

# USER INSTRUCTIONS FOR THE TECHNICAL SPECIFICATIONS BOOKLET

Purchase of PAAS public cloud  
computing services under a  
safe/trusted environment

Cigref



*v.1 – 05.2024*

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## 1. INTRODUCTION

A certain number of Cigref members are planning to issue a Request For Proposal (RFP) for trusted cloud solutions. That is why we decided to work collectively on drafting the technical part of such a RFP, taking into account the Cigref trusted cloud referential. It is called the [Technical Specification Booklet](#) (TSB) to be integrated in the Request for Proposal (RFP) for a trusted cloud. Indeed, the **Technical Specifications Booklet** brings together a set of demands for Cloud services, mainly for PaaS, but some notions of complementary models are also present. Before sending the TSB to the Cloud Service Provider (CSP), certain parts which are highlighted in yellow must be **modified/completed** by the CSC in order to adapt them to its specific needs, context and activities. It is important to note that this document is a reference and can of course be adapted beyond the recommendations by deleting or adding new sections and requirements

In order to assist the Cloud Services Customer (CSC) in evaluating the responses of the various Cloud Service Providers (CSPs), Cigref has created an Excel sheet "Cigref\_TSB Grading grid\_Trusted Cloud 2024". The main objective of this grid is to facilitate the assessment of CSPs responding to the TSB by providing a centralised means of assessing each of the requirements detailed in the TSB document.

This present guide, called "TSB user instructions", presents in the first part the conversion matrix and the impact of the European on-going regulations. The second part details how to understand, use and modify the grading grid. This evaluation grid is complementary to the TSB document.

## 2. CONVERSION MATRIX AND EUROPEAN REGULATIONS IMPACTS

### 2.1. Conversion matrix

The **Conversion Matrix** keeps track of where the requirements in the TSB come from. It makes it easy to understand the origin of a requirement and to be able to find it in its original form in the trusted Cloud reference document.

The following example illustrates how to use it:

Trusted Cloud Reference document					Technical Specification Booklet (TSP)		
Trusted Cloud Chapter	Trusted Cloud Sub-chapter	Cloud req.	Trusted Cloud requirements Description	Sources	TSP Chapter	TSP Sub-chapter	TSP Requirement ID
SECURITY REQUIREMENTS	2.1 - Information Security Policy And Risk Management	SEC-1-SAFE-2	The policy must: • Cover all topics in the 14 security chapters of this document, • Be formally approved by the CSP management, • Be reviewed annually and whenever there is a major change that may have an impact on the service.	Secumcloud	3. Security	3.1.2 Security Assurance Plan	SAP-1
SECURITY REQUIREMENTS	2.10 - Acquisition, Development And Maintenance of IT Systems	SEC-10-SAFE-1	The CSP must ensure the security of the information in the development cycle of IT systems.	Galix Policy Rules Document_03_21_Finalized	3. Security	3.1.13.1. Code Analysis	DEV-2
SECURITY REQUIREMENTS	2.10 - Acquisition, Development And Maintenance of IT Systems	SEC-10-SAFE-3	The CSP must document and implement appropriate training in secure development for the employees concerned.	Secumcloud	3. Security	3.1.13.1. Code Analysis	DEV-2

SECURITY REQUIREMENTS	2.1 - Information Security Policy And Risk Management	SEC-1-SAFE-2
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## 2 SECURITY REQUIREMENTS

### 2.1. INFORMATION SECURITY POLICY AND RISK MANAGEMENT

Requirements to ensure a "Safe Cloud" level of trust

**SEC-1-SAFE-1.** A general information security policy must be written, broken down into policies and procedures for security requirements and for meeting the requirements of the CSP. This policy must identify the CSP's commitments to comply with the relevant legislation and regulations. The CSC remains responsible for compliance with the legal and regulatory constraints applicable to the data it entrusts to the CSP.

**SEC-1-SAFE-2.** The policy must:

- Cover all topics in the 14 security chapters of this document,
- Be formally approved by the CSP management,
- Be reviewed annually and whenever there is a major change that may have an impact on the service.

Trusted Cloud Reference document					Technical Specification Booklet (TSP)		
Trusted Cloud Chapter	Trusted Cloud Sub-chapter	Cloud req.	Trusted Cloud requirements Description	Sources	TSP Chapter	TSP Sub-chapter	TSP Requirement ID
SECURITY REQUIREMENTS	2.1 - Information Security Policy And Risk Management	SEC-1-SAFE-2	The policy must: • Cover all topics in the 14 security chapters of this document, • Be formally approved by the CSP management, • Be reviewed annually and whenever there is a major change that may have an impact on the service.	Secumcloud	3. Security	3.1.2 Security Assurance Plan	SAP-1
SECURITY REQUIREMENTS	2.10 - Acquisition, Development And Maintenance of IT Systems	SEC-10-SAFE-1	The CSP must ensure the security of the information in the development cycle of IT systems.	Galix Policy Rules Document_03_21_Finalized	3. Security	3.1.13.1. Code Analysis	DEV-2
SECURITY REQUIREMENTS	2.10 - Acquisition, Development And Maintenance of IT Systems	SEC-10-SAFE-3	The CSP must document and implement appropriate training in secure development for the employees concerned.	Secumcloud	3. Security	3.1.13.1. Code Analysis	DEV-2

Secumcloud	3. Security	3.1.2 Security Assurance Plan	SAP-1
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Prestataires de services d'informatique en nuage (SecNumCloud)  
référéntiel d'exigences

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3.1.2 Security Assurance Plan	SAP-1	The CSP provides and maintains a Security Assurance Plan (SAP)
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1. Organization of IS security internally at the CSP, in nominal mode as well as in degraded mode.
2. Identification of roles and responsibilities in terms of IS security.
3. Modalities for the protection of the resources required under this contract, including the policy for the protection of portable systems.
4. Human resources management and maintenance of IS security skills.
5. Identification and management of assets.
6. Management of physical access to the site, premises and resources.
7. Information access management.
8. Management of information media.
9. Management of media and discarded media (paper or computer documents).
10. Identification and management of IS risks and technical vulnerabilities.
11. Management of IS security incidents and notification process in the event of a personal data leak.
12. Internal controls and IS Reporting security audits.
13. Dashboards and indicators related to IS security.
14. Business continuity management of tele-exploitation/tele-administration platforms.
15. Crisis management in the event of an IS Security incident.
16. Compliance with legal and regulatory requirements (in particular record keeping, appointment of a DPO, management of the processing of the exercise of rights, etc.).

This document must identify the CSP's commitments to comply with the relevant legislation and regulations. The CSC remains responsible for compliance with the legal and regulatory constraints applicable to the data it entrusts to the CSP.

The CSP commits to providing an initial version (v0) of the SAP with its response. This v0 can be one of the contractual elements and will serve as a minimum security base for the duration of the service.

The CSP is free to adopt the formalism it deems appropriate. The CSP undertakes to deliver the updated version (V) of the SAP no later than one month after the start of the service. The SAP is subject to validation by the SCC. Its modalities of evolution must be specified.

Finally, the CSP initiates the updates (at least annually) of the SAS, which it evolves according to needs. The CSC can also contribute to its evolution, particularly with regard to incident management processes, crisis management, etc.

## 2.2. European regulations impact

European regulations such as the Data Act, the IA Act and etc. are still too recent or still in the process of final validation to be able to integrate them with certainty into the Cigref trusted cloud referential and then in the TSB. That is why, it is important to follow them carefully in order to be able to take them into account in the future. Cigref has specific working groups in order to support its members

### 3. EVALUATION GRID

The main objective of the **grading Grid** is to facilitate the evaluation of the CSP that will answer the TSB, by providing a centralized way to evaluate each and every one of the requirements detailed in the document.

**The Evaluation Grid document does not replace the TSB. In order to fill it, it is necessary to have read and understood the TSB first.**

#### 3.1. Evaluation grid description

The actual version of the TSB has a total amount of 228 requirements. This amount complexify both the answering from the CSP and the answers processing to the CSC. In order to simplify the evaluation of the answers, we have split the question/requirement into two types.

##### 3.1.1. Two types of questions

**YES-NO Questions for requirements that could be answered with Yes or No.** The YES-NO questions worksheet brings together the requirements (column C), with the associated question (column G) which should be answered by yes or no (Column H).

TO BE COMPLETED BY THE CSP				
A	B	C	D	G
TSB Chapter	TSB Sub-chapter	TSB Requirement ID	TSB Requirement short description	Question
2.Terms of service	2.1.2.Deployment model	FCT-3	The CSP allows the CSC to choose the data location	The provides a list of the datacenters location and allows the CSC to choose from at 2 least two distinct regions (compliant with the LOC-1 requirement)
2.Terms of service	2.1.3.Service model	FCT-4	The CSP provides the Cloud Services IaaS, PaaS, CaaS, FaaS	The CSP provides IaaS services
		FCT-4		The CSP provides PaaS services
		FCT-4		The CSP provides CaaS services
		FCT-4		The CSP provides FaaS services
2.Terms of service	2.1.5. Service Management	PIL-1	The CSP provides a centralised account management tool	The CSP provides an account management tool compliant with the requirement.
		PIL-1		The account management tool is available 24/7
2.Terms of service	2.1.5. Service Management	PIL-2	The CSP provides tools for monitoring services	The CSP provides a tool for monitoring services compliant with the requirement.
		PIL-2		The service monitoring tool is available 24/7
		PIL-2		The tool can periodically au-generate and send security reports

This part of the Grid (A to H columns) can be sent to the CSP to be filled directly by its teams. They can answer the questions providing a proof supporting their answers:

TO BE COMPLETED BY THE CSP		
G	H	I
Question	CSP's answer	Proof (Deliverables,Link, reference in a document, external reference...)
The provides a list of the datacenters location and allows the CSC to choose from at 2 least two distinct regions (compliant with the LOC-1 requirement)	YES	
The CSP provides IaaS services		
The CSP provides PaaS services		
The CSP provides CaaS services	YES	
The CSP provides FaaS services		
The CSP provides an account management tool compliant with the requirement.	YES	
The account management tool is available 24/7	NO	

The CSC can after that do a copy/paste of the answers and verify the information

CSP's answer	Proof (Deliverables,Link, reference in a document, external reference...)	CSC's comments
YES		
NO	Not available yet	OK
YES	Catalog 1.4	OK
YES	Catalog 1.4	Disagree with the answer
YES	Catalog 1.4	OK
etc		

**Open question for requirements that must be answered with details** in the Open Questions Worksheet):

The first columns (A to F) can also be sent to the CSP so he can fill a detailed answer that must be complemented with the deliverables:

TO BE COMPLETED BY THE CSP					
TSB Chapter	TSB Sub-chapter	TSB Requirement ID	TSB Requirement short description	CSP's Answer	Proof (Deliverable,Link, reference in a document, external reference...)
2.Terms of service	2.2.2. Reversibility and portability	REV-16	explicit and structured process for the export of data		
2.Terms of service	2.2.4. Construction of the infrastructure foundation	CONS-01	The CSP sets up the foundation of public cloud infrastructures		
2.Terms of service	2.3.2. Service Continuity Management	PRD-2	The CSP guarantees the continuity of the Service		
2.Terms of service	2.3.10.Asset Management	ASM-3	The CSP is advised to document and implement a procedure for the marking and handling of all information involved in the delivery of the service		
2.Terms of service	2.3.11. Facility and Personnel Security	FCPS-1	The CSP ensures the physical security of its facilities and sites		
2.Terms of service	2.3.11. Facility and Personnel Security	FCPS-2	The CSP must document and implement security scopes		

### 3.1.2. Grading the questions

#### Grading YES/NO Questions:

In the YES-NO questions worksheet, the CSC has then to validate or modify the weighting (Column K) of the sub questions of the requirements (Column G). He can customize the K column values.

It is recommended that the sum for each one of the requirements must be one. The M column gives the requirement grade depending on the answers on column H.

TO BE COMPLETED BY THE CSP						TO BE COMPLETED BY THE CSC		DO NOT SHARE WITH THE CSP	
TSB Chapter	TSB Sub-chapter	TSB Requirement ID	TSB Requirement short description	CSP's answer	Weighting (hidden)(customizable)	Note totale (hidden)(do not modify)			
2.Terms of service	2.1.2.Deployment model	FCT-3	The provides a list of the datacenters location and allows the CSC to choose from at 2 least two distinct regions (compliant with the LOC-1 requirement)	YES	1	1			
2.Terms of service	2.1.3.Service model	FCT-4	The CSP provides IaaS services	YES	0,25	1			
		FCT-4	The CSP provides PaaS services	YES	0,25				
		FCT-4	The CSP provides SaaS services	YES	0,25				
2.Terms of service	2.1.5. Service Management	PIL-1	The CSP provides an account management tool compliant with the requirement.	YES	0,8	0,8			
		PIL-1	The account management tool is available 24/7	NO	0,2				

Each one of the grades will then be reported in the "Detailed Summary) Worksheet.

#### Grading OPEN Questions:

After doing a copy/paste of the CSP's answers, the CSC can again comment the answers and give each requirement a grade between 1 and 10.

- 1 : Does not meet the requirement at all.
- 2 : Falls significantly short of the requirement
- 3 : Shows minimal understanding of the requirement
- 4 : Demonstrates some understanding but lacks completeness



- 5 : Partially meets the requirement
- 6 : Adequately addresses the requirement
- 7 : Mostly fulfills the requirement.
- 8 : Meets the requirement with minor improvements possible
- 9 : Meets almost perfectly the requirement
- 10 : Perfectly meets and exceeds the requirement

TO BE COMPLETED BY THE CSP				TO BE COMPLETED BY THE CSC (DO NOT SHARE WITH THE CSP)	
TSB Chapter	TSB Sub-chapter	TSB Requirement ID	TSB Requirement short description	CSC's Comments	Note
service	and portability	REV-15	the technical methods at its disposal.		5 : Partially meets the requirement
2.Terms of service	2.2.2. Reversibility and portability	REV-16	The CSP must specify the explicit and structured process for the export of data		6 : Adequately addresses the requirement
2.Terms of service	2.2.4. Construction of the infrastructure foundation	CONS-01	The CSP sets up the foundation of public cloud infrastructures		5 : Partially meets the requirement
2.Terms of service	2.3.2. Service Continuity Management	PRD-2	The CSP guarantees the continuity of the Service		7 : Mostly fulfills the requirement.
2.Terms of service	2.3.10.Asset Management	ASM-3	The CSP is advised to document and implement a procedure for the marking and handling of all information involved in the delivery of the service		1 : Does not meet the requirement at all.

This grade will again be reported to the "Detailed Summary" worksheet next to the corresponding requirement.

### 3.1.3. BONUS Questions

Some requirements contain some features that goes beyond of what we would ask for a safe Cloud environment, however trough the workshops the participants expressed the desire to include them as **bonus questions** because they represent an answer to trusted issues.

These Bonus question have a weighting that you can also customize in the grid:

TO BE COMPLETED BY THE CSP				TO BE COMPLETED BY THE CSC (DO NOT SHARE WITH THE CSP)	
TSB Chapter	TSB Sub-chapter	TSB Requirement ID	TSB Requirement short description	CSC's Comments	Weighting (customizable)
		REV-14	the technical methods at its disposal.	Trusted Level (BONUS) : The CSP shares with the CSC any support facilitating interoperability between the CSC capabilities, including the user, administrator and business functions related to the cloud service.	0,5
2.Terms of service	2.2.2. Reversibility and portability	REV-17	The infrastructure CSP must provide application programming interfaces related to the cloud service	The CSP provides APIs related to the portability of the services and its documentation.	0,6
		REV-17		The CSP provides an a shared transfer API catalogue	0,4
		REV-17		Trusted Level (BONUS) : The infrastructure CSP can provide a self-service interface allowing the CSC to perform periodic data extractions from the CSC. This functionality can be contracted and may include additional costs. The operability of reversibility must be demonstrated and verified through periodic monitoring processes and at the initiative of the CSC.	0,5
2.Terms of service	2.2.3. Marketplace	MAR-1	The CSP makes its Market Place available	The CSP makes available third party services through a market place	1
2.Terms of service	2.2.3. Marketplace	MAR-2	The CSP provides a private Market place	The CSP can provide a customizable private market place	1

The "Detailed summary" Worksheet allows to visualize the location in the TSB of every requirement (columns A to E), the type of question in which it their answered (Column F), the given grade (calculate from the answers worksheets) on column H and if whether or not they are eliminatory (column I).

Detailed summary (do not modify)							
TSP Chapter	TSP Sub-chapter	Grade clustering	Requirement ID	Type of question (hidden)	Requirement short description	Note	Eliminatory
2.2.2. Reversibility and portability	Portability grade	REV-7	Open Question	The CSP provides a portability solution to the CSC	0.80		
		REV-8	Open Question	The CSP provides a porting procedure in case the CSC wishes the termination of a service	0.70	Eliminatory	
		REV-9	YES/NO Question	The CSP must provide to the CSC switching and porting procedures for activating a new cloud service when it is the porting destination.	0.00	Eliminatory	
		REV-10	Open Question	The CSP must enable the import and export of CSC infrastructure artefacts	0.70		
		REV-11	YES/NO Question	The CSP must inform the CSC of the data migration schedule	0.00		
		REV-12	YES/NO Question	The CSP ensures that practices are in place to facilitate the switching of service providers.	0.00		
		REV-13	YES/NO Question	The CSP ensures there is pre-contractual information on data portability available	0.00		

"In order to implement **the weighting of the requirements**, they were grouped by clusters (column C). These clusters are made of requirements that answers the same issues and can contain both Open and Yes/No questions.

Every requirement is given a total possible grade of 1 before the weighting. A weighting (column G) can then be applied and modified by the CSC in the "Weighting" Worksheet for each one of the clusters (column D). We suggest to use 3 levels for the weighting:

**1 : Not at issue**

**5 : Important**

**10 : Critical**

WEIGHTING						
Chapter	Sub_Chapter	Cluster	# of requirements	# of eliminatory requirements	Weighting	Total possible points
2.	Management	Service management grade	1	0	5 : Important	5
	2.1.6. Technical requirements	Technical requirements grade	4	0	5 : Important	20
	2.2.1 Provision of services	Provision of services grade	2	0	5 : Important	10
	2.2.2. Reversibility and portability	Transparency statement grade	1	0	10 : Critical	10
		General Data requirements grade	5	0	5 : Important	25
		Portability grade	8	2	10 : Critical	80
	Reversibility grade	3	0	10 : Critical	30	

This approach to weight the different clustered parts of the TSB, allows to prioritize important and critical requirements within chapters, and also becomes very handy when customizing the TSB to the particular needs of each one of the entities that will use these documents. It is a suggestion; it can of course be reconsidered in the next Group Workshop.

In order to guide the weighting, the number of requirements for each cluster, and the number of eliminatory requirements as well appears in the worksheet.

This will easily give us the maximum possible grade (column H) by multiplying the number of requirements in the cluster times the weighting value. We will use these values later to evaluate the performance of the CSP.

The values as well as the grade of each cluster appear in the "Detailed summary" Worksheet (Grey lines in between clusters). It allows the CSC to overview the performance of the CSP for each cluster.

Detailed summary (do not modify)						
TSP Sub-chapter	Grade clustering	TSP Requirement ID	Type of question (hidden)	Requirement short description	Note	Eliminatory
2.1.5. Service Management	Service management grade	PIL-1	YES/NO Question	The CSP provides a centralised account management tool	0,80	
		PIL-2	YES/NO Question	The CSP provides tools for monitoring services	0,20	
<b>Service management grade summary :</b>		<b>Weighting : 5</b>		<b>Grade : 5,00</b>		<b>Maximum possible grade : 10</b>
2.1.6. Technical requirements	Technical requirements grade	TEC-1	YES/NO Question	The SERVICE works as a thin client (web browser)	1,00	
		TEC-2	Open Question	The CSP shall propose means of interconnection with the CSC's network	0,40	
		TEC-3	YES/NO Question	The SERVICE is IPv6 compatible	0,70	
		TEC-4	YES/NO Question	The SERVICE is accessible via APIs	0,80	
<b>Technical requirements grade summary :</b>		<b>Weighting : 5</b>		<b>Grade : 14,50</b>		<b>Maximum possible grade : 20</b>
MFC-1		YES/NO Question	The CSP makes available the service	0,00		

At the bottom of the "Weighting" worksheets you will also find a customizable "Eliminatory Criteria".

WEIGHTING								
STB Chapter	Chapter (hidden)	STB Sub_Chapter	Grade Clustering	# of requirements	# of eliminatory requirements	Weighting (customizable)	Total possible points	Weighting (num (hidden))
6. Environmental Focus		6.1. Energy requirements 6.2. Carbon Emissions and Footprint requirements 6.3. Water and heat requirements 6.4. Components lifecycle requirements	Environmental grade	5	0	5: Important	25	5
	6. Environmental Focus	6. Environmental focus total requirements : 5		6. Environmental focus total points :			25	
<b>Eliminatory Criteria : the grade is inferior to :</b>					<b>0,70</b>			

You can adjust the value of this criteria (between 0 and 1):

- Eliminatory requirements graded over the value of this criteria will automatically nullify the points for the entire cluster of requirements:

	requirements grade	process and procedures for the import of data	0,30		
	General Data requirements grade	The CSP uses Standard format for its data structure	0,00		
<b>Requirements summary :</b>	<b>2. Terms of service</b>	<b>Grade : 1,50</b>		<b>Maximum possible grade : 25</b>	
<b>Grade</b>	Portability grade	The CSP provides a portability solution to the CSC	0,80		
	Portability grade	CSP provides a porting procedure in case the CSC loses the termination of a service	0,70		<b>Eliminatory</b>
	Portability grade	The CSP must provide to the CSC switching and porting procedures for activating a new cloud service when it is the porting destination	0,00		<b>Eliminatory</b>
	Portability grade	The CSP must enable the import and export of CSC infrastructure artefacts	0,70		
	Portability grade	The CSP must inform the CSC of the data migration schedule	0,00		
	Portability grade	The CSP ensures that practices are in place to facilitate the switching of service providers.	0,00		
	Portability grade	The CSP ensures there is pre-contractual information data portability available	0,00		
	Portability grade	The CSP must provide an API to the CSC relating to exporting artefacts information	1,50		
<b>summary :</b>	<b>2. Terms of service</b>	<b>Grade : 0,00</b>		<b>Maximum possible grade : 80</b>	
	Reversibility grade	The CSP must ensure the reversibility of the data using the technical methods specified in the CSP's technical specification	0,50		

A more global overview of the CSP's answer is possible in the "Global summary" Worksheet where we can find for each one of the big chapters of the TSB the number of requirements it contains, the grade

the CSP obtained vs the maximal possible grade, and the same grade but in % (Grade/Maximum Grade x100) to facilitate the comparison between CSPs' answers.

Global Summary				
Chapter	# Of requirements	Grade	Maximum grade	Grade (%)
1.Introduction and Context	3	24	30	80,00%
2. Terms of service	83	170,9	465	36,75%
3.Security	73	149	551	27,04%
4. Catalog of Infrastructure and foundation Services	10	18,5	61	30,33%
5. Business Services Catalog	54	13	239	5,44%
6. Environmental Focus	5	12,5	25	50,00%
<b>TOTAL</b>	<b>228</b>	<b>387,9</b>	<b>1371</b>	<b>28,29%</b>

CSP COMPLIANCE WITH THE TSB					
1. Introduction and Context	2. Terms of service	3. Security	4. Catalog of Infrastructure and Foundation Services	5. Business Services Catalog	6. Environmental Focus

### 3.2. Modifying the grid structure

In order to modify the structure or the grid to make it match the CSC’s TSB, Yellow lines have been added at the bottom of each one of the worksheets:

ADDING A NEW REQUIREMENT						
<b>Copy the Lines below filling the required cells and follow the instructions in the guide</b>						
<b>YES/NO Question requirement line</b>						
Name of the Chapter	Name of the Sub-Chapter	Grade clustering	Grade clustering, MUST BE FILLED	Fill # eliminatory	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY
<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	<Grade cluster name>	<Eliminatory>	#VALEUR!	<Grade cluster name> <Eliminatory>
<b>Open Question requirement line</b>						
Name of the Chapter	Name of the Sub-Chapter	Grade clustering	Grade clustering, MUST BE FILLED	Fill # eliminatory	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY
<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	<Grade cluster name>	<Eliminatory>	#VALEUR!	<Grade cluster name> <Eliminatory>
<b>Cluster summary line</b>						
<Name of the chapter>	(Can be fuse with the right-cell)	Excel Formula, DO NOT MODIFY	Name of the Chapter, MUST BE FILLED	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY
<Name of the chapter>	Name of the Chapter, MUST BE FILLED summary :		<Name of the Chapter>	#N/A	#N/A	
<b>Chapter summary line</b>						
Name of the Chapter	Excel Formula, DO NOT MODIFY		Blank	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY
<Name of the chapter>	Blank summary :			Maximum possible grade : Excel Formula, DO NOT MODIFY	1	

**These lines must be copied and then modify** (that way the formulas will work automatically). We will explain how to proceed for each one of the scenarios:

Before beginning to modify the grid, it is necessary to unmask all the masked columns.

[Password to unlock the document](#)  
CigrefTSB.2024

There are 2 parts in this paragraph, the first one is **to add a new requirement**. The second one is **to add a new chapter with several requirements** in it.

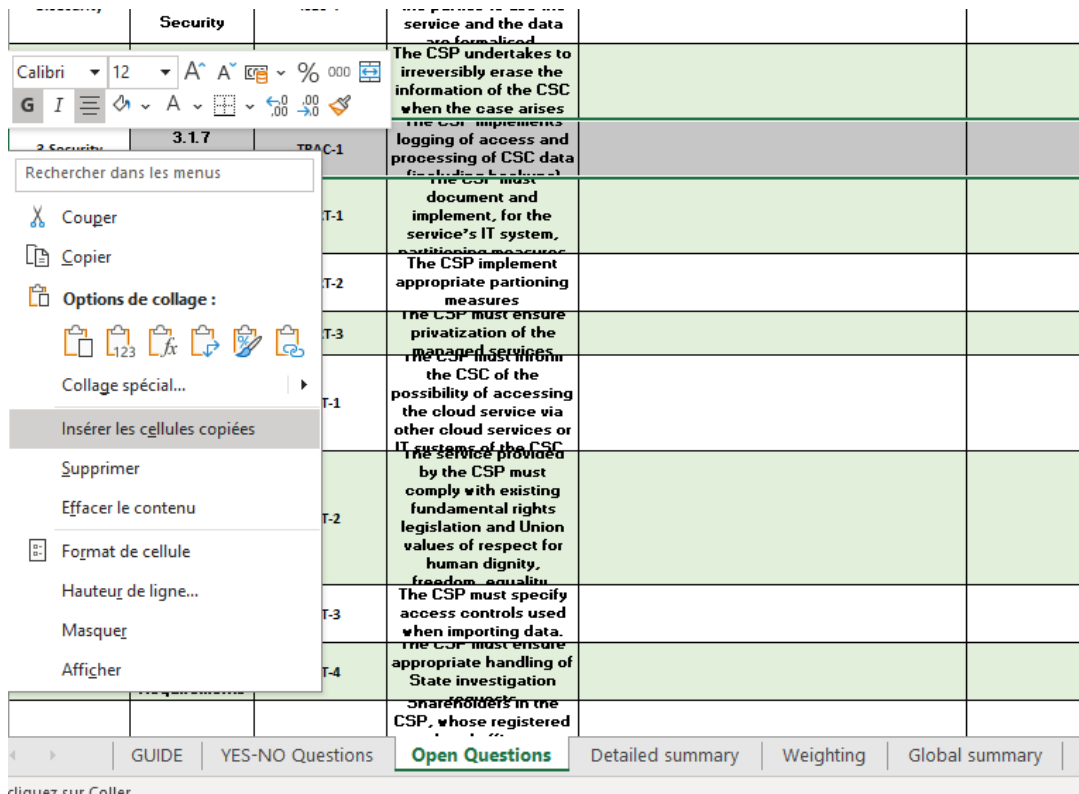
#### 3.2.1. Adding a new requirement

Adding an **open question** requirement:

1. Go to the “Open Questions” worksheet
2. Select and copy the yellow line at the bottom of the worksheet:

ADDING A NEW OPEN REQUIREMENT				
<b>Copy the Line below filling the required cells and follow the instructions in the guide</b>				
Name of the Chapter	Name of the Sub-Chapter	Requirement ID	Requirement short description	
<Name of the Chapter>	<Name of the Sub-Chapter>	<Requirement ID>	<Requirement short description>	

- Go to the line under where you want to add the requirement, right click on the line and select "insert the copied lines"



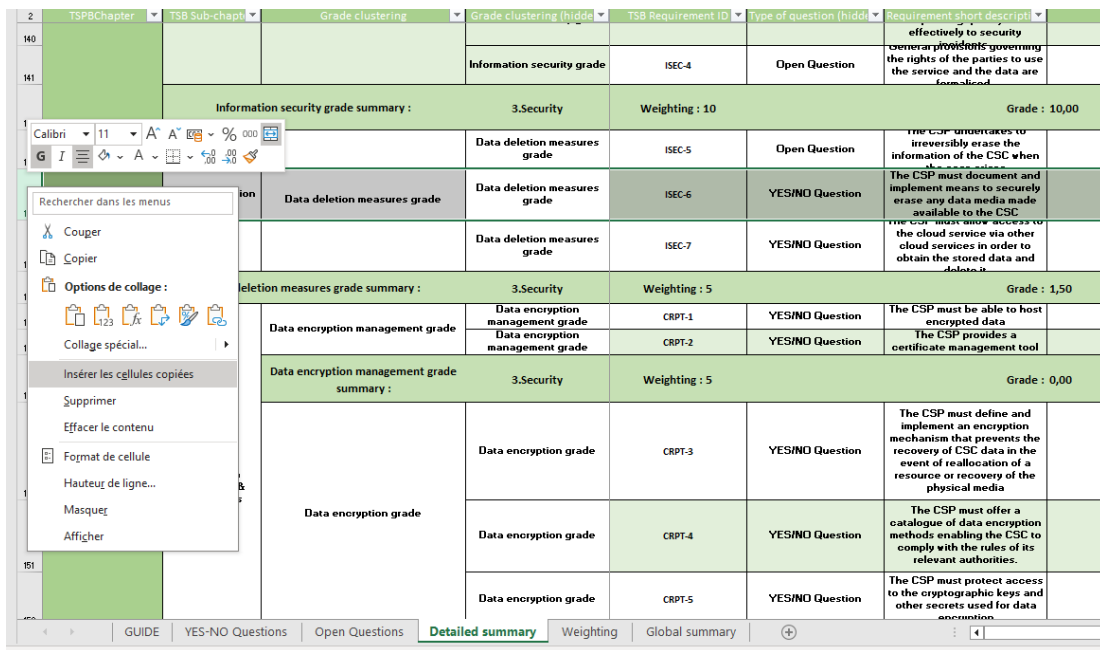
- Fill the lines that needs to be filled (do not modify the excel formulas) as instructed at the bottom of the worksheet

TSB Chapitre	TSB Sub-chapter	TSB Requirement	TSB Requirement short description
3.Security	3.1.5 Information Security	NEW-1	BLABLABLA
	3.1.7		The CSP implements logging of access and

- Go to the "Detailed summary" Worksheet
- Select and copy the yellow line "Open Question requirement line" at the bottom of the worksheet:

ADDING A NEW REQUIREMENT						
Copy the Lines below filling the required cells and follow the instructions in the guide						
YES/NO Question requirement line						
Name of the Chapter	Name of the Sub-Chapter	Grade clustering	Grade clustering, MUST BE FILLED	type of question	Requirement short description	
<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	<Grade cluster name>	S/NO Question	<Requirement short description>	
Open Question requirement line						
Name of the Chapter	Name of the Sub-Chapter	Grade clustering	Grade clustering, MUST BE FILLED	type of question	Requirement short description	
<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	<Grade cluster name>	Open Question	<Requirement short description>	

- Go to the line under where you want to add the requirement, right click on the line and select "insert the copied lines" (be coherent with the location in step 3):



- Fill the lines that needs to be filled (do not modify the excel formulas) as instructed at the bottom of the worksheet

Information security	Data deletion measures grade	Data deletion measures grade	Open Question	The CSP undertakes to irreversibly erase the information of the CSC when	0,30	
		Data deletion measures grade	Open Question	BLA BLA BLA	#VALEUR!	Eliminatory
		Data deletion measures grade	YES/NO Question	The CSP must document and implement means to securely erase any data media made available to the CSC	0,00	
		Data deletion measures grade	YES/NO Question	The CSP must allow access to the cloud service via other cloud services in order to obtain the stored data and delete it	0,00	

An error will appear in the "grade" column (H), you must give a grade on the "Open Questions" Worksheet in order to make it disappear.

- Check that the "Grade cluster summary line" and "TSB Chapter summary line" are automatically updated.

Before:

3.15 Information Security	Data deletion measures grade	Data deletion measures grade	Open Question	The CSP undertakes to irreversibly erase the information of the CSC when	0,30	
		Data deletion measures grade	YES/NO Question	The CSP must document and implement means to securely erase any data media made available to the CSC	0,00	
		Data deletion measures grade	YES/NO Question	The CSP must allow access to the cloud service via other cloud services in order to obtain the stored data and delete it	0,00	
		Data deletion measures grade summary :		3.Security		Grade : 1,50
3.Security summary :		Data encryption	YES/NO Question	The CSP must be able to host encrypted data		Maximum possible grade : 551

After:

Information security grade summary :		3.Security			Grade : 10,00	Maximum possible grade : 40
3.15 Information Security	Data deletion measures grade	Data deletion measures grade	Open Question	The CSP undertakes to irreversibly erase the information of the CSC when	0,30	
		Data deletion measures grade	Open Question	BLA BLA BLA	0,80	Eliminatory
		Data deletion measures grade	YES/NO Question	The CSP must document and implement means to securely erase any data media made available to the CSC	0,00	
		Data deletion measures grade	YES/NO Question	The CSP must allow access to the cloud service via other cloud services in order to obtain the stored data and delete it	0,00	
Data deletion measures grade summary :		3.Security			Grade : 5,50	Maximum possible grade : 20
		Data encryption	YES/NO Question	The CSP must be able to host encrypted data	0,00	

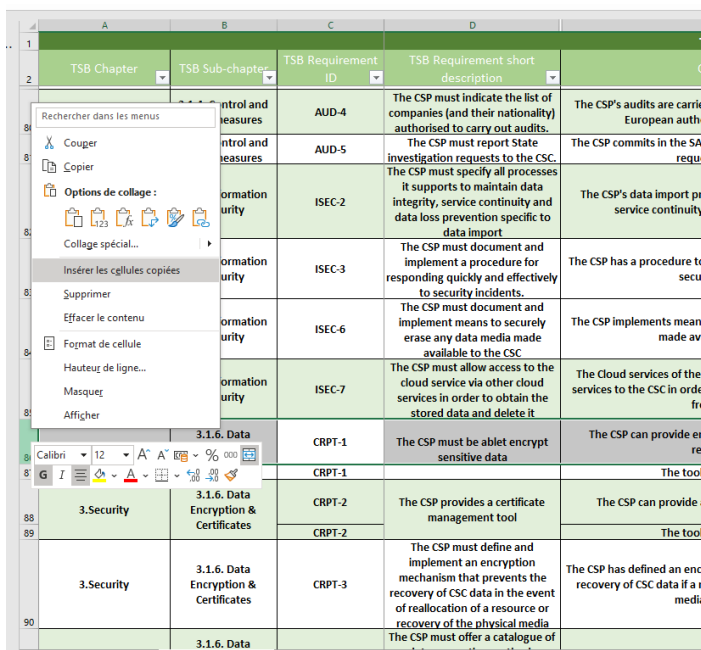
3.Security summary :	Total Grade : 102	Maximum possible grade : 551
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**Adding a YES/NO Questions Requirement:**

1. Go to the “YES-NO Questions” Worksheet
2. Select and copy the yellow line at the bottom of the worksheet:

ADDING A NEW YES/NO REQUIREMENT QUESTION				
Copy the Line below filling the required cells and follow the instructions in the guide				
Name of the Chapter	Name of the Sub-Chapter	Requirement ID	Requirement short description	YES/NO Question
<Name of the Chapter>	<Name of the Sub-Chapter>	<Requirement ID>	<Requirement short description>	<YES/NO Question>

3. Go to the line under where you want to add the requirement, right click on the line and select “insert the copied lines”



4. Fill the lines that need to be filled (do not modify the excel formulas) as instructed at the bottom of the worksheet.

TSB Chapter	TSB Sub-chapter	TSB Requirement	TSB Requirement short description
3.Security	3.1.5 Information Security	NEW-1	BLABLABLA
	3.1.7		The CSP implements logging of access and

5. Click on the line below and insert as many lines as YES/NO Questions you want to this requirement and the copy the first line on the new ones.

	Information security	ISEC-3	The CSP must document and implement a procedure for responding quickly and effectively to security incidents.	The CSP has a procedure to respond quickly and effectively to security incidents	
	Information security	ISEC-6	The CSP must document and implement means to securely erase any data media made available to the CSC	The CSP implements means to securely erase any data media made available to the CSC	
	Information security	ISEC-7	The CSP must allow access to the cloud service via other cloud services in order to obtain the stored data and delete it	The Cloud services of the CSP are accessible via other cloud services to the CSC in order to obtain and delete stored data from the CSC	
	Information security	NEW-2	BLA BLA BLA	BLA BLA BLA 1	
	3.1.6. Data Encryption &	CRPT-1	The CSP must be able to encrypt sensitive data	The CSP can provide encrypt tools compliant with the requirement	
		CRPT-1		The tool is available 24/7	
	3.Security	CRPT-2	The CSP provides a certificate management tool	The CSP can provide a certificate management tool	

6. Fuse and complete the required cells:

A		B		C		D		G	
TO BE COMPLETED BY THE CSP									
TSB Chapter	TSB Sub-chapter	TSB Requirement ID	TSB Requirement short description	Question					
3.Security	3.1.5 Information Security	ISEC-7	The CSP must allow access to the cloud service via other cloud services in order to obtain the stored data and delete it	The Cloud services of the CSP are accessible via other cloud services to the CSC in order to obtain and delete stored data from the CSC					
3.Security	3.1.5 Information Security	NEW-2	BLA BLA BLA	BLA BLA BLA 1 ?					
		NEW-2	BLA BLA BLA	BLA BLA BLA 2 ?					
		NEW-2	BLA BLA BLA	BLA BLA BLA 3 ?					
	3.1.6. Data	CRPT-1	The CSP must be able to encrypt	The CSP can provide encrypt tools compliant with the					

(Cells in the column C MUST NOT BE FUSED in order to the excel formulas to work correctly)

7. Complete the weighting for each question of this requirement (it is recommended to the sum to be 1)

A		B		C		E			I	
TO BE COMPLETED BY THE CSP (DO NOT SHARE WITH THE CSP)										
TSB Chapter	TSB Sub-chapter	TSB Requirement ID	Weighting (hidden)(customizable)	Note partielle (hidden)(do not modify)	Note totale (hidden)					
3.Security	3.1.5 Information Security	ISEC-6	1	0	0					
3.Security	3.1.5 Information Security	ISEC-7	1	0	0					
3.Security	3.1.5 Information Security	NEW-2	0,2	0	0					
		NEW-2	0,2	0						
		NEW-2	0,6	0						
3.Security	3.1.6. Data Encryption &	CRPT-1	0,8	0	0					

8. Go to the "Detailed summary" Worksheet.  
 9. Select and copy the yellow line "YES/NO requirement line" at the bottom of the worksheet:

ADDING A NEW REQUIREMENT									
Copy the Lines below filling the required cells and follow the instructions in the guide									
YES/NO Question requirement line									
Name of the Chapter	Name of the Sub-Chapter	Grade clustering	Grade clustering, MUST BE FILLED	Type of question	Requirement short description	Excel Formula, DO NOT MODIFY	Fill if ok		
<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	<Grade cluster name>	YES/NO Question	<Requirement short description>	#VALEUR!	<Elimi		
Open Question requirement line									
Name of the Chapter	Name of the Sub-Chapter	Grade clustering	Grade clustering, MUST BE FILLED	Type of question	Requirement short description	Excel Formula, DO NOT MODIFY	Fill if ok		
<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	<Grade cluster name>	Open Question	<Requirement short description>	#VALEUR!	<Elimi		
Cluster summary line									

10. Go to the line under where you want to add the requirement, right click on the line, and select "insert the copied lines" (be coherent with the location in step 3)

TSBChapter	TSB Sub-chapt	Grade clustering	TSB Requirement ID	Type of question (hidde)	Requirement short descripti
		Information security grade	ISEC-4	Open Question	effectively to security
Information security grade summary :		3.Security	Weighting : 10	Grade : 10,00	
		Data deletion measures grade	ISEC-5	Open Question	The CSP undertakes to
		Data deletion measures grade	ISEC-6	YES/NO Question	The CSP must document and
		Data deletion measures grade	ISEC-7	YES/NO Question	The CSP must ensure access to
Data deletion measures grade summary :		3.Security	Weighting : 5	Grade : 1,50	
		Data encryption management grade	CRPT-1	YES/NO Question	The CSP must be able to host
		Data encryption management grade	CRPT-2	YES/NO Question	The CSP provides a
Data encryption management grade summary :		3.Security	Weighting : 5	Grade : 0,00	
		Data encryption grade	CRPT-3	YES/NO Question	The CSP must define and
		Data encryption grade	CRPT-4	YES/NO Question	The CSP must offer a
		Data encryption grade	CRPT-5	YES/NO Question	The CSP must protect access to

11. Fill the lines that needs to be filled (do not modify the excel formulas) as instructed at the bottom of the worksheet.

Information security	Information security grade summary :	3.Security	Weighting : 10	Grade : 10,00	
	Data deletion measures grade		ISEC-5	Open Question	0,30
	Data deletion measures grade		ISEC-6	YES/NO Question	0,00
	Data deletion measures grade		ISEC-7	YES/NO Question	0,00
	Data deletion measures grade		NEW-2	YES/NO Question	0,00
Data deletion measures grade summary :		3.Security	Weighting : 5	Grade : 1,50	

12. Check that the “Grade cluster summary line” and “TSB Chapter summary line” automatically update.

Before:

3.15 Information Security	Data deletion measures grade		Open Question	0,30	
	Data deletion measures grade		YES/NO Question	0,00	
	Data deletion measures grade		YES/NO Question	0,00	
	Data deletion measures grade summary :	3.Security	Grade : 1,50	Maximum possible grade : 15	
3.Security summary :		Total Grade : 102			Maximum possible grade : 551

After:

Data deletion measures grade	Data deletion measures grade		0,00		
	Data deletion measures grade	BLA BLA BLA	0,00		
	Data deletion measures grade summary :	3.Security	Grade : 1,50	Maximum possible grade : 20	
3.Security summary :		Total Grade : 102			Maximum possible grade : 556

### 3.2.2. Adding a new cluster/subchapter

To illustrate the following parts of the guide we will use the “Test” lines that can also be found at the bottom of each Worksheet.

We will add a new “Test” subchapter at the end of the “3. Security” chapter.

We will add 2 new requirements:

- “Test-1” a YES/NO Requirement
- “Test-2” an Open question requirement.

1. The first step is to add the requirements in the “YES-NO Questions” and “Open Questions” worksheets:

				TO BE COMPLETED BY THE CSC (DO NOT SHARE WITH THE CSP)		
A	B	C		K	L	M
TSB Chapter	TSB Sub-chapter	TSB Requirement ID		Weighting (hidden)(customizable)	Note partielle (hidden)(do not modify)	Note totale (hidden)
3.Security	3.1.16. Security Services	SECS-13		0,6	0	0
		SECS-13		0,4	0	0
3.Security	3.2 Trusted Security Requirements	TRST-5		1	0	0
3. Security	Test SubChapter	TEST-1		0,7	0	0,3
		TEST-1		0,3	0,3	
4. Catalog of Infrastructure and	4.1. Infrastructure	CSI-01		0,8	0	0

3.Security	TRST-6	established in a Member State of the EU shall not, directly or indirectly, individually or jointly, hold control of the CSP.				9 : Meets almost p
3.Security	TRST-7	Compliance with the Article 48 GDPR				8 : Meets the requireme p
3. Security	Test SubChapter	TEST-2	Test 2 short description			6 : Adequately add
4. Catalog of Infrastructure and	4.1. Infrastructure	CSI-05	The CSP provides storage			5 : Partially me

2. Go to the “Detailed summary” Worksheet.
3. Select, copy and filled the new requirements lines

Trusted Security requirements grade summary :		3.Security	Weighting : 10	Grade : 5,00	Maximum possible grade :
	New Cluster	TEST-1	YES/NO Question	BLA BLA BLA	0,30
	New Cluster	TEST-2	Open Question	BLA BLA BLA	0,60

4. Select and copy the yellow line “Cluster summary line” at the bottom of the worksheet:

chapter>	Name>					description>
Cluster summary line						
<Name of the Chapter>	(Can be fuse with the right- cell)	Excel Formula, DO NOT MODIFY	Name of the Chapter, MUST BE FILLED	Excel Formula, DO NOT MODIFY	Blank	Text, DO NOT MODIFY
<Name of the chapter>	Name of the Chapter, MUST BE FILLED summary :		<Name of the Chapter>	#N/A	Grade : #N/A	
Chapter summary line						
Name of the Chapter	Excel Formula, DO NOT MODIFY		Blank	Excel Formula, DO NOT MODIFY	Blank	Excel Formula, DO NOT MODIFY

5. Go to the line under where you want to add the requirement, right click on the line and select “insert the copied lines”



ONCATENER(D218;" summary :")

6. Fill the lines that needs to be filled (do not modify the excel formulas) as instructed at the bottom of the worksheet.

			Trusted Security requirements grade	TRST-7	Open Question	Compliance with the Article 48 GDPR	
	Trusted Security requirements grade summary :		3.Security	Weighting : 10		Grade : 0,00	
Test SubChapter	New Cluster	New Cluster	TEST-1	YES/NO Question	BLA BLA BLA		
		New Cluster	TEST-2	Open Question	BLA BLA BLA		
New Cluster summary :		3.Security	#N/A		Grade : #N/A		
3.Security summary :		# of requirements : 73		Total Grade : #N/A			
			Computing services grade	CSI-01	YES/NO Question	The CSP provides Compute services	

Some cells will have an N/A error, we need to complete the "Weighting" Worksheet in order for them to work.

- Go to the "Weighting" worksheet
- Select and copy the yellow line "Cluster weighting line" at the bottom of the worksheet:

ADDING A CLUSTER AND CHAPTER							
Copy the Lines below filling the required cells and follow the instructions in the guide							
Cluster weighting line							
Name of the Chapter	Name of the Sub-Chapter	Name of the Cluster	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY	Weighting, TO BE FILLED	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY
<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	184	128	5 : Important	920	5
Chapter summary line							
Excel Formula				Excel Formula			

9. Go to the line under where you want to add the requirement, right click on the line and select “insert the copied lines”

STB Chapter	STB Sub_Chapter	Grade Clustering	# of requirements	# of eliminatory requirements	Weighting (customizable)	Total possible points
		Information security grade	4	0	10 : Critical	40
		Data deletion measures grade	3	0	5 : Important	15
		Data encryption management grade	2	0	5 : Important	10
		Data encryption grade	3	0	10 : Critical	30
		Traceability grade	2	1	10 : Critical	20
		Partitioning grade	3	0	5 : Important	15
		Communications Security grade	3	0	5 : Important	15
		Security Patches grade	1	0	5 : Important	5
		Access and identities grade	9	0	10 : Critical	90
		Secure development grade	3	0	5 : Important	15
		Suncontracting grade	3	0	10 : Critical	30
		Data commitment grade	1	0	10 : Critical	10
		RGPD grade	2	2	10 : Critical	20
		Compliance grade	2	0	5 : Important	10
		Certifications grade	3	1	10 : Critical	30
		Security services grade	13	0	5 : Important	65
		Trusted Security requirements grade	7	7	10 : Critical	70
<b>Security total requirements :</b>			<b>73</b>	<b>3. Security total points :</b>	<b>551</b>	
		Computing services grade	2	0	5 : Important	10
		Settings grade	2	0	5 : Important	10
4. Catalog of Infrastructure and foundation	4.1.3. Storage and backup	Storage, backup and snapshots grade	3	0	10 : Critical	30
	4.1.4. Resource template Management	Template management grade	1	0	1 : Not at issue	1

10. Fill the lines that need to be filled (do not modify the excel formulas) as instructed at the bottom of the worksheet.

(You can check that once you fill the C and D column, the other cells will automatically be filled if G is also filled. The numbers appearing when you paste the line are not relevant)

Before:

ity	maintenance of information systems						
	3.1.14 Subcontracting	Suncontracting grade	3	0	10 : Critical	30	10
	3.1.15. Compliance	Data commitment grade	1	0	10 : Critical	10	10
		RGPD grade	2	2	10 : Critical	20	10
		Compliance grade	2	0	5 : Important	10	5
		Certifications grade	3	1	10 : Critical	30	10
	3.1.16. Security Services	Security services grade	13	0	5 : Important	65	5
	3.2. Trusted Security Requirements	Trusted Security requirements grade	7	7	10 : Critical	70	10
	<Sub-Chapter Name>	<Grade cluster name>	184	128	5 : Important	920	5
	<b>3. Security total requirements :</b>			<b>73</b>	<b>3. Security total points :</b>	<b>551</b>	
4.1.1 Computing Power	Computing services grade	2	0	5 : Important	10	5	

After:

	3.2 Trusted Security Requirements	Trusted Security requirements grade	7	7	10 : Critical	70	10
	Test SubChapter	New cluster	2	0	5 : Important	10	5
<b>3. Security total requirements :</b>			<b>73</b>	<b>3. Security total points :</b>	<b>551</b>		

11. Change the E and H cells' formula of the Chapter summary to verify that the sum also contains the new lines:

**=SOMME(E38:E60)**

	C	D	E	
1	<b>WEIGHTING</b>			
2	STB Chapter	STB Sub_Chapter	Grade Clustering	# of requirements
57			Certifications grade	3
58		3.1.16. Security Services	Security services grade	13
59		3.2 Trusted Security Requirements	Trusted Security requirements grade	7
60	Test SubChapter		New cluster	2
61	<b>3. Security total requirements :</b>			<b>=SOMME(E38:E60)</b>
62		4.1.1 Computing Power	Computing services grade	2

12. Verify that that the detailed summary worksheet was also updated

Before:

Test SubChapter	New Cluster	New Cluster	TEST-1	YES/NO Question	BLA BLA BLA	
	New Cluster	New Cluster	TEST-2	Open Question	BLA BLA BLA	
New Cluster summary :		3.Security	#N/A		Grade : #N/A	
3.Security summary :		Total Grade : 102			Maximum possible grade : 551	

After:

Test SubChapter	New Cluster	New Cluster	BLA BLA BLA	0,30		1
	New Cluster	New Cluster	BLA BLA BLA	0,60		1
New Cluster summary :		3.Security	Grade : 4,50		Maximum possible grade : 10	
3.Security summary :		# of requirements : 75	Total Grade : 106,5		Maximum possible grade : 561	

### 3.2.3. Adding a new chapter

Here we will add a new chapter between “3. Security” and “4. Catalog” if infrastructure and foundations:

1. Add all the subchapter following the previous steps in the

46	3.Security	3.2 Trusted Security Requirements	TRST-5		1	0
47	New Chapter	Test SubChapter	TEST-1		0,7	0
48			TEST-1		0,3	0,3
49	4. Catalog of Infrastructure and foundation Services	4.1. Infrastructure Services	CSI-01		0,8	0
50			CSI-01		0,2	0
	3.Security	3.2 Trusted Security Requirements	TRST-7	Compliance with the Article 48 GDPR		
	New Chapter	Test SubChapter	TEST-2	Test 2 short description		
	4. Catalog of Infrastructure and foundation Services	4.1. Infrastructure services	CSI-05	The CSP provides storage services		

	Trusted Security requirements grade summary :		3.Security	Grade : 0,00		Maximum possible grade : 70	0
	3.Security summary :			Total Grade : 106,5		Maximum possible grade : 561	1
	New chapter	Test SubChapter	New Cluster	YES/NO Question	BLA BLA BLA	0,30	1
			New Cluster	Open Question	BLA BLA BLA	0,50	1
	New Cluster summary :		3.Security	Grade : 4,50		Maximum possible grade : 10	1
	4.1.1 Computing Power	Computing services grade	Computing services grade	YES/NO Question	The CSP provides Competing services	0,00	1
			Computing services	YES/NO Question	The CSP provides high-performance competing	0,00	1

60	3. Security total requirements :		73	3. Security total points :		551
61	New Chapter	Test SubChapter	New cluster	2	0	5 : Important
62	4. Catalog of	4.1.1 Computing Power	Computing services grade	2	0	5 : Important
63		4.1.2 Settings Management	Settings grade	2	0	5 : Important
64		4.1.3. Storage and backup	Storage, backup and snapshots grade	3	0	10 : Critical

- Go to the "Detailed summary" Worksheet
- Select and copy the yellow line "Chapter summary line" at the bottom of the worksheet:

<Name of the chapter>	<Long-Chapter Name>	<Grade cluster name>	<Grade cluster name>	Open Question	<Requirement short description>	<VALEUR!>	<Elimatory>
Cluster summary line							
<Name of the chapter>	(Case by face with the right cell)	Excel Formulas, DO NOT MODIFY	Name of the Chapter, MUST BE FILLED	Blank	Text, DO NOT MODIFY	Excel Formulas, DO NOT MODIFY	Excel Formulas, DO NOT MODIFY
<Name of the chapter>	Name of the Chapter, MUST BE FILLED summary :		<Name of the Chapter>	Grade : #N/A		#N/A	
Chapter summary line							
<Name of the chapter>	Excel Formulas, DO NOT MODIFY		Blank	Blank	Excel Formulas, DO NOT MODIFY	Excel Formulas, DO NOT MODIFY	Excel Formulas, DO NOT MODIFY
<Name of the chapter>	Blank summary :		Total Grade : 0		Maximum possible grade : Excel Formula, DO NOT MODIFY		

- Go to the line under where you want to add the requirement, right click on the line and select "insert the copied lines"

Detailed summary (do not modify)							
Requirement grade	Open Question	Description of the requirement	Grade	Elimatory	Elimatory	Elimatory	Elimatory
Trusted Security requirements grade	YES/NO Question	appropriate handling of data destruction requests	0,30	Elimatory			0
Trusted Security requirements grade	Open Question	The periodical compliance of all services of the CSP or with the infrastructure by exclusively Europe.	0,30	Elimatory			0
Trusted Security requirements grade	Open Question	Resiliency in the CSP, where registered local office, independent and with contribution to the availability of a Member State of the EU. Address directly or indirectly, individually or jointly, held control of the CSP.	0,30	Elimatory			1
Trusted Security requirements grade	Open Question	Compliance with the Article 48 GDPR	0,00	Elimatory			1
3.Security		Grade : 0,00		Maximum possible grade : 10		0	
3.Security summary :		Total Grade : 106,5		Maximum possible grade : 561		1	
New Cluster	New Cluster	YES/NO Question	BLA BLA BLA	0,30			1
New Cluster	New Cluster	Open Question	BLA BLA BLA	0,50			1
Cluster summary :		3.Security	Grade : 4,50		Maximum possible grade : 10		1
Computing services grade	YES/NO Question	The CSP provides Competing services	0,00				1
Computing services grade	YES/NO Question	The CSP provides high-performance competing services	0,00				1
4. Catalog of Infrastructure and foundation Services		Grade : 0,00		Maximum possible grade : 10		1	
Settings grade	YES/NO Question	The CSP provides a settings management tool	0,00				1

- Fill the lines that needs to be filled (do not modify the excel formulas) as instructed at the bottom of the worksheet.

			requirements grade			48 GDPR		
		Trusted Security requirements grade summary :		3.Security	Weighting : 10	Grade : 0,00	Maximum possible grade : 70	
		3.Security summary :		# of requirements : 73		Total Grade : 102	Maximum possible grade : 551	
	New chapter	Test SubChapter	New Cluster	TEST-1	YES/NO Question	BLA BLA BLA	0,30	
			New Cluster	TEST-2	Open Question	BLA BLA BLA	0,60	
		New Cluster summary :		New chapter	Weighting : 5	Grade : 4,50		Maximum possible grade : 10
	<Name of the chapter>	New chapter summary :		#N/A	Total Grade : 4,5		#N/A	
			Computing services	CLAT	YES/NO Question	The CSP provides Compute	a an	

Some cells will have an N/A error, we need to complete the “Weighting” Worksheet in order for them to work.

- Go to the “Weighting” worksheet
- Select and copy the yellow line “Cluster weighting line” at the bottom of the worksheet:

90	<Name of the chapter>	<Sub-Chapter Name>	<Grade cluster name>	183	128	5 : Important	915	5
91	Chapter summary line							
92	Name of the Chapter	Excel Formula, DO NOT MODIFY		Excel Formula, NEEDS TO BE MODIFY	Excel Formula, DO NOT MODIFY		Excel Formula, NEEDS TO BE MODIFY	Blank
93	<Name of the chapter>	<Name of the chapter> total requirements :		260	<Name of the chapter> total points :		1250	
94								
95								

- Go to the line under where you want to add the requirement, right click on the line and select “insert the copied lines”
- Fill the cells that needs to be filled (only column A and column B) as instructed at the bottom of the worksheet.

59		requirements					
60		3.Security	3. Security total requirements :	73	3. Security total points :	551	
61	New Chapter	Test SubChapter	New cluster	2	0	5 : Important	10
62		New Chapter		New Chapter total requirements :	57	New Chapter total points :	435
63		4.1.1 Computing Power	Computing services grade	2	0	5 : Important	10

- The number of requirements and total points are false, we must modify change the E and H cells’ formula of the Chapter summary to match the sum to the new lines:

WEIGHTING						
STB Chapter	Chapter (hidden)	STB Sub_Chapter	Grade Clustering	# of requirements	# of elig...	
			Data commitment grade	1		
			RGPD grade	2		
		3.1.15. Compliance	Compliance grade	2		
			Certifications grade	3		
		3.1.16. Security Services	Security services grade	13		
		3.2 Trusted Security Requirements	Trusted Security requirements grade	7		
	3.Security	3. Security total requirements :			73	3.
		Test SubChapter	New cluster	2		
	New Chapter	New Chapter	New Chapter total requirements :		=SOMME(E61)	Ne
		4.1.1 Computing Power	Computing services grade	2		

11. Verify that that the detailed summary worksheet was also updated.

Before:

			requirements grade			48 GDPR		
		Trusted Security requirements grade summary :		3.Security	Weighting : 10	Grade : 0,00	Maximum possible grade : 70	
		3.Security summary :		# of requirements : 73		Total Grade : 102	Maximum possible grade : 551	
	New chapter	Test SubChapter	New Cluster	New Cluster	TEST-1	YES/NO Question	BLA BLA BLA	0,30
				New Cluster	TEST-2	Open Question	BLA BLA BLA	0,60
		New Cluster summary :		New chapter	Weighting : 5	Grade : 4,50	Maximum possible grade : 10	
	<Name of the chapter>	New chapter summary :		#N/A		Total Grade : 4,5	#N/A	
			Computing services	CSI-01	YES/NO Question	The CSP provides Compute		

After:

	New chapter	Test SubChapter	New Cluster	New Cluster	TEST-1	YES/NO Question	BLA BLA BLA	0,30
				New Cluster	TEST-2	Open Question	BLA BLA BLA	0,60
		New Cluster summary :		New chapter	Weighting : 5	Grade : 4,50	Maximum possible grade : 10	
	<Name of the chapter>	New chapter summary :		# of requirements : 2		Total Grade : 4,5	Maximum possible grade : 10	
			Computing services grade	CSI-01	YES/NO Question	The CSP provides Compute		0,00

12. Go to the “Global summary” worksheet.

13. Copy and insert the yellow line at the bottom of the worksheet in the right place:

Global Summary				
Chapter	# Of requirements	Grade	Maximum grade	Grade (%)
1.Introduction and Context	3	24	30	80,00%
2. Terms of service	83	118,9	470	25,30%
3.Security	73	102	551	18,51%
4. Catalog of Infrastructure and foundation Services	10	18,5	61	30,33%
5. Business Services Catalog	54	13	239	5,44%
6. Environmental Focus	5	12,5	25	50,00%
<b>TOTAL</b>	<b>228</b>	<b>288,9</b>	<b>1376</b>	<b>21,00%</b>

required cells and follow the instructions in the guide				
Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY	Excel Formula, DO NOT MODIFY
	260	#VALEUR!	1250	#VALEUR!
	2	0	10	0,00%

14. Fill the A cell with the name of the new chapter.

Global Summary					CSP COMPLIANCE WITH THE TSB										
Chapter	# Of requirements	Grade	Maximum grade	Grade (%)											
1.Introduction and Context	3	24	30	80,00%											
2. Terms of service	83	118,9	470	25,30%											
3.Security	73	102	551	18,51%											
New chapter	2	4,5	10	45,00%											
4. Catalog of Infrastructure and foundation Services	10	18,5	61	30,33%											
5. Business Services Catalog	54	13	239	5,44%											
6. Environmental Focus	5	12,5	25	50,00%											
<b>TOTAL</b>	<b>230</b>	<b>293,4</b>	<b>1386</b>	<b>21,17%</b>											

Do not forget to appropriately change the names of the chapters in all the worksheets if you modify the structure.

### 3.2.4. Deleting content from the evaluation grid:

The grid was built implementing the least amount possible of dependencies between the lines, if the CSC would like to remove requirements or chapters, deleting the corresponding lines in the different worksheets will be enough.

#### 4. RECOMMENDED ADDITIONAL CONTRACTUAL REQUIREMENTS :

The trusted Cloud Reference document contained some contractual requirements to ensure compliance with the different issues presented previously. As these requirements do not fit appropriately in a technical booklet but they highlight important features to ask to the provider, it was decided to present them with this instruction document. Whether or not including them in the contract service agreement remains in hands of the CSC.

<b>GEN-1-SAFE-1</b>	<b>GENERAL CONTRACTUAL REQUIREMENTS Clauses</b>	<b>1.1 – General Contract</b>
The contract or any binding legal act between the CSP and the CSC shall be subject to the competent jurisdiction of an EU Member State.		

<b>GEN-1-SAFE-2</b>	<b>GENERAL CONTRACTUAL REQUIREMENTS Clauses</b>	<b>1.1 - General Contract</b>
The Contractual Service Agreement (CSA) must be documented (including in electronic form) and legally binding between the infrastructure CSP and the CSC.		

<b>GEN-1-SAFE-3</b>	<b>GENERAL CONTRACTUAL REQUIREMENTS Clauses</b>	<b>1.1 - General Contract</b>
The CSA may take any form, including, but not limited to: a) a single contract; b) a set of documents such as a basic service agreement with relevant annexes (data processing agreements, SLAs, terms of service, security policies, etc.); or c) the standard online terms and conditions.		

<b>GEN-1-SAFE-4</b>	<b>GENERAL CONTRACTUAL REQUIREMENTS Clauses</b>	<b>1.1 - General Contract</b>
The CSP must continuously identify the current legal, regulatory and contractual requirements applicable to the service. It must document and implement procedures to comply with the applicable legal, regulatory and contractual requirements for the service, as well as specific security needs. These measures are available to the CSC on request		

<b>GEN-1- TRUSTED-5</b>	<b>GENERAL CONTRACTUAL REQUIREMENTS Clauses</b>	<b>1.1 - General Contract</b>
The CSP must provide the CSC a clear description of policies on access and porting of data in the event of CSP bankruptcy, the occurrence of ransomware problems or the acquisition of the CSP by another entity.		

<b>RGPD-1- SAFE-9</b>	<b>REQUIREMENTS RELATED TO THE GENERAL DATA PROTECTION REGULATION (GDPR)</b>	<b>3.1- GDPR Regulatory Requirements</b>

The obligation of the CSP to return the data media, return the data and delete the data upon completion of the processing must be stated in the contract or any legally binding agreement.

<b>IMM-3-SAFE-3</b>	<b>The CSP must display the list of legislation applicable to it that may have an impact on the CSC.</b>	
The CSP must display the list of legislation applicable to it that may have an impact on the CSC.		
<i>Deliverable (s) :</i>	<i>Monitoring results : :</i>	<i>Level to achieve:</i>
List of the legislations list that can have an impact to the CSC	Validation by the CSC's legal team	No major risks for the CSC

<b>RGPD-1-TRUSTED-10</b>	<b>REQUIREMENTS RELATED TO THE GENERAL DATA PROTECTION REGULATION (GDPR) 3.1- GDPR Regulatory Requirements</b>	
The contract must contain provisions for a customer audit right.		

In addition to these requirements, the notion of smart contracts has not been explored in the document. The legislations regulating this domain will evolve to comply with the Data Act (that will become applicable in September 2025).