Schweizerische Eidgenossenschaft
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Federal Chancellery FCh
Digital Transformation and ICT Steering DTI

14.09.2026

Em002-4.1 OSS Community Checklist

Version 2.0-49d56ce

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This checklist goes together with *Em002-2 Instructions for Publishing Open Source Software* and *Em002-4 OSS Community Guidelines*.
It must be filled in at the start of a project or at the start of the clarifications for release and subsequently completed.
For OSS support models, please refer to Section 8 of *Em002-1 Practical Guidelines for Open Source Software in the Federal Administration*.

1. Subject matter

1.1. Name and brief description of the software

Enter the name of the software.

1.2. Contact person and authorisation

Name the contact person of the specialist department and the persons responsible who have authorised publication of the software.

2. Checklist

Type of community

The community may already exist, which greatly simplifies the task.

☐ Exists (third party may have the lead)

☐ The Confederation has the lead

☐ Equal partners (Confederation and partners/suppliers)

☐ Other

Library or entire software?

There is usually no community concept for libraries. An add-on can only be used together with a commercial product.

☐ Entire software

☐ Library

☐ Add-on

☐ Other

What type of community is planned?

The choice of community type should be justified in two to three sentences.

☐ None, only publication (as-is) (minimum release)
Note: email must be available, publicode.yaml must be filled in

☐ Releases/issue tracker (minimum support, allow third-party support if necessary)

☐ Community

Are there potential or actual co-users of the software?

Are there potential customers for the software? Possible and known users can be listed in the text box (see *Em002-2 Instructions for Publishing Open Source Software,* Section 3.1.1).

☐ None conceivable

☐ Potential users (are conceivable)

☐ Known users (have already contacted us)

☐ Stakeholders (already defined/known members of the community)

List of relevant jobs/companies.
This gives an idea of how relevant the software is for third parties.

Who takes charge of product management?

Product management is primarily responsible for further development of the product. Especially if this role is assumed by third parties, the companies/organisations should be named if possible.

☐ Federal office

☐ Service provider

☐ Supplier(s) / third parties

☐ Joint organisation

☐ Open

Integration of suppliers

How are the suppliers involved?

☐ Contractor

☐ Partner

☐ Responsible body

☐ Other

Type of organisation

What organisational form does the community take? This should be explained in detail, especially if 'Other' is selected. On account of the effort this entails, a new association should only be set up if there is a very good reason for doing so.

☐ Public sector only

☐ Simple partnership

☐ New or existing association

☐ Other (e.g. a foundation, existing or not)

Cost distribution

This should be set out in the community concept. Section 5.5 of *Em002-4 OSS Community Guidelines* provides information on this.

What means and resources are required? The cost distribution considerations should be briefly stated.

☐ The Confederation pays

☐ Each party covers its own costs

☐ Originator pays principle

☐ The Confederation does not assume any costs from the community

☐ Cost sharing (e.g. by way of an association)

☐ Release, partially assumed by third parties (e.g. because software was created before 1 January 2024 and they absolutely want to use the software)

☐ If additional services are offered in accordance with Art. 9 paras 5 and 6 EMOTA, is this set out in the community concept?
The community concept contains the relevant information.

☐ Has the community concept been created?

The community concept has been created or an existing one is being adopted?
(please insert link)

☐ Are the necessary contracts in place?

☐ Contributor Licence Agreement (CLA)[1] created or adopted

☐ Association founded, if necessary.

3. Concluding remarks

Comments and references to other relevant documents

Filing of form

Please file this form with the project documentation and submit it to the appropriate office in your organisational unit.

1. See also *Em002-3 OSS Licensing Guidelines*. Alternatively, Developer Certificates of Origin (DCO) can also be used.

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