Open Source United

Common Policy Framework - Annexes

Annex 1 - Policy Stages, Statements & Guidelines

Policy Stages and Statements

ID	Guidelines	Governance Structure (open source team, project, OSPO…)	Core Policy Statements	Licensing & Compliance	Software Catalog	Code Hosting Platform	Capacity Building
S1	Stage 1	Optional	Recommended	Required	Recommended	Recommended	Optional
S2	Stage 2	Recommended	Recommended	Required	Required	Required	Recommended
S3	Stage 3	Required	Required	Required	Required	Required	Recommended
S4	Stage 4	Required	Required	Required	Required	Required	Required

Core Policy Statements

Core Policy Self-Assessment & Expected Stages Commitments			Commitment" "x": partial "X":full			
ID	Core Policy Statement	Description	S1	S2	S3	S4
P1	Open Source Adoption and Prioritization	Open source prioritized for procurement, as default choice.	x	x	X	X
P2	Open Source Development and Production	Vendors are required to follow collaborative development practices, based on open source principles.		x	X	X
		IT departments and vendors to prioritize open source when designing and developing systems.		x	X	X
		New custom-developed code to be made open source under recommended license scheme(s) by Open Source United.		x	X	X
		Public engagement / feedback loop encouraged during the development lifecycle.	x	X	X	X
P3	Establishment of Governance Structures	Establish an Open Source Program Office (OSPO) or similar governance structure.		x	X	X
		Define roles, responsibilities, and decision-making processes to ensure transparency, accountability, and collaboration.	x	x	X	X
P4	Compliance with Licensing and Intellectual Property	Use licenses recommended by the Common Policy Framework.		x	X	X
		Maintain records of contributions and adhere to intellectual property rights.	x	x	X	X
		Implement CLA, signed by contributors, before accepting any contributions.	x	x	X	X
P5	Security and Risk Management	Adhere to the security review protocols established in the organization's Information Security policies.		x	X	X
		Implement risk mitigation strategies (when possible) using the tools and guidance provided by Open Source United.	x	x	X	X
P6	Capacity Building and Knowledge Sharing	Engage in open source training programs to ensure staff competency.	x	x	X	X

ID	Category	Guideline		S1	S2	S3
		Participate in the Open Source United community of practice and collaborate with other entities.		x	X	X
P7	Use of UN Open Source Tools and Platforms	Utilize Open Source United recommended tools, platforms, and register projects for compliance and collaboration.		x	X	X
		Register open source projects / initiatives in the software catalog, with regular updates.		x	X	X
		Unmaintained projects to be archived or retired according to established sunset procedures.			x	X
P8	Monitoring, Evaluation, and Continuous Improvement	Monitor the progress of open source projects using the Common Policy Framework tools and perform regular evaluations.			x	X
		Setup processes for continuous improvement to adapt practices and governance models.			x	X

Implementation Strategy

- **Governance Structure and Oversight**

ID	Guidelines	S1	S2	S3	S4
G1	Designate an open source representative (liaison)	Optional	Recommended	**Required**	**Required**
G2	Establish a basic open source governance structure	Optional	Recommended	**Required**	**Required**
G3	Develop minimal governance documentation	Optional	Recommended	**Required**	**Required**
G4	Participate in OSSIB governance reviews	Optional	Optional	Recommended	**Required**
G5	Monitor open source adoption and impact within the organization	Optional	Recommended	**Required**	**Required**
G6	Implement a dashboard for open source metrics	Optional	Optional	Recommended	**Required**
G7	Engage in educational and capacity building on open source	Optional	Recommended	**Required**	**Required**
G8	Collaborate on training materials and workshops with OSU members	Optional	Recommended	**Required**	**Required**
G9	Organize or participate in an annual gathering for open source knowledge exchange	Optional	Recommended	Recommended	**Required**
G10	Build partnerships and identify external experts for open source support	Optional	Optional	Recommended	**Required**

- **Legal Compliance**

ID	Guidelines	S1	S2	S3	S4
C1	Apply basic compliance measures	**Required**	**Required**	**Required**	**Required**
C2	Adopt recommended licensing schemes	Optional	**Required**	**Required**	**Required**
C3	Conduct regular compliance audits	Optional	Optional	Recommended	Recommended
C4	Implement risk mitigation strategies	Optional	Optional	Recommended	Recommended

- **Software Catalog**

ID	Guidelines	S1	S2	S3	S4
SC1	Designate a focal point per project	Optional	**Required**	**Required**	**Required**
SC2	Explore the UN software catalog	Optional	**Required**	**Required**	**Required**
SC3	Register developed software solutions	Optional	Recommended	**Required**	**Required**
SC4	Maintain and update catalog entries	Optional	Optional	**Required**	**Required**
SC5	Collaborate with other agencies using the catalog	Optional	Optional	**Required**	**Required**

● Code Hosting Platform

ID	Guidelines	S1	S2	S3	S4
CH1	Access the code hosting platform	Optional	Recommended	**Required**	**Required**
CH2	Host projects following basic requirements	Optional	Recommended	**Required**	**Required**
CH3	Implement automated CI pipelines	Optional	Optional	Recommended	**Required**
CH4	Conduct security scans for hosted code	Optional	Optional	Recommended	**Required**
CH5	Enable role-based access control (RBAC)	Optional	Recommended	**Required**	**Required**
CH6	Enforce open source License scheme as recommended by Open Source United	Optional	**Required**	**Required**	**Required**
CH7	Enforce Contributor License Agreement (CLA) for external users	Optional	**Required**	**Required**	**Required**
CH8	Perform regular compliance audits	Optional	Recommended	Recommended	**Required**
CH9	Enable disaster recovery and backup	Optional	Recommended	**Required**	**Required**
CH10	Manage merge request approvals by designated UN project leads	Optional	Recommended	**Required**	**Required**
CH11	Establish user role distinctions (Owner, Maintainer, Developer, Guest)	Optional	Recommended	**Required**	**Required**
CH12	Enable collaborative tools (discussions, issues, milestones)	Optional	Recommended	Recommended	Recommended

● Capacity Building

ID	Guidelines	S1	S2	S3	S4
CB1	Participate in foundational training programs	Optional	**Required**	**Required**	**Required**
CB2	Develop internal capacity-building plans	Optional	Recommended	**Required**	**Required**
CB3	Engage in mentorship programs	Optional	Optional	Recommended	**Required**
CB4	Lead capacity-building initiatives	Optional	Optional	Optional	**Required**

Annex 2 - Definitions

- **Open Source**: A software that can be freely used, modified, and shared (in both modified and unmodified form) by anyone. https://opensource.org/osd
- **Free and Open Source**: Umbrella term for Free Software, and Open Source Software. Unlike the name suggests, FOSS is now more than just software. It contains code, content but also
    - Development practices, licensing, and communities
    - Communities who Help build software with Shared set of common values
- **Inner source**: Inner source is the use of open source software development best practices and the establishment of an open source-like culture within organizations for the development of its non-open-source and/or proprietary software.
- **Governance**: Clearly defining roles and responsibilities by which projects decide who gets to do what or is supposed to do what, how they're supposed to do it, and when. [read: https://opensource.com/article/20/5/open-source-governance]
- **Digital Public Good (DPGs)**: DPGs are made up of two parts.
    - Digital - electronic tools, systems, devices and resources that generate, store and process data.
    - Public Goods - commodities or services that benefit society as a whole, town road, park, school

    DPGs are open source software, open data, open AI models, open standards and open content. That adhere to privacy and other applicable laws and best practices, do no harm, and help attain the SDGs.
- **Open Source Program Office (OSPO):** An OSPO is a centralized unit within an organization that manages and oversees all aspects of open source software usage, development, and compliance. It serves as the primary point of contact for open source matters, providing guidance on licensing, security, community engagement, and best practices while ensuring organizational policies are followed.
- **Software Catalog**: A centralized repository of information about all the software used within the UN agencies.
- **Code hosting platform (or GitForge):**web-based service platform that provides storage and management tools for source code. It acts as a central repository where developers can store their code, collaborate with others, and track changes over time.
- **Contribution License Agreement (CLA)**: a legal document that defines the terms under which intellectual property is contributed to an open source project, typically requiring contributors to grant certain rights to the project maintainers.
- **Project Review Committee (PRC):** A multidisciplinary team composed of experts in security, application development, and legal domains. The PRC's primary responsibility is to evaluate project registration requests, ensuring compliance with organizational standards and regulatory requirements.
- **Role-based access control (RBAC):** a method for managing permissions and controlling access to resources based on the least privilege principle within your GitLab instance.

Annex 3 - Contributors

This framework was developed with the collaborative efforts of experts from various UN agencies, international organizations, and open source communities. We extend our gratitude to the following individuals for their contributions:

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