

OPNFV EasyCLA onboarding

 **OPNFV** NETWORKING

 **THE LINUX** FOUNDATION

Introduction

- › Linux Foundation is rolling out a new tool, called EasyCLA, to manage the authorization process for developer contributions
- › The tool improves efficiency by automating some processes that are currently done manually
- › We plan to transition OPNFV to this tool over the next few months
- › It's important to understand that this is a change in process and not a change in policy.
 - › The IPR arrangement that was formed at the start of OPNFV remains in place.

A Note About Authorization Forms vs. CLAs

- › Note that OPNFV actually uses an *Authorization Form* and not a CLA
- › EasyCLA is being adapted to support the Authorization Forms used by OPNFV; however, it's important to understand that Authorization Forms are *not* CLAs
- › OPNFV will continue to use Authorization Forms and the DCO (Developer Certificate of Origin)
- › Some references to CLAs may appear in the EasyCLA tool, itself; those are referring to the Authorization Form
- › We also use the term “CLA Manager” by convention. However, once again, this is referring to the Authorization Form.

IP Policy: Same Policy, Different process

- › Current policy:
 - › OPNFV uses the DCO (Developer Certificate of Origin) for contributions
 - › Non-LFN member orgs and individual contributors sign Authorization Form, accepting OPNFV IP policies
 - › LFN member orgs *do not* sign Authorization Forms — already accepted via charter
- › Current process:
 - › Online DocuSign link for Authorization Form
 - › LFN receives the form and notifies IT to update contributor permissions
 - › No automation to directly update contributor permissions based on the signed form

IP Policy: Same Policy, Different Process

- › Introducing EasyCLA
 - › Permissions are automatically updated, based on updates to the whitelist
 - › Eliminates manual processes and interactions
 - › Enables organizations to have direct control over which employees are authorized to contribute
 - › Either per-domain or per-email address
 - › Manages two primary tasks:
 - › Ensure Authorization Forms are signed - only for non-member orgs and individual contributors
 - › Enable whitelisting of employee contributors - for member orgs and non-member orgs

New Role - CLA Manager

- › Organizations (member and non-member) will designate a whitelist administrator - referred to in EasyCLA as a “CLA Manager”
- › In the EasyCLA tool, the CLA Manager will specify who is allowed to commit code within OPNFV:
 - › Email addresses
 - › Domain
- › As committers join and leave the project, the CLA manager will update the whitelist in EasyCLA, as necessary.

EasyCLA for LFN Members

- › LFN member organizations do not need to sign an Authorization Form
 - › They agreed to follow the IP Policy when joining LFN
- › Designate a CLA Manager
- › The CLA manager designated by the organization will update the whitelist

EasyCLA for Non-Member Organizations

- › Sign an Authorization Form within EasyCLA
- › Designate a CLA Manager
- › The CLA manager designated by the organization will update the whitelist

EasyCLA for Individual Contributors

- › E.g. people contributing *on their own behalf*, not on behalf of their employer
- › Individual contributors will need to sign an Authorization Form within EasyCLA

Identifying a CLA Manager

- › The CLA Manager is responsible for identifying which employees are authorized to contribute (individually, or by domain)
- › The TSC members from each organization represented on the TSC will consult with their organizations and identify a CLA Manager.
 - › Must have an LFID
- › Once the CLA manager has been determined, send email to David McBride (dmcbride@linuxfoundation.org) identifying the CLA Manager by Name and LFID.
- › We will reach out to other organizations, not on the TSC to identify a CLA Manager.
- › The CLA Managers will be contacted by email with additional instructions for authorizing employees using EasyCLA.

Timeline

