

# 01. Access to servers from outside the European Commission

## Rules

The various means of transfer to the Europa servers of the Data Centre can all be accessed by external sub-contractors who may be required to develop and/or regularly maintain certain websites.

All accesses to internal IT resources and services of the European Commission require a security Convention which commits both parties with regard to

- the site ownership (DG Information Resource Manager - [IRM](#))
- the [IT security service](#) of the EC (Directorate S)
- the sub-contractor (external company)

## Procedures

Each DG's Information Resource Manager (IRM) has all the necessary details concerning the VPN access service (access restrictions, procedure steps for the creation or the modification of a Security Convention) on the [Remote Access for Companies](#) DG Informatics page.

Sub-contractors must download the template forms ([Part1 template](#) + [Part2 template](#)) and follow the procedure step by step.

Once this has been done, the sub-contractor will receive a 'token' (like a calculator) which will enable them to connect to the necessary servers.

It will take a minimum of 20 open days between the moment forms are sent to Directorate S until the external contractor can access the servers.

In order to reach the chosen application (e.g. Staging manager, FTP transfer, etc), the external user must introduce the generic User-Id + password given to them by the IRM. This can be requested from the "Access Rights" service which encodes the coordinates in the Common Users Database (CUD).