

## **Overall division of roles and responsibilities for joint licensing coordination**

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**Karolinska  
Institutet**



## **Overall division of roles and responsibilities for joint licensing coordination**

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## Summary

Describes a general division of roles and responsibilities across the functions and roles that use software and manage software licences.

## Definitions

### **Affiliated to KI**

Refers to persons who are not employed by KI, but who are working on behalf of KI and do not receive remuneration in the form of a salary directly from KI. A person "affiliated to KI" may be, for example, a consultant, scholarship holder, doctor and postdoc.

### **Employees**

Employee (full or part-time) refers to a person who receives a salary from KI and who is registered in KI's personnel system Primula.

### **LOU = Lagen om offentlig upphandling (The Public Procurement Act)**

LoU (2007:1091) is a law in Sweden that regulates purchases made by authorities, such as KI, financed from public funds. The law which is based on EU directive (2004/18/EC) regulates in detail how authorities may act when purchasing and procuring software licences, for example.

### **Software**

Refers to executable programs/applications for computers and similar hardware.

### **Software license**

Refers to permissions from the manufacturer/supplier to use their software in accordance with applicable agreements and terms and conditions.

### **Copyright**

Software refers to an intellectual property right protected by copyright by the Copyright Act (Law 1960:729). Copyright rules provide copyright holders with the exclusive right to decide how to use the software. Legislation or practice may also grant damages to the copyright holder and a prohibition on other people from using the software. This is usually stipulated in the terms of use and in the license agreement as well as in the agreements entered into.

## Additional documents/guidelines

*Rules for the use and management of software and software licences.* Describes the rules to be followed and liability regarding the management of software licences and any penalties that arise if these rules are not complied with. The document also contains information about software management and software licences.

### **[Software catalogue](#)**

Contains the software offered centrally by KI and the conditions under which the software is conveyed. To this there is also a link to information about prices.

### **KI's internal regulations**

Internal regulations relating to software and software licences can be found in *Rules for the use and management of software and software licences*

### **Laws, regulations and guidelines**

The documents *Overall division of roles and responsibilities* and *Rules for the use and management of software and software licences* are used by KI as a starting point, they are in turn based on applicable laws, regulations and guidelines in the field. The [Copyright Act \(1960:729\)](#) applies in the first instance. Important guidelines are also provided in the Swedish Agency for Administrative Development's report State authorities' management of software licences 2007:11, See [Government management of software licences / Swedish Agency for Administrative Development](#)

### **Procurement rules for Karolinska Institutet**

LOU applies to all procurement at KI regardless of whether it is financed from government funding or external funds. The law also applies to procurement in KI's companies and foundations.

## **Overall division of roles and responsibilities**

Local differences in roles and responsibilities can exist between different departments. The text in this document is intended to show the overall division of roles and responsibilities. There may also be other persons/functions, at a department, that have influence or are affected by the joint licensing coordination.

### **Head of Department or AC/Research Group Leader**

Each department outside Coordinated IT is responsible for its own license holding. The head of department or AC/Research Group leader takes a decision regarding the purchase of licences, and is ultimately responsible for ensuring that the department complies with and follows up licensing rules, i.e. the document *Overall division of roles and responsibilities*, laws, agreements and conditions.

The Head of Department is aware that illegal copying or unauthorised use of software – or aiding and abetting such acts – is illegal and may therefore result in civil or criminal sanctions, see *Rules for the use and management of software and software licences*

On each department outside Coordinated IT, a license coordinator shall be appointed by the Head of Department or AC. The application for a new/change of license coordinator is made via a special form, see *Change of license coordinator*.

### **License Coordinator - Local licensing responsibility outside of Coordinated IT**

Should follow KI's *Rules for the use and management of software and software licences* right-of-use agreements, and this document *Overall division of roles and responsibilities* laws. The Head of Department or AC is also responsible for the local license coordinator holding the specific knowledge necessary for the assignment and that the license coordinator continuously receives the necessary competence development.

So that the local license coordinator can ensure control, users should always contact their local license coordinator in the first instance.

License coordinators shall maintain basic knowledge of the rules and conditions of access to relevant software both with regard to what is available via the [Software Catalogue](#) and when external software must be acquired.

The license coordinator performs purchase of software according to the head of department/AC/Research Group Leader's decision. The license coordinator must order and download software/software licences/media via special ordering systems (Wisum and a download server). Departments outside of Coordinated IT are responsible for distribution and providing assistance when installing software for their own users on the department via the license coordinator. The license coordinator shall ensure that there is no unauthorised access to media and license codes/keys used locally at the department.

### **License function at the IT Office – Central license responsibility**

The licensing function acts as an advisory function on licensing management and Software Asset Management (SAM) issues. SAM aims to create organisational, functional, financial, legal and secure control over KI's software assets. This includes software, licences and licensing agreements.

The license function is based on its organisational residence within the IT Office and its mission and purpose are:

- to promote proper license holding at Karolinska Institutet
- to negotiate and offer preferential prices for software licenses
- to streamline license management
- to promote standardisation of software
- to develop skills in the licensing area
- to disseminate up-to-date information and applicable rules

The license function shall be synchronised with the other activities' requests for/requirements for software, ensure compliance with applicable laws and regulations and ensure that the suppliers' conditions and requirements are met.

The license function owns and shall be responsible for:

- joint licensing agreements Karolinska Institutet has with suppliers
- designing internal licensing rules and policies
- transfer pricing
- making software installations and license codes available via a download server

The license function is responsible for making the above-mentioned information available and to inform the license coordinator at the department via email about news regarding any changes.

### **Support/Helpdesk**

Responsible for providing support and installation of software on computers that are part of Coordinated IT. Support is limited to the time of installation and thus does not refer to questions regarding the functionality of software, etc. Upon installation, a check is made to ensure that the program can be started after the installation.

### **Other user groups/roles**

It is the sole responsibility of each individual user to use and manage KI software and software licences in accordance with KI's internal regulations and the rules stipulated in the document *Rules regarding the use and management of software and software licences* and in accordance with the specific terms and conditions of copyright holders and licencees.