

Autoware Foundation FTE FAQ

Full-time Equivalent (FTE) requirements are ways for a member organisation to provide engineering contributions to The Autoware Foundation in lieu of cash payments.

What is an FTE?

FTE is a standard unit of measurement for translating the total hours worked by part-time employees into the number of equivalent full-time employees. The Autoware Foundation considers 1 FTE=40 hours/week. This means that a member organisation committed to 0.5 FTE should be providing engineering contributions amounting to 20 hours/week rather than contributing 40hrs/week for only half of the year. Similarly, an organisation with 0.25 FTE requirement should be providing engineering contributions totaling 10 hours/week to the Foundation. Consistent *weekly* contributions benefit the Autoware Foundation and open-source community.

What counts towards FTE?

Contributions must be publicly verifiable. The current definition of a valid contribution is:

- Commits and merge/pull requests on a repository under <https://github.com/autowarefoundation>, <https://github.com/Autoware-AI>, or <https://gitlab.com/autowarefoundation/>.
- Verifiable porting efforts for Autoware.Auto or Autoware.AI to new hardware, accompanied by documentation of how the porting was carried out, what Autoware users need to do to use Autoware on the target hardware, etc. Videos of Autoware running on the hardware are recommended. Porting to hardware that is not accessible to Autoware users (e.g. unreleased hardware) is not a valid contribution.
- Verifiable hours testing Autoware.Auto or Autoware.AI for a release, accompanied by a test report (minimum one per month) and issues filed in the appropriate repositories for all bugs and problems found.
- Contributions of documentation of reference hardware design for Autoware, including sensor configuration, CAD models, renderings etc. Such contributions should form part of the Autoware Open AD Kit
- Validation of Autoware on different underlying middleware (real-time OS, different DDS implementations). An issue in Autoware.Auto should be posted and report findings should be added to the issue. Implementation/support documentation should be provided in the Autoware Wiki or official docs as a final step.
- Contributions of collection and annotations of datasets (including synchronised sensor configurations and locations) and HD maps where possible. Acceptable datasets are:
 - rosbags for testing CI/CD in Autoware
 - Images with metadata for training perception models
 - Dataset formats should be compatible with Autoware.Auto (please confirm this with us)

- Releasing the ROS drivers for third party hardware (including drive-by-wire system and sensors) as open source. Detailed documentation with links to the source code must be provided and linked to the Autoware repository.
- Contributions of integrating accessible peripheral tools with Autoware.Auto
 - Map distribution/building/conversion tools
 - Developing/integrating simulation environments for Autoware
 - CI/CD tools
- Contributions of Autoware training materials. The materials should be visible to all Autoware users to be counted as a contribution (e.g. links to the tutorial listed in Autoware.Auto wiki page or web site)
- Answering any questions with the autoware/autoware.auto/autoware.ai tags on ROS Answers <https://answers.ros.org/questions/> A link to the answered question must be provided

Marketing

Items below should be discussed in more detail within SPC

- Marketing activities writing blogs, newsletters, website moderation, learning and development (eg. conducting workshops)(Proposed by: Tata Consulting Services)
- Marketing Autoware events including providing partial or complete sponsorship, training events or meetups or hackathons (proposed by: ADLINK, AutonomouStuff, PIX Moving, Tata Consulting Services)
- Promotional activities such as posting about Autoware on social media, giving press interviews related to Autoware, and giving invited talks at conference about Autoware (proposed by: ADLINK, AutonomouStuff)
- Actively getting companies to adopt Autoware (for example getting F1TENTH and IAC v using Autoware.Auto) (proposed by: ADLINK, AutonomouStuff)

How often should FTE contributions be reported?

FTE contributions must be reported once a month. The TSC chair sends a link to the monthly reports. The report should include any activities conducted during that month. Future planned activities are not valid contributions. Empty monthly reports are not acceptable.

Is it possible to reduce FTE requirements?

Downgrading membership status is one way of reducing the FTE requirements. Membership levels are described here: <https://www.autoware.org> Another possibility is to pay the full membership fee for your category.

What if a member organisation misses their FTE target?

The [Autoware Foundation Charter](#) details the procedure in case of a mismatch in the Membership Contribution section. Below is an excerpt:

In the case of a mismatch, the following process will be applied to address the situation:

1. (Start of the process) First notice of not meeting the commitment to contribute from the TSC chair.
2. (After one month) Second notice of not meeting the commitment to contribute from the TSC chair. In addition, the AWF-administration provides an invoice to the member over the full non-discounted amount to provide the member the opportunity to meet the membership requirements without FTE contribution.
3. (After two months) Third notice of not meeting the commitment to contribute from the Board of Directors.
4. (After three months) Fourth notice of not meeting the commitment to contribute from the Board of Directors.
5. (After 4 months) Membership in the Autoware Foundation is terminated.

I need help with completing my FTE reporting.

Please contact the Autoware Foundation Project Manager, bonolo.mathibela@autoware.org , for any questions regarding FTEs.