



GÖTEBORGS
UNIVERSITET

ADMINISTRATIVE PROCEDURES FOR JOINT LICENCE COORDINATION

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Decision-maker	Vice-Chancellor
Revised by	University Director
Responsible body	IT Department
Date of decision	18 December 2012 (revised 21 August 2014, 10 March 2015)
Period of validity	Until further notice
Summary	These administrative procedures describe the organisation and Rules of Procedure for the work on implementing the Policy and Rules for Use and Handling of Software and Software Licences and guidelines in the document issued by the Swedish Agency for Public Management [Statskontoret] <i>Statliga myndigheters hantering av programvarulicenser 2007:11</i> [Management of Software Licences by Government Agencies, 2007:11].

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Definitions

‘Software’ means programs/applications intended for computers and similar hardware.

‘Software licence’ means permission from a manufacturer/supplier to use its software in accordance with applicable agreements, terms and conditions.

Laws, ordinances and guidelines

These administrative procedures are based on the University’s Policy and Rules for Use and Handling of Software and Software Licences, which in its turn is based on applicable laws, ordinances and guidelines within this area. The Copyright Act (1960:729) primarily applies. Important guidelines are also provided in the report issued by the Swedish Agency for Public Management *Statliga myndigheters hantering av programvarulicenser 2007:11*.

Established processes

The need for and management of software and software licences within the University shall be dealt with in harmony with applicable policies, rules, these administrative procedures and established processes. The processes shall comply with the abovementioned documents. The processes are published on the licence pages of the website http://licenser.gu.se/Om_licensverksamheten/.

Joint advisory function/Licensing Committee

A joint advisory function for the University shall provide guidance for decisions within the area of software licences.

The advisory function shall be established by and is accountable to the Strategic IT Forum and comprises one representative from each Faculty, a representative from the University Library, a representative from the IT Department, the Licence Coordinator (see below), a representative from the rest of Central University Administration, a representative from Chalmers, and also a student representative.

The *Licence Coordinator* shall be the Chair of the advisory function.

Joint Licence Coordination Function

A joint function shall coordinate the University’s need for and management of common software and software licences within the framework of established processes.

The Licence Coordination Function shall be responsible for processes, licensing agreements, contacts with suppliers, licence organisation, formulation of internal licensing rules and policies, release of software installations and licence codes, the licence pages on the website, licence training and other information within this area.

The Licence Coordination Function shall have its organisational base within the IT Department. The *Licence Coordinator* role shall be responsible for the work of the Licence Coordination Function.

Decision-making procedure

The University's IT Director shall make decisions on budgetary frameworks and investments for the joint and coordinated software licensing area after establishing the support of the Strategic IT Forum.

The IT Director establishes the processes within the software licensing area.

The joint advisory function for the area (the Licensing Committee) will work to produce decision guidance documents within the software licensing area. Proposed decisions must be supported by the University's areas of activity and by relevant experts.

The Licence Coordinator shall administer matters and decision guidance documents and is also the chair of and convenes meetings for the advisory function.

Local licence responsibility

Each department/unit within the University is responsible for its own licences. The head of department/corresponding makes decisions regarding licence purchases and is also responsible for its activities and operations complying with licensing policies, licensing rules, these Administrative Procedures, laws, agreements, terms and conditions.

There must be at least one *Local Licensing Manager* at each department/unit who is appointed by the head of department/corresponding.

The Local Licensing Manager will purchase software in accordance with decisions made by the head of department/corresponding and also maintain the registration of licences in common tools in compliance with existing installations.

The Local Licensing Manager is responsible for updating the University's rules, software licensing agreements including their terms and conditions, providing local users with advice about software licensing issues and also for the further dissemination of licensing information within their own department/unit.

The faculty/department/corresponding responsible for the computers in each computer room, is responsible for the licences for that computer room.

The Local Licensing Manager shall in agreement with the joint Licence Coordination Function manually make an inventory of and record installed software in such computer equipment that is excluded from the automated inventories. The inventory data from computer equipment on the manual inventory shall be updated by the Local Licensing Manager when installations are changed and also when there is a particular need for this.

Information

The joint Licence Coordination Function is responsible for conveying information about the software licensing area, licensing policies, licensing rules, the administrative procedures, contact channels, current software agreements and also that applicable terms and conditions are made available to students.

The Licence Coordination Function shall be responsible for a website on which the abovementioned information is published.

Release of common software

The Licence Coordination Function shall be responsible for common software being released via secure distribution channels that are suitable for the purpose of the activities and operations.

Licence register and inventory system

The University shall provide a joint system where the Licence Coordinator and Local Licensing Managers can register information about licensing agreements, software licences purchased, licence certificates and installations. This system shall also be able to automatically produce an inventory of software on the University's computer clients.

The information in the abovementioned system shall first comprise support for confirming licences held for installed software, and second show usage levels for installed software. This information shall be accessible to the parties concerned.