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# Em002-4.1 OSS Community Checklist

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Version 2.0-a12d160

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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

|  |                                                                                                                                                                                                                                                                                                                                                                       |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Type of community</p> <p>The community may already exist, which greatly simplifies the task.</p> <p><input type="checkbox"/> Exists (third party may have the lead)</p> <p><input type="checkbox"/> The Confederation has the lead</p> <p><input type="checkbox"/> Equal partners (Confederation and partners/suppliers)</p> <p><input type="checkbox"/> Other</p> |
|  | <p>Library or entire software?</p> <p>There is usually no community concept for libraries. An add-on can only be used together with a commercial product.</p> <p><input type="checkbox"/> Entire software</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Add-on</p> <p><input type="checkbox"/> Other</p>                                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What type of community is planned?</p> <p>The choice of community type should be justified in two to three sentences.</p> <p><input type="checkbox"/> None, only publication (as-is) (minimum release)<br/>Note: email must be available, publiccode.yaml must be filled in</p> <p><input type="checkbox"/> Releases/issue tracker (minimum support, allow third-party support if necessary)</p> <p><input type="checkbox"/> Community</p>                                                               |
| <p>Are there potential or actual co-users of the software?</p> <p>Are there potential customers for the software? Possible and known users can be listed in the text box (see <i>Em002-2 Instructions for Publishing Open Source Software</i>, Section 3.1.1).</p> <p><input type="checkbox"/> None conceivable</p> <p><input type="checkbox"/> Potential users (are conceivable)</p> <p><input type="checkbox"/> Known users (have already contacted us)</p>                                               |
| <p><input type="checkbox"/> Stakeholders (already defined/known members of the community)</p> <p>List of relevant jobs/companies.<br/>This gives an idea of how relevant the software is for third parties.</p>                                                                                                                                                                                                                                                                                             |
| <p>Who takes charge of product management?</p> <p>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.</p> <p><input type="checkbox"/> Federal office</p> <p><input type="checkbox"/> Service provider</p> <p><input type="checkbox"/> Supplier(s) / third parties</p> <p><input type="checkbox"/> Joint organisation</p> <p><input type="checkbox"/> Open</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Integration of suppliers</p> <p>How are the suppliers involved?</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Partner</p> <p><input type="checkbox"/> Responsible body</p> <p><input type="checkbox"/> Other</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | <p>Type of organisation</p> <p>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.</p> <p><input type="checkbox"/> Public sector only</p> <p><input type="checkbox"/> Simple partnership</p> <p><input type="checkbox"/> New or existing association</p> <p><input type="checkbox"/> Other (e.g. a foundation, existing or not)</p>                                                                                                                                                                                                                                                                                               |
|  | <p>Cost distribution</p> <p>This should be set out in the community concept. Section 5.5 of <i>Em002-4 OSS Community Guidelines</i> provides information on this.</p> <p>What means and resources are required? The cost distribution considerations should be briefly stated.</p> <p><input type="checkbox"/> The Confederation pays</p> <p><input type="checkbox"/> Each party covers its own costs</p> <p><input type="checkbox"/> Originator pays principle</p> <p><input type="checkbox"/> The Confederation does not assume any costs from the community</p> <p><input type="checkbox"/> Cost sharing (e.g. by way of an association)</p> <p><input type="checkbox"/> Release, partially assumed by third parties (e.g. because software was created before 1 January 2024 and they absolutely want to use the software)</p> |
|  | <p><input type="checkbox"/> If additional services are offered in accordance with Art. 9 paras 5 and 6 EMOTA, is this set out in the community concept?</p> <p>The community concept contains the relevant information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|  |                                                                                                                                                                                                                                         |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <input type="checkbox"/> Has the community concept been created?<br><br>The community concept has been created or an existing one is being adopted?<br>(please insert link)                                                             |
|  | <input type="checkbox"/> Are the necessary contracts in place?<br><br><input type="checkbox"/> Contributor Licence Agreement (CLA) <sup>[1]</sup> created or adopted<br><br><input type="checkbox"/> 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.

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