



Guidelines for Standards Committee Management of IEEE Software Licenses for IEEE activities

Requirements

Prior to acquiring any software, it is best to consult with IEEE Staff since IEEE has a list of recommended software for its activities. IEEE may also have relationships with software licensors and may be able to leverage those relationships during the contracting and procurement processes.

IEEE Standards Committees may acquire IEEE licenses (purchased with IEEE funds) for use of software to conduct IEEE activities. In those instances, purchase of the software must be executed through the IEEE contract process by an authorized volunteer, including review by IEEE Strategic Sourcing and, if necessary, IEEE Legal and Compliance. The software agreement shall not be finalized until the entire IEEE contract process is completed and IEEE executes the contract. See the IEEE Finance Operations Manual for additional information (<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/financial-ops-manual.pdf>).

Volunteers using the software shall comply with all terms and conditions of the contract and software license. Volunteers shall not copy, distribute, modify, create derivative works of, or perform any other actions that are contrary to the terms of the agreement or license.

Standards Committees are responsible for managing any license purchases, including license renewals, assignments, reallocations (e.g., when volunteers no longer require use of the license for IEEE activities), and terminations.

Assignment of Licenses

For bulk licenses, a volunteer administrator for the licenses may be established in order to manage assignment of each license. Administrators shall not assign a license to more than one person at any one time.

Assignment of licenses shall be for the execution of IEEE activities only, and administrators are permitted to prioritize access to licenses based on priority for IEEE activities. This may be based on several conditions, including but not limited to:

- 1) The importance of project completion;
- 2) Timeline;
- 3) Resources (including incurred cost); and
- 4) Access to the software under other licenses where support of the IEEE activity is a permitted use.

The administrator should confer with the group's oversight body if additional information is required to determine priority for allocating licenses.

Methods for Allocating Licenses

There are several methods that may be used to allocate licenses. The following are acceptable methods, but other methods may also be acceptable:

- 1) *First come, first served*: Licenses are allocated in the order of the request to be assigned. When the final license is assigned, the next requestor can be allocated a license in different ways, for example:
 - a) The first allocated license is evaluated for reassignment, and if not possible, the next license is evaluated until the priority of the new assignment is greater than the priority for the project with an already assigned license;
 - b) The license from the next completed project where a license was assigned.
- 2) *Priority first*: An oversight body for the groups allocates a priority to projects. Licenses are assigned by that priority. The priority is evaluated at a specific interval (e.g., every 6 months).
- 3) *Single license per group/subgroup*: A single license is allocated for each group or subgroup before a second license is allocated. If a new group or subgroup is formed, then any group with more than one license can have a license reallocated.