

# LCT – LICENSE CLEARANCE TOOL

## User Manual

Version 1.0



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## About LCT

The License Clearance Tool (LCT) comes as a response to the increased demand for providing technical solutions to address legal aspects in FAIR and ORDM. It is, thus, intended to support researchers to publish in FAIR/open modes. As such, the tool development has been preceded by extended legal search and analysis of most used licensing schemes. These have been put in a matrix, so as to allow the comparison "all with all" and unveil compatible and conflicting licenses. The first version of the tool provides guidance for existing standard open-source licenses only. The matrix, however, is continuously expanded and also includes custom licenses. The comparison of "standard to custom" and "custom to custom" poses a challenge for both: the analysis of the compatibility of licenses, but also the technical deployment of the solution.

The intended use of the tool is to provide a guided approach for establishing the proper open-source license required for the creation of a new (or synthetic) dataset, media, software etc. or for the re-use of existing unlicensed content. The procedure takes into account many potential data (media, software) managers (users initiating or completing a clearance procedure). Potential users may be researchers and research organisations.

LCT is being developed by ATHENA RC as part of the project NI4OS-Europe.

## Overview & Features

Overview	Features
An intuitive tool for content license clearance.	Wizard based to guide users through the clearance.
Automates the clearance of rights (copyright) for datasets, media, software.	Two intuitive flows: content-driven or license-driven.
Mitigates legal uncertainty and diminishes costs in the clearance of licensing issues.	Supports most used licensing schemes.
Effectively reduces time to publicly release properly licensed content.	Produces a report documenting input and results.
Mainstreams legal support on usage rights.	Ability to contact legal experts for non-standard licensing.
Free-tier and cost-model based crowdsourced clearance.	Works both for registered and guest users.
	Registered users may keep and revisit previous clearances.
	Clearance not bound to content manager.

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## Usage

The application front-end provides a straightforward procedure in intuitive steps presented as sequences of simple forms. Users have to select values from drop-down menus, enter required input in text fields, tick checkboxes or choose content to upload. Each input field should be filled top to bottom and the required input is described before the input field. Furthermore, there is an info-button present in each section (tabs 1-6) explaining what should be entered in each field. For further queries users may use the orange shortcut button "contact us" on the right side of the screen, which will allow them to quickly access the contact form to ask their questions. All fields marked with an asterisk at the end of their description are mandatory. If input is not provided for the mandatory fields the user is not allowed to proceed to next step of the process.

APP WEBSITE

[lct.ni4os.eu](http://lct.ni4os.eu)

### LCT landing page

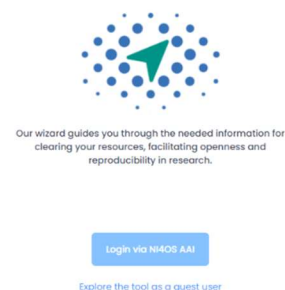
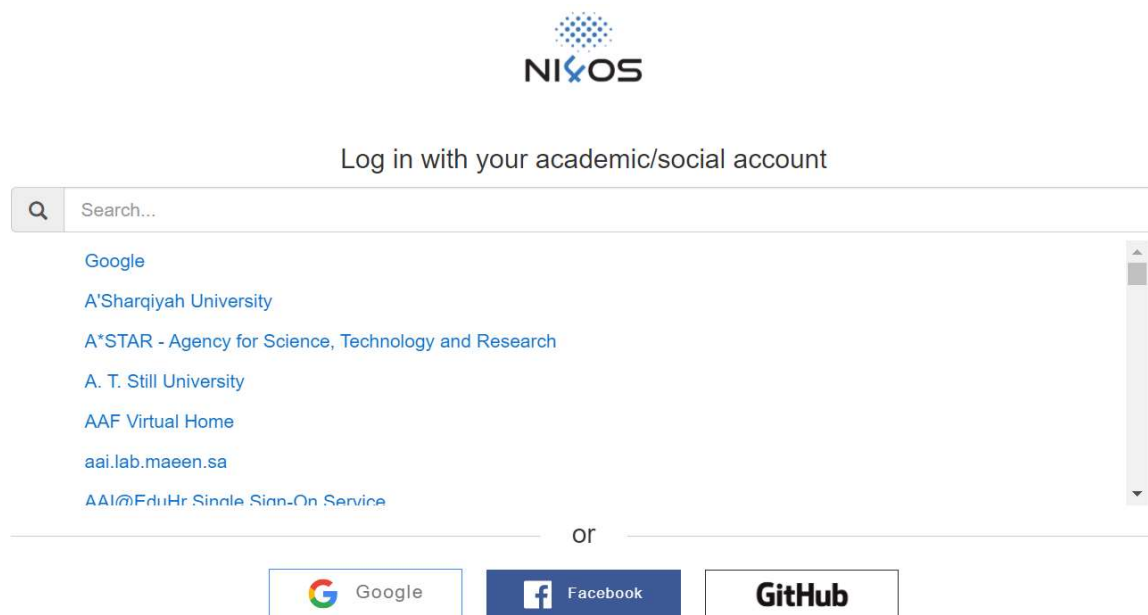


Figure 1 LCT landing page

This is where the user lands after visiting the tool's url at [lct.ni4os.eu](http://lct.ni4os.eu). User is given the option to continue as an authenticated user or to explore the tool as a guest. As a guest the user may experience the tool's full functionality, however no information and no part of the procedure is stored after the procedure completes. All provided information will be discarded after the final report is produced. As an authenticated user all parts of the procedure are kept in the user's history and the contents' under licensing clearance history. Login is enabled with version 3 (February 2021) and registered users may access and edit their profile pages and personal reporting history.

## Login

Users may choose to login to benefit by additional functionality provided for registered users. LCT uses an AAI mechanism provided by NI4OS-Europe that authenticates pre-registered users utilizing their academic, Google, Facebook or GitHub accounts. Please note that you have to use either of these choices to authenticate as there is no functionality provided for registering users.



The screenshot displays the NI4OS login page. At the top center is the NI4OS logo, which consists of a blue circular icon made of dots above the text "NI4OS". Below the logo is the text "Log in with your academic/social account". Underneath this is a search bar with a magnifying glass icon and the placeholder text "Search...". A dropdown menu is open below the search bar, showing a list of institutions: "Google", "A'Sharqiyah University", "A\*STAR - Agency for Science, Technology and Research", "A. T. Still University", "AAF Virtual Home", "aai.lab.maeen.sa", and "AAI@EduHr Single Sign-On Service". Below the search bar and list is a horizontal line with the word "OR" in the center. Below this line are three buttons: "Google" with the Google logo, "Facebook" with the Facebook logo, and "GitHub" with the GitHub logo.

Figure 2 Login via NI4OS AAI

## Dashboard

Users come to this area after entering either as authenticated or as guest users and provides an overview of the available LCT functions and their use. This is the main area before accessing any wizard, where the user chooses the desired flow from the two available workflows.

#### WORKFLOWS:

Two main workflows are foreseen. These are following the two possible usage scenarios the application covers and considered to be the most needed.

- According to the first scenario, a user (data manager) aims to associate an appropriate open-source license for existing content composed by different elements that are licensed separately or for derivative work by combining licenses from the originating licensed content and possibly non-licensed content.
- The second usage scenario is a reverse rights clearance procedure, according to which a user (data manager) given the desired license-out verifies compatibility with existing licenses-in (derivative work) or is given options for compatible licenses-in for cases of existing unlicensed content.

For more information, please visit the LCT wiki:

[https://wiki.ni4os.eu/index.php/License\\_Clearance\\_Tool\\_-\\_Description\\_and\\_Documentation#Service\\_Workflows](https://wiki.ni4os.eu/index.php/License_Clearance_Tool_-_Description_and_Documentation#Service_Workflows)

If the user chooses "Resource driven clearance - I have a resource and want to clear derivate work licenses" will actually go through Workflow I and by choosing "License driven clearance - I have a target license and want to understand license compatibility for initial resources" will follow Workflow II. The choice is made at the home screen where the users may return anytime by hitting the "Dashboard" link at the top left. At the moment users may follow the first choice representing Workflow I.



Figure 3 LCT Dashboard - workflow choice

#### Ribbon menu

A collapsible ribbon menu is located on the left side of the screen. This is a dynamic menu with context adapting based on the active page and whether a user is authenticated or not.

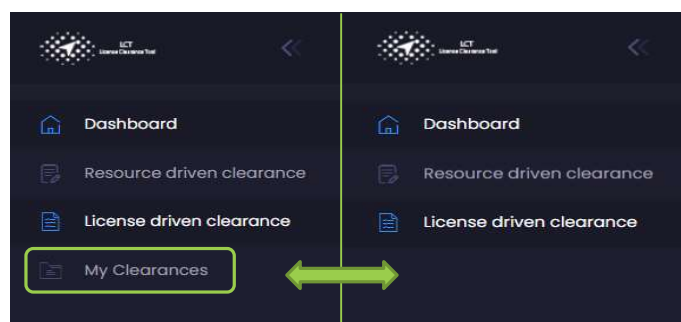


Figure 4 Authenticated vs guest user left ribbon menu difference.

## Wizard screens

Depending on the choice, users are taken on either of the actual guided procedures for license clearance. The two wizards provide step-by-step flows to guide content managers through the license clearance process. The wizards are a series of forms to collect necessary information and identify compatible licenses based on user input. The final product, for either wizard, is an automated report that summarizes the information given and the choices made in each section including, of course, the compatible license(s) decision.

Each wizard includes obligatory fields marked with an asterisk (\*), which are the minimum input that is required for the process to continue meaningfully. The process of completing each wizard is the same for both authenticated and guest users. So, in terms of wizard functionality you should expect the same for both authenticated and guest users.

Authenticated users may additionally benefit from the **clearance history** that is available for them when clearing licenses while being logged in. This is further described in section Authenticated users.

Each section (tab) in either wizard provides information for completing the fields in the section. This is dynamic information that refers only on the fields in a particular section. This information can be easily accessed by clicking the info icon (i) within each section, at the top right. A popup will provide descriptions for each field in the current section. Closing the popup will allow you to proceed in completing the fields.

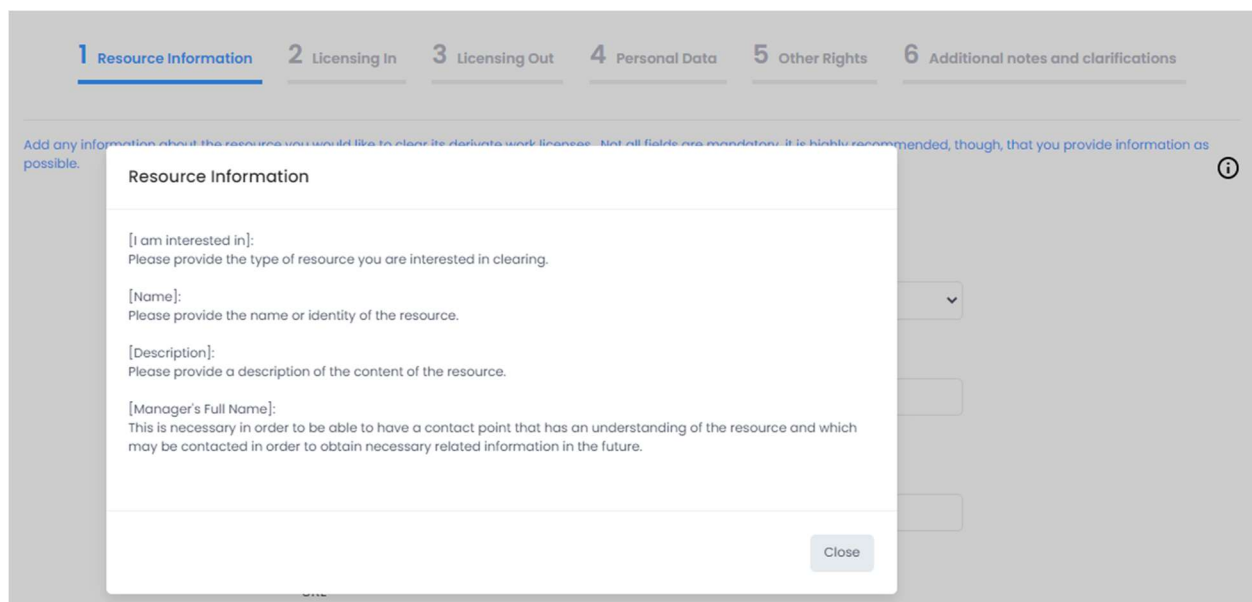


Figure 5 Wizard fields description popup.



## Resource driven clearance

The wizard for Resource driven clearance workflow starts by gathering information related to the resource to be cleared, **Resource Information**. Mandatory information to be provided is the resource type (data, software, audio, etc.), the name of the new/generated resource, a description for the new/generated resource, the full name of the resource manager and its email address.

1 Resource Information

2 Licensing In

3 Licensing Out

4 Personal Data

5 Other Rights

6 Additional notes and clarifications

Add any information about the resource you would like to clear its derivate work licenses . Not all fields are mandatory, it is highly recommended, though, that you provide information as possible.

I am interested in \*

Select a resource type

Name \*

Name of the new/generated resource

Description \*

Description for the new/generated resource

URL

URL to the existing resource if any

DOI

DOI of the new resource if any

Manager's Full Name \*

Fullname of the resource manager

Manager's Email \*

User's email address

NEXT STEP

Figure 6 Resource driven clearance - Resource Information section

Next the wizard continues to the **Licensing In** tab. This section provides information regarding the licenses under which are licensed the different elements (subsets) of the resource and can accept any number of resources and their licenses. Content managers may add as many resources as required here completing the fields name, type of the resource and its existing license and clicking on add resource to add each new resource.

1 Resource Information
2 Licensing in
3 Licensing Out
4 Personal Data
5 Other Rights
6 Additional notes and clarifications

This section provides information regarding the licenses under different elements (subsets) of the resource.

[Click here to view the added resources](#)

Name \*

Name

Data source Description

Data source Description

URL

URL to the existing resource if any

DOI

DOI of the existing resource if any

Owner's fullname

Fullname of the owner of the resource

Owner's email

Email address of the owner of the resource

Type \*

Select the type of the datasource

Existing License \*

Please select a type of license first

License of the resource

[Click here to view the added resources](#)

ADD RESOURCE

Figure 7 Resource driven clearance - Licensing in

Added Resources	
Resource Name	License Selected
alien_life01	GNU General Public License
alien_life02	GNU General Public License

Close

Figure 8 Resource driven clearance - added resources summary

Users may see a complete list of their added resources by clicking at the link "Click here to view the added resources" and make changes by deleting a resource from the table. When all desired resources have been added, clicking "Next" will take users to the next step - Licensing Out.

1 Resource Information 2 Licensing In 3 Licensing Out 4 Personal Data 5 Other Rights 6 Additional notes and clarifications

This section provides information regarding the types of licenses under which the resource will be made available on the basis of the compatibility calculation. ⓘ

Software  
Hardware  
Font  
Tabletop  
Audio  
Other(Data, Content, etc.)

☐ CC0  
☐ Creative Commons Attribution  
☐ Creative Commons Attribution NonCommercial  
☐ Creative Commons Attribution ShareAlike

PREVIOUS NEXT STEP

Figure 9 Resource driven clearance - Licensing out

The **Licensing Out** section provides information regarding the types of licenses under which the resource will be made available based on the compatibility calculation. Compatible licenses are presented in categories according to types (software, data, audio, etc.). At this point users must make a licensing out choice to move to the next section.

#### NOTE

In the licensing out section all the licenses presented are compatible, with the resource(s) licenses given in step 2 – licensing in. These compatible licenses are presented categorized according to their main area of application. However, many of these licenses can be applied in other resources and in practice this is quite common. No matter your category of interest you may choose any of the available compatible licenses for license out that suit you, **regardless** of the category it belongs to.

Sections 4 and 5 gather further information regarding the legal bases under which the resource may be lawfully processed and provide a checklist of other types of rights that should be cleared before the resource is released to further assist resource managers in the clearance procedure.

The screenshot shows the 'Personal Data' section of a multi-step form. The progress bar at the top indicates the current step is 4, 'Personal Data', with previous steps being 'Resource Information', 'Licensing In', 'Licensing Out', and 'Other Rights', and the next step being 'Additional notes and clarifications'. Below the progress bar, a subtitle reads: 'This section contains questions identifying the legal bases under which the resource may be lawfully processed.' The form contains several questions with checkboxes and text input fields:

- Does the resource contain personal data? ☐
- Does the resource contain a special category of personal data? ☐
- Are there personal data anonymised? ☐
- Are there personal data pseudoanonymised? ☐
- What is the legal basis for processing the data?
- Information provided to the data subject
- Legal Obligation: Relevant provisions
- Public Interest: Justification
- Contract: Description of allowed processing

At the bottom of the form, there are two buttons: 'PREVIOUS' and 'NEXT STEP'.

Figure 10 Resource driven clearance - Personal data

The screenshot shows the 'Other Rights' section of the Resource driven clearance form. The progress bar at the top indicates the current step is 5, 'Other Rights', with previous steps being 'Resource Information', 'Licensing In', 'Licensing Out', and 'Personal Data', and the next step being 'Additional notes and clarifications'. Below the progress bar, a subtitle reads: 'This is a check-list of other types of rights that should be cleared before the resource is released.' The form contains several questions with checkboxes and text input fields:

- National legislation limitations: Are there any limitations from national legislation in relation to the use of statistical information? ☐
- Statistical limitations: Specify any statistical limitations
- Confidentiality agreements: Are there any confidentiality agreements in relation to the resource? ☐
- Confidentiality: Describe
- Describe any confidentiality
- Embargo period for the data? ☐
- Is there an embargo period for the data to be used? ☐
- Embargo conditions: Specify any embargo conditions
- National Security limitations? ☐
- Are there any national security limitations in relation to the resource? ☐
- National Security limitations: Specify
- Cultural heritage legislation limitations? ☐
- Are there any limitations related to the cultural heritage legislation? ☐
- Cultural heritage limitations: Specify
- Has the resource been vetted by an Ethics Committee ☐

At the bottom of the form, there are two buttons: 'PREVIOUS' and 'NEXT STEP'.

Figure 11 Resource driven clearance - Other rights

Completing sections 4 and 5 is straightforward.

The screenshot shows a horizontal navigation bar with six tabs: 1 Resource Information, 2 Licensing In, 3 Licensing Out, 4 Personal Data, 5 Other Rights, and 6 Additional notes and clarifications. Tab 6 is the active tab, highlighted with a blue underline. Below the tabs, a light blue instruction text reads: "Add here any other notes and clarifications regarding rights and permissions related to the resource." To the right of this text is a small circular icon with an 'i'. Below the instruction is a large, empty text input field with a light gray border. At the bottom of the form, there are two buttons: a light blue "PREVIOUS" button on the left and a teal "SUBMIT" button on the right.

*Figure 12 Resource driven clearance - Additional notes*

The last section, tab 6 provides a means to gather other notes and clarifications regarding rights and permissions related to the resource and enable future human interaction particularly concerning specialized legal advice. At this point users may hit "Submit" to trigger the creation of the output report, which may be downloaded once it has been generated by the platform.

## License driven clearance

This is a reverse rights clearance procedure, according to which a user (data manager) given the desired license-out verifies compatibility with existing licenses-in (derivative work). The wizard for License driven clearance workflow starts by gathering information related to the resource to be cleared, **Resource Information**. Mandatory information to be provided is the resource type (data, software, audio, etc.), the name of the new/generated resource, a description for the new/generated resource, the full name of the resource manager and its email address.

1 Resource Information

2 Licensing Out

3 Licensing In

4 Personal Data

5 Other Rights

6 Additional notes and clarifications

*This tool serves for clearing the different sub-licenses that the elements (subsets) of the resource may have. In this section, add any information about the resource as a whole. Not all fields are mandatory, it is highly recommended, though, that you provide information as possible.*

I am interested in \*

Select a resource type

Name \*

Name of the new/generated resource

Description \*

Description for the new/generated resource

URL

URL to the existing resource if any

DOI

DOI of the new resource if any

Manager's Full Name \*

Fullname of the resource manager

Manager's Email \*

User's email address

NEXT STEP

Figure 13 License driven clearance - Resource Information section

Next is the **Licensing Out** section providing information regarding the types of licenses under which the resource (derivative work) will be made available. A full list of available open-source licenses is presented in categories according to types (software, data, audio, etc.). At this point users must make a licensing out choice to move to the next section.

1 Resource Information 2 **Licensing Out** 3 Licensing In 4 Personal Data 5 Other Rights 6 Additional notes and clarifications

This section provides information regarding the types of licenses under which the resource will be made available on the basis of the compatibility calculation. You may choose any type of license regardless of the type of resource selected in section 1 "Resource Information".

Software

Hardware

☐ CERN Open Hardware License

☐ Simputer General Public License

☐ TAPR Open Hardware License

Font

Tabletop

Audio

Other (Data, Content, etc)

PREVIOUS NEXT STEP

Figure 14 License driven clearance - Licensing out

NOTE

In the licensing out section all the licenses presented are categorized according to their main area of application. However, many of these licenses can be applied in other resources and in practice this is quite common. No matter your category of interest you may choose any of the available licenses for license out that suit you, **regardless** of the category it belongs to.

The wizard continues to the **Licensing In** tab. This section provides information regarding the licenses under which the different elements (subsets/components) of the resource are licensed and can accept any number of resources and their associated licenses. Resource managers may add as many resources as required here completing the fields name, type of the resource and its existing license and clicking on add resource to add each new resource.

1 Resource Information
2 Licensing Out
3 Licensing In
4 Personal Data
5 Other Rights
6 Additional notes and clarifications

---

Please provide information about the license(s) of each different element (subset) of the resource.

[Click here to view the added resources](#)

Name \*
Name

Data source Description
Data source Description

URL
URL to the existing resource if any

DOI
DOI of the existing resource if any

Owner's fullname
Fullname of the owner of the resource

Owner's email
Email address of the owner of the resource

Type \*

Select the type of the datasource

Existing License \*

Please select a type of license first

License of the resource

[Click here to view the added resources](#)

ADD RESOURCE

PREVIOUS

NEXT STEP

Figure 15 License driven clearance - Licensing in

Added Resources	
Resource Name	License Selected
alien_life01	GNU General Public License
alien_life02	GNU General Public License

Close

Figure 16 License driven clearance - added resources summary



Users may see a complete list of their added resources by clicking at the link "Click here to view the added resources" and make changes by deleting a resource from the table. When all desired resources have been added, clicking "Next" will take users to the next step – Personal Data.

Sections 4 and 5 gather further information regarding the legal bases under which the resource may be lawfully processed and provide a checklist of other types of rights that should be cleared before the resource is released to further assist resource managers in the clearance procedure. Completing sections 4 and 5 is straightforward. Please refer to Figure 10 and Figure 11, as these sections are common for both workflows. Figure 12 shows the last section, tab 6, that provides a means to gather other notes and clarifications regarding rights and permissions related to the resource and enable future human interaction particularly concerning specialized legal advice. At this point users may hit "Submit" to trigger the creation of the output report, which may be downloaded once it has been generated by the platform.

## Automated Report

In both wizards, supporting the two available workflows, after submitting all required input, a report summarizing the clearance data is produced, providing a structured output that may be kept and used for future reference. Parts from a sample report may be seen below:

License Clearance Report	
Resource Information	
Resource Type	Software
Resource Name	ufo_hello_app
Resource Description	Very important extraterrestrial data
URL	-
DOI	-
Manager's Full Name	Terry Asteri
Manager's Email	terrystar01@gmail.com
Licensing In	
Resource 1	
Resource Name	alien_life01
Data Source Description	alien_life01
URL	-
DOI	-
Owner's Full Name	-
Owner's Email	-
Type	Software
Existing License	GNU General Public License
Resource 2	
Resource Name	alien_life02
Data Source Description	-
URL	-
DOI	-
Owner's Full Name	-
Owner's Email	-
Type	Software
Existing License	GNU General Public License
Licensing Out	
Selected License	Creative Commons Attribution NonCommercial
Personal Data	
Does the resource contain personal data?	No
Does the resource contain a special category of personal data?	No
Are there personal data anonymised?	No
Are there personal data pseudoanonymised?	No
What is the legal basis for processing the data?	-
Information provided to the data subject	-
Legal Obligation: Relevant provisions	-
Public Interest: Justification	-
Contract: Description of allowed processing	-
Other Rights	
National legislation limitations	No
Statistical limitations	-
Confidentiality agreements	No

Figure 17 LCT automated report

## Authenticated users

Logged in users can benefit from additional functionality that is provided for registered users. This functionality is associated with individuals thus, it cannot be provided for guests. Personal information for registered users is acquired through the third-party provider the user chooses to use for its authentication (academic account, Facebook, Google, GitHub). The Authentication & Authorisation Infrastructure (AAI) used is that provided by NI4OS-Europe AAI service.

### AAI SERVICE

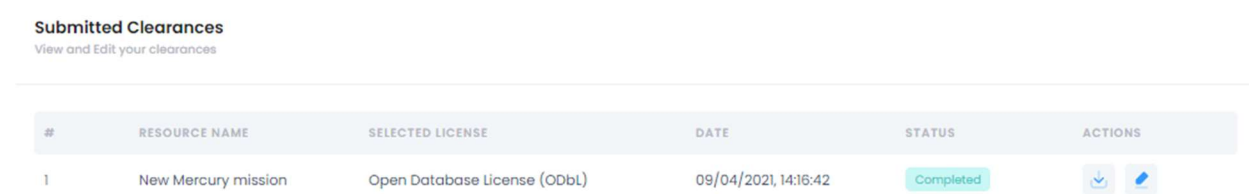
AAI mechanism allows authenticating and authorizing accesses to privileged areas taking advantage and reusing data of registered users in third-party accepted authorities or providers. It enables seamless, authenticated access to services in a secure and confidential manner, simply by using one's institutional or social accounts.

For more information, please read the NI4OS-Europe wiki:

[https://wiki.ni4os.eu/index.php/AAI\\_guide\\_for\\_SPs](https://wiki.ni4os.eu/index.php/AAI_guide_for_SPs)

## Clearance History

In LCT registered users may benefit from the **clearance history** that is kept available for them when clearing licenses while being logged in. Each time a registered user goes through a clearance process through the wizard and submits its input, the produced report is kept in the user's history of clearances. This is accessed through the left ribbon menu as shown in Figure 4.



The screenshot shows a web interface titled "Submitted Clearances" with a subtitle "View and Edit your clearances". Below this is a table with the following data:



#	RESOURCE NAME	SELECTED LICENSE	DATE	STATUS	ACTIONS
1	New Mercury mission	Open Database License (ODbL)	09/04/2021, 14:16:42	Completed	 

Figure 18 Registered users submitted clearances.

## User Profile

Registered users have a profile page available to them, to administer their personal data. Not all data is editable. Specifically, data provided by the third-party authentication provider cannot be changed through this section, but only from the authentication provider's page. For example, if you

use your Google account to authenticate, you can change your info through Google's relevant profile page. Profile page can be accessed by clicking on the username at the top right of each page:

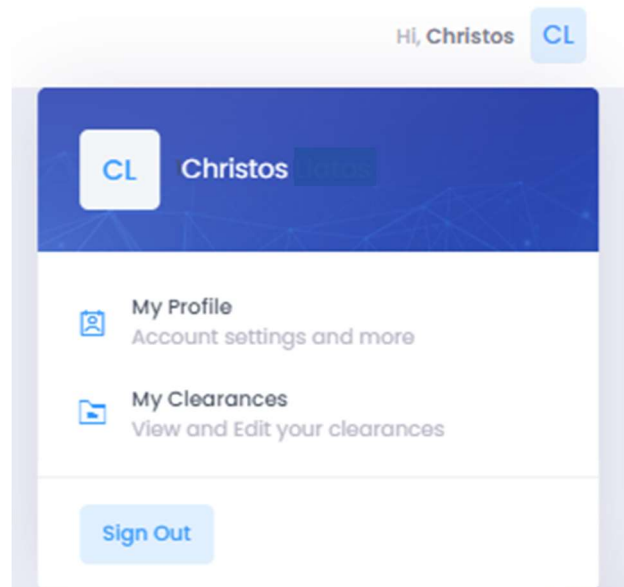


Figure 19 Registered users menu options.

A screenshot of a user profile page. On the left is a sidebar with a profile picture placeholder, the name "Christos Liatas", and the email "cliatas@athenarc.gr". Below this is a button labeled "Profile Information". The main area is titled "Profile Information" with a subtitle "Update your profile information" and a "Save Changes" button. It contains a "User Info" section with an "Avatar" field (with a file upload icon and a note "Allowed file types: jpg, png, jpeg"), a "Username" field (containing "cliatas@athenarc.gr" and a note "Your preferred email is used as a username. Username cannot be edited at the moment."), and fields for "First Name" (containing "xs"), "Last Name" (containing "Liatas"), "Country" (a dropdown menu), "Position", "Address", and "Institution Name". At the bottom is a "Contact Info" section with an "Email Address" field (containing "@ cliatas@athenarc.gr").

Figure 20 Registered user profile page.

## Privacy Notice

If the end-users wish to explore the tool as authenticated users, LCT will receive information about them from third parties. More specifically, the end- users are invited to login to LCT via “NI4OS Europe Login”, which is a service provided by the National Infrastructures for Research and Technology (GRNET, <https://grnet.gr>) based in Athens, Greece. For more information about this service the end-users are invited to review NI4OS Europe Login Privacy Notice that is available online at NI4OS-Europe site, Privacy Policy section (<https://ni4os.eu/privacy-policy-2/>) and for download at <https://aai.ni4os.eu/privacy/en/>.

## Glossary

Content manager	User initiating or completing a clearance procedure
AAI	Authentication & Authorisation Infrastructure

## Documentation

Additional documentation providing mainly technical and background information about LCT can be found at the tool's wiki page on NI4OS-Europe wiki:

[https://wiki.ni4os.eu/index.php/License\\_Clearance\\_Tool\\_-\\_Description\\_and\\_Documentation](https://wiki.ni4os.eu/index.php/License_Clearance_Tool_-_Description_and_Documentation)

## Disclaimer

LCT and the produced reports do not constitute legal advice and should not be construed as such. If you need legal advice in relation to the release of your resources, please seek advice from a qualified lawyer in your jurisdiction. Athena Research Center and NI4OS-Europe project is not liable for any information, data or other input added to the application services by the users.