Scan Technological solutions

Special Requirements	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls. Please note that this document becomes uncontrolled once printed. Make sure by always referring only to the Repository that you have the right version in use. Deviations from the provision of this document need to be recorded in the Exception Request Workflow. The procedure should be updated when there are changes in EFSA with respect to what is stated in the document (e.g. Relevant Standards, legislation, and documents, change in procedure, etc.). The person responsible for maintaining this procedure up to date is the Lead author with the support of the QM.

Process Responsibility	Process owners are accountable this procedure being adhered to within their respective or unit. All relevant staff is responsible for the correct implementation of the procedure. Responsibilities for performing specific steps are outlined in the document.

SCOPE AND OBJECTIVES

The present SOP define the process to be followed each time it is necessary to perform a "scanning" of the technological solutions available on the market (COTS) to satisfy a specific EFSA need.

The Scan process can be activated as consequence of one of the following events:

- a need raised during the Advise process (SOP 047 Advise), requiring the identification of a specific product/solution
- a support to a technological need requiring the identification of a specific product/solution identified as part of the EPA processes 8.1 Environmental Scanning and Strategic Options definition
- as a recurring task regularly performed by the TS Unit for the validation/improvement of the EFSA IT roadmap.

EFSA Process Architecture

In the framework of the EPA 3 process Architecture, this SOP is part of process 13.1 "Enterprise Architecture" but is also strongly connected to the 8.1 process "Environmental Scanning and Strategic Options Definition", either as a source of technological development needs to be considered for EFSA work plan and strategy, or as a support to analyse the feasibility and possible solutions to address technological needs or opportunities submitted under the 8.1 process.

RELEVANT STANDARDS, LEGISLATION AND DOCUMENTS

The following international standards apply to this process:
- EU legislation
- ISO 27001 and ISO 22301
- TOGAF 9.2 Enterprise Architecture

ABBREVIATIONS AND DEFINITION

A&S	Architecture & Solutions Team (TS)
AGB	Appropriate Governance Body
BIG	Business Implementation Group
BM	Business Manager
CORSER	Corporate Services Unit
COTS	Commercial Off the Shelf
DPO	Data Protection Officer
EA	Enterprise Architecture
EPA	EFSA Process Architecture
HUCAP	Human Capital Services Unit
ISO	Information Security Officer
PaaS	Platform as a Service
PCT	Project Core Team (include all the professional expertise A&S/TP/Development team/DW necessary)
PgM	Programme Manager
PM	Project Manager
PO	Project Owner
PoC	Proof of Concept
PSC	Project Steering Committee
SaaS	Software as a Service
SP	Solution Provider
TP	Transformation Partners Team (TS)
TS	Transformation Services Unit

PROCEDURE

	Previous SOPs in the process:n/a
Step 1	1.0 Scan

• TS HoU • A&S	The TS Architecture & Solutions Team (A&S) receives a request to activate a Scan process

The TS Architecture & Solution Team (A&S), in function of the of type of the scan request, identifies the criteria that will be used to compare possible solutions. The data security and data protection criteria must always be part of the selection criteria.

The TS A&S team produces a report that, in function of the type of the request, can describe:

- Product/solution type (i.e., COTS, PaaS, SaaS, Development Framework)
- Alignment to the EFSA Enterprise Architecture principles and technology roadmap (integration requirements compliancy)
- Cost/Benefit elements to support the analysis of the business case (SOP 047 Advise)
- Skill/knowledge coverage in the EFSA eco-system
- Security/Data Protection compliance (with the support of the Information Security Officer and Data Protection officer).
- Vendors selection score based on
  - specific technical and organizational capabilities to support and maintain the new application during its lifecycle,
  - as well as a thorough assessment of the information security and personal data protection aspects.

In case of different or alternative solutions identified, the report includes a prioritization/ranking based on the criteria identified.

The final report could also indicate the opportunity to perform a Proof of Concept (PoC) activity on the identified solution, that will be covered by the SOP 058 Innovate.

Input	RACI	Output
Request from the Advice process or from the KNOW Unit. Recurring TS Unit self-task.	TS HoU = A A&S = R	Scan report

Following SOPs in the process: n/a

ANNEXES

SOP Processes overview

The EPA processes of Enterprise Architecture (ref. EPA 13.1), Transform EFSA (ref. EPA 13.2) and Continuous improvement (ref. EPA 13.3) have been considered while defining the Standard Operating Procedures (SOPs). To better identify the interrelations with the EPA 3.0 processes and the other Units processes, the TS+Corser SOPs can be grouped and interrelated in 4 macro scenarios:

- *Technological Advice (ref. EPA 13.1 Enterprise Architecture)*
- *Project Implementation (ref. EPA 13.2 Transformation Implementation)*
- *Compliance and Performance Improvement (ref. EPA 13.3 Continuous improvement)*
- *Digital Services (ref. EPA 5.6)*

The figure below provides an overview of the SOPs and their interrelationships.