



ZERO



NGI Zero PET and Discovery Legal To-Dos

FSFE COMPLIANCE WORKFLOW



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FSFE COMPLIANCE WORKFLOW

Onboarding

Welcome!

This document is intended to clarify the workflow that you will follow with the FSFE in order to make your project compliant with your Free and Open Source (FOSS) license requirements. Implementation of FOSS compliance processes can vary across projects. However, the core elements of compliance usually remain the same. This workflow will help you achieve three main objectives:

1. Understand basic software licensing requirements
2. Facilitate the resolution of legal issues you may flag on your project
3. Adopt our best practices set of recommendations to make licensing your Free Software projects easier.

FSFE will provide you support regarding the basic legal information regarding licensing and compliance issues. Should you have more in-depth legal questions, the Institute for Legal Questions on Free and Open Source Software (ifrOSS) will also be available to assist you.

During your involvement in NGI Zero, you are most welcome to contact the FSFE team directly if you have any questions:



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Workflow main steps

First contact

As soon as we establish contact with you, we need to clarify the main checkpoints of our workflow.

You will receive an *activity package* with all detailed information about the compliance steps that will need to be implemented in your project, including:

- The compliance workflow chart contained in this document;
- The best practices summary;
- A template for a FOSS policy;
- The REUSE workflow tutorial;
- The license information and compatibility matrix; and
- The Licensing FAQ;

Each of the forementioned documents will give you an overview of all procedures to be taken, and how to implement them.

Important! The most successful way to establish compliance is to incorporate the compliance process and policies, checkpoints and activities as part of existing software development processes.

Identification of early legal issues

Although the projects' context may vary due to factors such as the size and organisational structure of your team and the nature of the software to be supplied, the core elements of compliance remains the same: implement a FOSS policy, choose a license, and satisfy the obligations of that license.

Nevertheless, if your project already has some legal issues, as such as challenges with integrating FOSS and/or proprietary components, licensing compatibility issues, or other FOSS legal question, the FSFE team will do our best to help you resolve it, including referring the issue to ifROSS.



Licensing review

At this stage FSFE will help you with the license requirements checking. For that, the REUSE tool developed by the FSFE will be used in order to set the copyright and license notices in order.

The tool will be run over your project's repository to check that the proper standards for displaying license and copyright notices are met.

When the scanning is done and the notices are properly displayed, your project will be a step away to be compliant. After a second legal review by ifrOSS' legal team, you will be good to go!

Resolution of legal issues (ifrOSS)

The third step of the workflow is to check the legal issues of your project. The ifrOSS legal team will handle inquiries in relation to Free and Open Source compliance. The goal is to review the main legal questions that may arise or find a solution for those that have been already flagged.

After you implement the legal team's recommendations, your project enters in the last phase of the workflow: the final review.

Final review

The final review is dedicated to wrap up the remaining questions, as well as to the reporting and documenting of previous collected information. FSFE will maintain a log for all implemented actions during the workflow process.

If all licensing requirements are met and the measures documented, your project is now compliant, congratulations!

Workflow chart

The chart resumes the compliance workflow that we will follow together with your project:



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FSFE COMPLIANCE WORKFLOW FOR NGI0 PROJECTS

