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1. Introduction

It is extremely important for an open source project to have a process in place to handle external queries and suggestions from public on various topics. It is especially critical for the project to address the license compliance related queries in a timely and effective manner. It is also important to assign individuals or teams to be responsible for handling such issues. In OSTC, both the above mentioned requirements,are addressed through a small group called the Open Source Review Board.

2. External Open Source Inquiries

Anyone receiving an Open Source Compliance inquiry from outside the OSTC shall refer to the Open Source Review Board, which shall have overall responsibility for dealing with the inquiry, and – where appropriate – for assigning the handling of all or part of it to the appropriate role(s) within the company. This process will be managed through the OSS Issue Tracker.

In all public documentation concerning OSTC, it should be stated that all external inquires concerning open source licensing should be sent the following email address: foss@huawei.com. Email messages sent to such email address will trigger the creation of an issue on the OSS Issue Tracker, which will be assigned to OSRB members who will handle it.

3. Internal responsiblities

The following are some of the roles inside OSTC who are responsible for the first level handling of open source compliance related inquiries and issues:

1. Open Source Review Board

The Open Source Review Board in OSTC is a group which has representatives from the IP-audit team, Legal team, Engineering / Product team representatives, and Product Management team. Some of the responsibilities of the group are:

- Ensuring compliance with open-source software licenses
- Facilitating effective usage of and contributions to open-source software
- Protecting proprietary intellectual property from unintended disclosure
- Establish the Compliance End-to-End Process

- Create and maintain compliance policies, processes, guidelines, templates, and forms used in the compliance program
- Review proposals for the incorporation, modification, and distribution of open-source components
- Coordinate software audits

2. IP-audit team

The IP-Audit team in OSTC has the following responsibilities related to OSS compliance:

- Performing audits on open-source software on a CI/CD basis to identify applicable licenses and copyright owners, and spot potential legal issues to be reported to the Legal Team
- Contributing to the development of existing and new tools to facilitate compliance automation

3. Legal team

The legal team in OSTC has the following responsibilities related to OSS compliance:

- Advising on usage, modification, distribution of open-source software
- Providing guidance on licensing
- Contributing to and approve training
- Contributing to improving the OS compliance program
- Reviewing the content of OS portals
- Reviewing lists of license obligations to fulfill
- Drafting and reviewing open-source notices

4. Engineering / Product team representatives

The Engineering / Product team representatives have the following responsibilities related to OSS compliance:

- Ensuring that team managers and developers follow compliance policies and processes
- Integrating compliance practices in the development process
- Contributing to improving the compliance program
- Responding quickly to all questions
- Conducting design, architecture, and code reviews
- Preparing software packages for distribution
- Integrating compliance milestones as part of the development process

5. Product Management team

The Product Management team is responsible to ensure that the OSS compliance process is aligned to the larger business objectives that the product tries to fulfill.