**Regulations for use of IT standards in the public administration**

**Section 1. *Purpose and scope***

These Regulations shall help ensure that all State and municipal bodies, cf. Section 1, first sentence of the Public Administration Act, adopts technical, semantic and organisational IT standards that will facilitate and promote electronic interaction with and among the public administration.

**Section 2. *Definitions***

Within the context of these Regulations, the meaning of the terms in italics shall be as follows

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| a) | *standard:* normative requirements, specifications, instructions or guidelines |

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| b) | *administrative standard:* standard given by a relevant authority to the effect that this standard shall be adopted for the entire or large parts of the administration |

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| c) | *technical standard:* standards for how ICT systems are to be designed with user interfaces and interfaces with other ICT systems |

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| d) | *semantic standard (standard of meaning or interpretation):* standard that prescribe the specific meaning of data |

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|  |  | *organisational standard:* standard that prescribe the relationship between interacting parties with respect to organisational, role, procedural or contractual matters.  f) open standard:  • A standard that has been developed and is maintained by a non-commercial undertaking, through a transparent process where everyone has an equal and non-discriminatory right to participate in the development, influence the development and be party to adoption of the standard (preferably based on consensus or majority). This process cannot have been dominated by any one person or interest group.  • The standard must be published and available to anyone free of charge or by payment of a reasonably fee. It must be permitted to copy, distribute and use the standard free of charge or by payment of a reasonably fee.  • As a general rule, the standard shall not contain any intellectual rights. If any such rights are included, information about this shall be clearly presented in the standard. The holder of these legal rights should irreversibly waive the right to charge a fee, or should make the right of use available by payment of a reasonable compensation.  • There shall be no reservations against reuse of the standard. |

**Section 3. *Standards Council***

The Standards Council is a consultative body for the Agency for Public Management and eGovernment (Difi) and has representatives from central, regional and local public bodies.

The role of the Standards Council is to act as a facilitator of and driver for systematic use of IT standards between and among the public administration. The Standards Council shall make recommendations to Difi as to which IT standards the administration should use. The Standards Council shall primarily devote its time to standards that are relevant to a large number of players in the public sector.

Requirements regarding recommended and mandatory IT standards in the public sector should be viewed as a whole, and shall be published collectively on the website of the Agency for Public Management and eGovernment (Difi) and shall be available at **standard.difi.no**

**Section 4. *Mandatory standards for text documents on public websites***

Completed text documents to be made available on public websites, shall be designed in HyperText Markup Language, HTML 4.01 or HTML5, or in Extensible HyperText Markup Language, XHTML 1.0 or XHTML 1.1. If HTML5 is used, it shall be tested that the document is readable and has corresponding functionality also in older internet browsers in widespread use.

If there is a need to safeguard formatting beyond what is possible using HTML and CSS, with the result that the above requirement must be deviated from, it shall be mandatory to design such documents in the Portable Document Format, PDF. PDF/A-1a (ISO 19005-1:2005) shall preferably be used. If there is a need for additional functionality, one of the following versions may be used; PDF 1.4, PDF 1.5, PDF 1.6 or PDF 1.7 (ISO 32000-1:2008), PDF/A-2(ISO 19005-2:2011) or PDF/A-3 (ISO 19005-3:2012).

The text documents may be made available in other formats as well.

**Section 5. *Mandatory standards for text documents enclosed with e-mails***

Read-only text documents to be sent as e-mail enclosures from administrative bodies to citizens and businesses, shall be designed in PDF/A-1a (ISO 19005-1).

If additional functionality is needed, one of the following versions may be used; PDF 1.4-1.6, PDF 1.7 (ISO 32000-1:2008), PDF/A-2(ISO 19005-2:2011) or PDF/A-3 (ISO 19005-3:2012).

Administrative bodies shall be able to receive common document formats such as Open Document Format (ODF) and Office Open XML (OOXML).

**Section 6. *Mandatory standards for multimedia content on public websites***

Videos to be made available on public websites shall be designed in at least one of the following standards:

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| a) | Video track encoded in Theora 1.0 (Xiph.org 2008) and sound track in Vorbis 1(Xiph.org 2004) encapsulated in Ogg (RFC 3533, IETF 2003) |

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| b) | Video track encoded in H.264 (ISO/IEC 14496-10:2009) and sound track in ACC (ISO/IEC 13818-7:2003) encapsulated in MP4 (ISO/IEC 14496-14:2003). |

Audio with lossy compression to be made available on public websites shall be designed in at least one of the following standards:

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| a) | Vorbis 1 (Xiph.org 2004) encapsulated in Ogg (RFC 3533, IETF 2003) |

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| b) | MP3 (ISO 11172-3) without encapsulation. |

**Section 7. *Mandatory standards for design of business forms on public websites***

The Elmer 3 Guidelines (*Brønnøysund Register Centre 1.4.2014*) are mandatory for design of business forms on public websites, adapted for use on PC screens or equivalent.

Administrative bodies shall implement the Elmer 3 Guidelines at the most appropriate time, at the latest in connection with the first necessary replacement and further development requiring a comprehensive change of existing solutions.

**Section 8. *Mandatory standards for character sets for exchange of information between public enterprises and with citizens and businesses***

The character set standard ISO/IEC 10646, represented by UTF8, shall be used for all exchange of information between administrative bodies and from administrative bodies to citizens and businesses. For the time being, limited support is accepted for characters in ISO 8859-1 supplemented by 6 additional North Saami characters in large and small presentations (Č, č, Đ, đ, Ŋ, ŋ, Š, š, Ŧ, ŧ, Ž, ž).

If compliance with the mandatory standard entails a particularly disproportionate burden, the relevant administrative body may deviate from some or all of this requirement. If so, the administrative body shall report this to the Agency for Public Management and eGovernment immediately and state the grounds for lack of compliance.

**Section 9. *Requirement related to character sets in internal systems***

It is mandatory for administrative bodies to implement support for ISO/IEC 10646 in connection with major changes through establishment or further development of all types of IT solutions.

**Section 10. *Requirements related to e-procurement process***

Public enterprises shall issue and receive electronic invoices and credit notes based on the standard "Elektronisk handelsformat" 1 (EHF).

Suppliers of goods and services submitting electronic invoices or credit notes to public enterprises shall use the standard "Elektronisk handelsformat"1 (EHF).

Public enterprises that receive electronic invoices and credit notes from foreign suppliers shall do this using PEPPOL BIS.

Foreign suppliers of goods and services submitting electronic invoices or credit notes to public enterprises shall do this using PEPPOL BIS.

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| 1 | This standard is available here: <https://vefa.difi.no/ehf/standard/ehf-invoice-and-creditnote-current> |

**Section 11. *Mandatory basic network standards***

It is mandatory for public enterprises to require support of both IPv4 and IPv6 for all new network equipment and all IP-dependent software procured.

It is mandatory for public enterprises to make all new and existing, externally published services available through both IPv4 and IPv6, with the exception of peer to peer communication between public enterprises, where this transition may be implemented at the most appropriate time.

All internal clients in public enterprises shall have corresponding access to external services published using IPv4 and IPv6.

New internal networks and solutions in public enterprises shall support IPv6, and IPv4 may be supported as well.

**Section 12. *Mandatory standard for browser-based services***

It is mandatory to publish all new browser-based services on public websites using HyperText Markup Language, HTML5 (W3C 2014).

It is mandatory to publish all existing browser-based services on public websites using HyperText Markup Language, HTML5 (W3C 2014).

It is permitted to offer users a printable version of the browser-based service in the PDF format for manual completion and submission on paper. This also applies to receipts for the transaction. In online access services, it is also permitted to make the documents available in the filed format unless a more suitable format is available.

If compliance with the mandatory standard entails a particularly disproportionate burden, the relevant administrative body may deviate from some or all of this requirement. If so, the administrative body shall report this to the Agency for Public Management and eGovernment immediately and state the grounds for lack of compliance.

**Section 13. *General requirement regarding evaluation of use of open standards***

In connection with procurement, development, establishment, operation and use of IT solutions within areas of use where this or other regulations do not stipulate specific requirements regarding use of standards, it shall be evaluated whether there are relevant open standards that should be used within these areas of use.

**Section 14. *Entry into force***

The regulations enter into force on xx.xx.xxxx.

**Section 15. *Transitional rules***

Section 4 applies only to new documents made available on public websites as of the date of entry into force. It applies to all publicly available documents as of 1 January 2014.

Section 6 applies to new multimedia content on central government websites as of the date of entry into force and on municipal websites as of 1 January 2013. With respect to formerly published multimedia content, central government websites must comply with the requirement as of 1 January 2014, while municipal websites must comply with the requirement by 1 January 2015.

Section 10 applies to the municipal sector as of 1 January 2015.

Section 11 second subsection, existing solutions, and third subsection apply as of xx.xx. 2019.

Enterprises with special needs may apply to Difi for an extended transitional scheme lasting up to 2 years.

Section 12 second subsection applies as of 1 January 2020.

Existing solutions based on HTML 4.01, XHTML 1.0 or XHTML 1.1 need not be replaced until significant changes are to be implemented.