

Appendix 12: AFISaR membership of a new direct participant

Membership phases

- I. Testing and training
- II. Preparation of documents
- III. Implementation and transition to *live*

I. Testing and training

1. VPN testing

- a. installation and configuration of VPN and connection to FTP server at the premises of the candidate institution;
- b. preparation of the request for users in VPN and FTP server from the the candidate institution;
- c. creation of users of VPN and FTP server by the Administrator;
- d. testing of VPN and connection to FTP server by the candidate institution and the Administrator;

2. SWIFT testing

- a. If the institution uses the SWIFTNet FIN services for transaction exchanges with the AFISaR system, it should exchange in advance RMA authorisations with the Bank of Albania;
- b. the exchange of a number of test messages through the SWIFTNet FIN test services between the candidate institution and the Administrator.

3. Training / testing in the AFISaR system for direct participants having access in VPN

- a. the participating institution shall submit a request for users in the AFISaR test system;
- b. the Administrator shall prepare the security tokens, which shall be delivered to the participants and users in the AFISaR test environment shall be created;
- c. the Administrator shall train two-three employees of the candidate institution for AFISaR system functionalities;
- d. the candidate institution, in cooperation with the Administrator, shall execute and sign the testing document.

II. Preparation of documentation for direct participants with access in VPN

- a. the candidate institution shall prepare the "Internal rules and procedures for the functioning of the AFISaR" in accordance with this Regulation;
- b. the complete documentation shall be submitted to the Administrator for approval;

- c. The Administrator makes the relevant remarks/modifications if they contradict this Regulation and/or other Regulations of the Administrator, and presents them to the candidate institution;
- d. the candidate institution brings the final version of the "Internal rules and procedures for the functioning of the AFISaR" with the modifications according to paragraph c reflected in it.

III. Implementation and transition to the *Live* AFISaR system for direct participants with access to the VPN

- a. preparation and delivery of the participation certificate by the Administrator for the candidate institution;
- b. signing of the standard participation contract between the Administrator and the participating institution, in accordance with Annex1;
- c. the participant prepares and submits to the Administrator "Information on the direct participant" Appendix 10;
- d. the participant completes and submits to the Administrator a "Request for a security token and user in the live environment" Appendix 13 and Appendix 17.
- e. the participant completes and submits to the Administrator a "Request for changes to the VPN network" Appendix 14.
- f. the participant completes and submits to the Administrator a "Request for creating a user in the FTP-AFISaR system" Appendix 18 after the approval of requests by the Administrator a participant in AFISaR is created, security tokens and user certificates are prepared, users are created in AFISaR *live*, users are created in VPN, security tokens are delivered to the participant;
- g. Administrator determines the date for transition to live for the participant and notifies via e-mail all participants in AFISaR;
- h. transition to live.

IV. Implementation and transition to the *Live* AFISaR system for direct participants with access to SWIFT

- a. the participant submits to the Administrator "Information on the direct participant" Appendix 10;
- b. signing of the standard participation contract between the Administrator and the participating institution, in accordance with Annex1;
- c. Administrator determines the date for transition to live for the participant and notifies via e-mail all participants in AFISaR;
- d. transition to live.

