone call with the national contact person who will read out the hashes of their requests to ascertain that they match the hashes calculated by the JRC on the received request files.
- The new certificates generated during the ERCA signing session will be as usual published on the DT Website and, if necessary, transmitted to the MSCAs using their JRC Box secure web folder. The symmetric keys will be encrypted on the response CD and then collected by the courier at JRC Reception welcome area at the end of the session.

The special ERCA sessions under COVID-19 restrictions will be held once a month.

This exception procedure handles the issuance of MSCA certificates and symmetric keys for both the Digital and Smart Tachographs. For the distribution of symmetric keys, due to their sensitiveness, the physical presence in Ispra of the trusted courier is compulsory.

For further details or clarifications, please do not hesitate to contact the JRC ERCA Helpdesk (JRC-ERCA@ec.europa.eu).

[e-Signed in ARES]

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