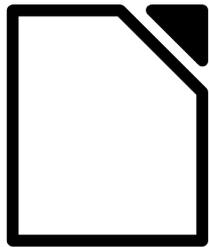


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LibreOffice

The Document Foundation

**Progress report
about
2013 fiscal year**

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Introduction

Statement

The following report provides an overview of the activities and operations of “The Document Foundation” in the period from 1st January to 31st December 2013. The first year was still taken up by the creation of the Foundation and the building of basic processes and structures. In this second year, the Foundation experienced strong growth – both in terms of the number of contributors, the diversity of projects and actions, and in donations.

As in the previous year, this document was written in the spirit of the Foundation’s philosophy of working together in global cooperation. Thanks to our countless and indispensable contributors, the Foundation and its projects in 2013 advanced and fulfilled the Foundation’s purpose. They all deserve our sincere thanks, as they are the ones without whom the various activities of The Document Foundation would not be possible and who fill the Foundation with life.

This enriching, fruitful and harmonious cooperation beyond the borders of continents, across time zones, languages and different cultures is one of the main features that makes up this Foundation and enriches the everyday life of all contributors with its diversity.

Everyone who participates in this global collaboration and all those who make this collaboration possible, deserve our sincere thanks.

Explanation of Terms

For a better understanding of the Foundation, its projects and its inherent structures, the term notes from the last annual report are reproduced below. They will provide insight into the organization and structure of the Foundation.

The Foundation as legal entity is called “The Document Foundation” or “TDF”. Great care was taken to find a name which did not contain the name of a single product. Even with the development of the Articles of Association¹ and in the formulation of Foundation's purpose concretely, care has been taken to create a name independent of individual product names as these may very well undergo change – it is vital to preserve the unchanging core in the form of the Foundation.

The Foundation is active in the field of free software, also known as open source, or “FLOSS” (“Free, Libre and Open Source Software”).

The Foundation's purpose – summed up as the “promotion and development of office software that is free to use by anyone” - is followed by TDF through the edition of the free office suite “LibreOffice”, which is an office package, i.e. a software program. Similarly, the name of that project is not only open but also free (“libre”) and is as such independent of individual sponsors, reflecting the continued development and evolution of the whole community alike.

This term “LibreOffice” stands for two things: firstly for the software and secondly for the project, the community of contributors, also called “the Community”. Because those who are involved in

1 <http://www.documentfoundation.org/satzung.pdf>

the community or in the project, support the idea and purpose of the Foundation to advance its own ideals and goals, they are also crucial for achieving the purpose of the Foundation. Everyone who is active in this community for a longer period of time, is generally called a “member”.

This term “member” is not to be confused with the regulated term in the Articles of Association “Member's board of trustees”. This status is awarded at the request and in accordance with objective criteria through a separate organ of the Foundation, the membership committee, and entails rights and obligations with it. Not everyone who is involved in the project as a “community member” has applied for formal membership in the Foundation. Nonetheless, these participants contribute equally and significantly to the achievement of the purpose of the Foundation.

The LibreOffice project itself is divided into different areas of activity that are set out below. Besides technically divided projects such as development, quality assurance and infrastructure, there are also linguistically divided projects, such as the German language or the Italian project. All of these work together on the same goal; the subdivision is for purely practical reasons, to promote local structures and to build and to make cooperation more effective.

In the following report we therefore use the broad interpretation of the words “project”, “community” or “member” to include all entities that contribute to achieve the Foundation's purpose, whether they are formal members of the Board of Trustees or not.

Development of the LibreOffice Software

With interoperability and stability to success

The development of the LibreOffice software surprisingly shows many parallels with the development of the Foundation. Like the Foundation itself, the program developed quite a lot during the year 2013. Year 2012 was marked by the start up of the founding and the orientation of the Foundation. The last 12 months brought numerous and extensive improvements of the product, that has been worked on by a worldwide community under the umbrella of the Foundation.

We kept the proven time-based publishing cycle² („time-based release schedule“) that has 2 mayor versions per year, which are followed each by 6 bugfix-releases with smaller improvements. The advantage of this scheme lies in the good planning it provides, which is an important point regarding the huge number of people involved worldwide and the numerous interdependent processes. This results in a good planning ability even for end users since, which version will be available at which time is well known in advance. For how long those versions will be maintained is also well known in advance. Usually new versions come out every 4 weeks, meaning that bug fixes are available a lot sooner than with other products, especially proprietary software. It is also worth mentioning, that the aforementioned release cycle improves the motivation of the people involved, since the results of their work is visible almost immediately and only a few weeks after the implementation, millions of users worldwide can enjoy the bug fixes and the new features.

2 <https://wiki.documentfoundation.org/ReleasePlan>

LibreOffice 4.0

The release of version 4.0 of LibreOffice, which took place in February 2013³, was an important milestone in the past year. The version jump - the previous version was 3.6 in number order - already makes it clear that things have improved here.⁴ Among others, new document filters were developed under a public tender from the Open Source Business Alliance, which improved the compatibility with Microsoft's Office Open XML (OOXML) format⁵ and now offers also an import for Microsoft Publisher documents. In addition, the support of hand-written notes in documents using tablet PCs has been implemented, the so-called e-ink support.^{6 7}

The import and export of tables as well as the accurate layout positioning of objects during the import of OOXML documents have been greatly improved and are eventually incorporated into version 4.0: specifically, it involves positioning, padding, borders, nested tables, fonts, shadows and table edges. In addition, Writer comes with improvements in the treatment of comments in the text processing; enhancements have been made to the filter and sort options within Calc spreadsheet; new line styles have been added in Draw graphics program. All these features contribute to both private and corporate and government users, they will be able to migrate more easily to the free office suite, more functionality can be mapped from other products, which facilitates massive documents conversion and interoperability between different, partly proprietary, third party products and LibreOffice. Also, the new support for CMIS standards allows connection to document management systems such as Alfresco, IBM FileNet P8, Microsoft SharePoint 2010, Nuxeo, Open Text and SAP NetWeaver cloud service. Under Mac OS X, the packages are now signed since LibreOffice 4.0.3, so that the installation is made possible without warning.

Building on the work of the Mozilla Firefox open source project, version 4.0 of LibreOffice supports, for the first time, the use of so called "personas" with which the appearance of the program can be adapted to one own wishes. For example, one can integrate his own graphics and wallpapers. This function is useful in corporate environment, it is also ideal to design the product in the desired corporate identity, without the need for further programming skills. A small function, added with LibreOffice 4.0, will greatly simplify the life of the user: by pressing a push button, the first page can be set up with a different header and footer than the rest of the document. The solution to this problem, only addressed previously by using different page templates, has been greatly simplified with this version 4.0.

A function that is almost not visible for the end user, but plays a central role for the future development and localization of LibreOffice, is the revision of all dialogues, which now significantly fit better into the program appearance, adapt to the used screen resolution and automatically increase according to the length of localization. This important and complex work, largely carried out by Caolán McNamara, will significantly simplify the work of future developers of LibreOffice, and again lowers the barrier to entry.

Version 4.0 marked also the introduction of LibreOffice in the market of tablets and smartphones.

3 <http://blog.documentfoundation.org/2013/02/07/the-document-foundation-announces-libreoffice-4-0/>

4 <http://de.libreoffice.org/download/4-0-neuerungen/>

5 <http://www.lanedo.com/2012/suse-und-lanedo-setzen-ooxml-verbesserungen-in-libreofficeopenoffice-org-fur-behorden-um/>

6 <http://www.derivativezero.com/blog/2012/09/importing-ooxml-ink-annotations-into-libreoffice/>

7 <https://wiki.documentfoundation.org/ReleaseNotes/4.0#Writer>

Although the classic desktop use will not be displaced from the perspective of TDF, it is however strongly expected that mobile devices will expand the use capabilities of users in the future, which is why the availability on these devices and platforms is increasingly important, even for the success of the desktop version. As a first step, the so-called LibreOffice Impress Remote for Android^{8 9} was published at the same time with LibreOffice 4.0. Similar to the classic "Presenter" in hardware form, this app which is also a free open source program, allows the speaker to control presentations in Impress on its Android-based smartphone or tablet by connecting the devices via wireless network (WLAN) or Bluetooth. For this purpose there will be a preview of the slides displayed on the smartphone and, on request, the respective slide notes, which can be put on the presentation screen simply by tapping on it. In early 2014, the product appeared in a version for Apple¹⁰ mobile devices as a free open source version. This work was a project conducted as part of the "Google Summer of Code" and then localized in a variety of languages.

Coinciding with LibreOffice 4.0 a "Getting started" beginners user guide was published by the documentation project, to introduce particularly new and inexperienced users to LibreOffice.

LibreOffice 4.1

In July 2013, the following version of LibreOffice 4.1 had numerous new features released¹¹, partly to improve functionality introduced with LibreOffice 4.0, and on the other hand a number of improvements in other areas of the program were revised and improved. Thus, a long-standing wish of users to rotate graphics in Writer without complicated intermediate steps was implemented. The option to embed used fonts in the document itself has also been implemented. This does not only help users who use special fonts in documents on different systems, but is an important criterion for the migration to free office products. The chart function was enhanced, "step lines" was a completely new chart type added. In addition, the improvement of the comment function, already began in LibreOffice 4.0, was continued and will benefit in particular to users who are working together on documents.

In addition to these new features, improvement of interoperability with third party formats, already started with LibreOffice 4.0, was pursued. Formats of Microsoft Office were significantly improved again. In total, over 3,000 errors and minor problems were solved, which makes LibreOffice 4.1 one of the most stable versions ever and is therefore well suited for corporate use. Improvements in LibreOffice 4.1 apply to all modules on all platforms, and include a further decline in the dependence of Java to be platform-independent and independent of special third-party software. With this version, the increase of document filters for very old file formats is noteworthy, it should help users to protect their documents, and thus to convert their own intellectual creation in the open, free and future-proof OpenDocument format. Support includes old versions of Word for Mac, Write Now, MacWrite Pro and AppleWorks. Support for old, sometimes almost forgotten document formats is an additional focus in LibreOffice 4.1. Over time many more filters have been added and more will be added. This culminated, to give an outlook for the next year, in spring 2014 in the establishment of the "Document Liberation Project" as another project under the umbrella of

8 <https://play.google.com/store/apps/details?id=org.libreoffice.impressremote&hl=de>

9 http://www.youtube.com/watch?feature=player_embedded&v=hM5H4fUxq4M

10 <https://itunes.apple.com/de/app/libreoffice-remote-for-impress/id806879890>

11 <http://de.libreoffice.org/download/4-1-neuerungen/>

TDF, to make the improvements available for other developers and products.

The way to LibreOffice 4.2

Results of this work were included in LibreOffice 4.2, released on January 30, 2014 – the work on this new version was done almost entirely in the year 2013. Significant new features¹² include a revised start-up screen, additional templates, improvements in the operation in Calc, Impress, and Math, a revised integration in Windows 7 and improved interoperability, among other things, to the OOXML (including encrypted documents), e-book file formats, MathML, Apple Keynote, AbiWord, Adobe FreeHand, and RTF and following old formats: Acta Mac Classic, Beagle Works, WordPerfect, Works, Great Works, MacDoc and More Mac.

In this release, Writer supports additional text styles and images in mass e-mails, brings improvements in recording changes as well as the text search, provides a revised hyphenation and offers improvements in styles, cross-references and auto correction. In Calc, available cell functions have been greatly expanded, increasing the compatibility with proprietary third party programs. In addition, the operation and search engine was improved in spreadsheet and in particular, a massive increase has been achieved in speed of arithmetic operations with OpenCL support. As an experimental feature, the processing of data streams has been integrated, which allows the use of self-updated figures and data, for example from the Internet. A lot of time was invested for Impress in the development of "Impress Remote for iOS" in addition to improving details. This presentation control, published at the same time as LibreOffice 4.0 for Android, is now available for the users of Apple devices like iPhone and iPad.¹³ The Base database module finally received a connection to the Firebird database, the formula editor Math and the module for charting have received numerous improvements and errors have been eliminated. For localization and spell checking in LibreOffice 4.2, support for "BCP 47 language tags" has been implemented, allowing a fine-grained definition - for example, the marking of documents or text passages written in old German spelling. Finally, more than 65% of the known bugs with right-to-left text have been fixed in this version, used for example for Arabic speaking countries. The latter work was carried out jointly between experienced programmers and users - in this case from Saudi Arabia - who contributed equally to identify and solution the problems.

Statistics for the program development

From a development perspective, the year 2013 was extremely positive:

- a total of two new branches were introduced (4.0 and 4.1)
- as a whole 13 "bug fix releases" were developed (3.6, 4.0 and 4.1)
- numerous pre-release ("Release Candidates"), versions in the early testing stages ("betas") as well as technology previews ("Alpha" versions) were released for testing purposes
- Moreover, there was almost every day "Nightly snapshots", i.e. versions that were automatically compiled from the source code of the current day, and are meant primarily for developers to test their changes

¹² <http://de.libreoffice.org/download/4-2-neuerungen/>

¹³ <http://blog.documentfoundation.org/2014/02/03/libreoffice-impress-remote-for-iphoneipad-is-now-available/>

- 70,000 developer versions of LibreOffice were created on the now available 49 Buildbots or Tinderboxes
- 560 user accounts in the newly introduced "Gerrit" -Review system were created, of which 117 have direct write access to the LibreOffice source code
- within "Gerrit" 5,600 changes, additions and improvements to the code have been processed
- located on the entire program code, which is divided into 13 modules, a total of 25,000 changes were made, of which about 90% were done on the actual program core
- all versions and pre-release versions were created for Windows 32-bit, Linux 32-bit and 64-bit, Mac OS X, to cover a broad variety of platforms
- further progress was the availability of LibreOffice for Raspberry Pi,¹⁴ a 35-dollar computer in credit card format, which is published by a Foundation. This device is specifically intended for use in schools and education as well as to support poorer users. The port thus allows more people to benefit from the advantages of LibreOffice and participate in a digital society.

Thanks to all the developers who have contributed through new or improved program code, massive progress in functionality and stability of LibreOffice could be achieved during the year 2013. During the previous year 2012, an increase could be noted in the number of developers from 379 to 567. About 1/3 of them were independent developers, i.e. they don't work for any company. During 2013 the developer community grew to 758 people. The number of active developers, i.e. such developers that do not do only sporadic development, but not less important contributions, then this number has increased from 319 in 2012 to 345 in 2013. It is particularly encouraging that the proportion of independent developers has risen to 75% during the year 2013.

From the user's point of view it can be said that every day, at least 100,000 users check automatically for updates of their installed LibreOffice versions - the previous year, this figure stood at 25,000 users.¹⁵

LibreOffice On Tablet and LibreOffice Online

The version for use in browser ("Libre Office Online")¹⁶ is still in work, with an emphasis on getting first of all the necessary resources for the development, which requires that very old and very complex parts of the code need to be modified. To get a critical mass here, the transfer of knowledge from old (experienced) to new developers is required. In 2013, great progress has been made here already, which in turn also benefited to the desktop version as the main product.

The special feature of the browser version is that, in contrast to other solutions available on the market, it can be installed on own servers fully compliant with privacy laws. It is based on the same code as the desktop version and therefore represents the documents as well as on a home computer. In addition, LibreOffice will offer in this context more features for collaboration and joint document

14 <http://store.raspberrypi.com/projects/libreoffice>

15 <http://blog.documentfoundation.org/2013/03/06/the-document-foundation-announces-libreoffice-4-0-1/>

16 <http://www.youtube.com/watch?v=CVR7HqDokmA&hd=1>

editing¹⁷ based on the "Tubes" or "Telepathy" framework, which - again in contrast to solutions already available on the market – do not contain proprietary and expensive, licensed software or require outsourcing of functions to third parties.

A version is still in work for usage on smartphones and tablet computers ("LibreOffice On Tablet"). Here a lot of work on some very complex code components is necessary. Even though there is currently no date of availability for an end users version, a big improvement has been achieved in 2013. Interested programmers can download a developer version¹⁸ besides the source code, that reflects the current state of development at this day.

Feedback from authorities and from the businesses show that there is a great demand for both the browser and the mobile version of LibreOffice and their availability is seen as an additional, important aspect for free software. The Foundation is in the process to include interested users in further project planning and implementation in order to successfully promote this project.

Completion of the new build system

The work began in 2012 for the new "build system"¹⁹ could be completed in 2013. This is the central component for generating the executable LibreOffice program ("Binary") from the source code ("Source Code"). In addition to a substantial simplification of program development, which ultimately also helps to lower the barriers to entry for new contributors, the "compile-time", i.e. the period up to completion of the executable program could be considerably reduced - sometimes by a factor of 10. As a result, this means that the use of automatic, so-called "tinderboxes" or "buildbots" have become much more efficient: these systems build, fully automatically and permanently, new versions of LibreOffice to find errors and problems early and as close as possible to the inclusion of the corresponding code. Because of the now much faster way to build new versions or individual program modules from the source code, the number of possible test scenarios that can be processed automatically in a day, increased again many times over. In addition, the revision of the build system helps to scale, especially on large systems with a large number of processor cores, even better and to parallelize and thereby to utilize the available hardware efficiently. Conversely, this means that the cost of hardware, provided by the Foundation for developing and compiling LibreOffice, can be kept low.

The revision of this key component with all its dependencies and points of contact is rightly considered an essential improvement. The lessons learned here do not only benefit to LibreOffice directly, but can also help other projects in the area of free software. LibreOffice is one of the most complex, largest and most comprehensive open-source software projects, so that experience gained here is not only invaluable for other projects, but also constitutes evidence that the improvement of such a complex block is not only theoretically, but also practically implemented.

Better integration with development environments

Modern program development is to a large extent done in so-called "IDEs" (integrated development environments) that reduce much of the tedious manual work. Traditionally these environments in

17 <http://www.youtube.com/watch?v=hBsa212X2OE&hd=1>

18 <http://dev-builds.libreoffice.org/daily/master/Android-ARM@24-Bytemark-Hosting/>

19 <http://skyfromme.wordpress.com/2013/02/28/one/>

projects of the size of LibreOffice, including several million lines of code, quickly encounter their limits and make the work with the IDEs a complicated undertaking. At the end of the year 2013, the program developers could also announce a breakthrough, because LibreOffice is now directly supported by various IDEs like KDevelop among others. This was in no small part made possible by the aforementioned new build system. The new functionality to browse and navigate through the program code, compiling individual modules or the entire program package and to find errors ("debugging") is massively simplified. Functions such as automatic completion of procedures and functions round off the support.

With only minor adjustments, each of about 150 lines of code Eclipse, Netbeans, Anjuta, Code::Blocks or Xcode can be used with LibreOffice. It can be assumed that these adjustments will be made directly over time by the community. For example in 2014, the corresponding integration of the widely used Visual Studio was completed by the community. This also corresponds to the philosophy of the Foundation and project: instead of committing to an IDE and thus a product, LibreOffice supports a maximum number of tools and gives also the developer the freedom of choice.

Easy Hacks and Google Summer of Code

Two other important components that have thus contributed to the growth of the developer community and therefore helped to improve LibreOffice, have been "Easy Hacks"²⁰ and participation in the "Google Summer of Code".²¹

Easy Hacks are tasks provided by experienced developers, allowing easy entry into the world of LibreOffice. By purposefully selected small and manageable features, bug fixes and improvements, interested developers have an easy entry into the project and can continue step by step, to more complex and elaborate topics. In their first steps, they are accompanied by long-time developers who stand by their side as mentors with advice and assistance - both in terms of technical issues, as well as on topics related to the construction of the Foundation and organization of the community.

In 2013, LibreOffice was represented with several projects²² in the "Google Summer of Code", a programming project for students, which is supported by Google. Those projects ultimately found their way into the program.

Release Engineering

Another milestone in the past year 2013, is the hiring of Christian Lohmaier as "Release Engineer" in order to fill this important role independently from any company and their interests within the Foundation. In June 2013, the Board therefore decided to offer Christian Lohmaier a temporary part-time employment. In September 2013 this contract was followed by a temporary full-time employment.

The Release Engineer will play a central role in the creation and publishing of the program. Due to the fixed release cycle that brings a complete release with release candidates and pre-release versions every week, this task requires regular and punctual work, coordination with the entire

20 https://wiki.documentfoundation.org/Development/Easy_Hacks

21 <https://wiki.documentfoundation.org/Development/GSoc>

22 <https://wiki.documentfoundation.org/Development/GSoC/2013>

community, checking of open bugs and their assessment if they are "Release blockers", and above all, the final decision on which version will be released. Because of the great responsibility - after all, LibreOffice boasts some hundred million users worldwide and a not to be underestimated part of it quickly updates to the latest version - the high time requirement, and the great central task in the project, this role should be based on the newly created option made possible by the donations, and should no longer be done by volunteers or supported by other companies, as it was previously the case. Although this form worked without major complications, but was done by different people who could do this as part of their working time at other companies. Due to the increasing development speed, it was important for the Foundation to focus this activity on a person who acts as an interface and point of contact and has a constant overview. Christian Lohmaier is a committed volunteer since the beginning of the OpenOffice.org project, he was also directly involved at the beginning of the LibreOffice project and has coordinated here most of the releases as a volunteer in his spare time, which is why the Foundation thought of him as the ideal candidate for this role.

Quickly it turns out that this Board decision, in fact was not only wise but was also necessary. SUSE company ended their commitment to LibreOffice in summer 2013, as the company's future focus is more on the server area and not on end user applications such as office programs. The SUSE employees who could previously afford a substantial part of the release management in the context of their time, were through this step, available for the project only in their free time. Although an extremely positive sign for the Foundation is that all of them continue to contribute greatly, but the limited time budget no longer allowed just so absolutely necessary, punctual care of releases.

Due to this changed situation, Christian Lohmaier works since September 2013 not only part-time, but full-time for the Foundation and has taken in his role among other things, the coordination of Buildbots and Tinderboxes. He designed the entire release process in close consultation with all stakeholders and developed it further, and has focused to ensure on the inclusion of new contributors.

From the perspective of the Foundation and as a positive message for the donors, now all key roles that are essential to the continued existence of the project, and the associated knowledge, are represented in the independent TDF. Just this fact is perceived extremely positive from worldwide contributors and end-users, as the Foundation proves that they can lift the project from its own resources, thanks to the support of numerous people and financial contributors, which compared to the situation before the establishment of the LibreOffice project, were responsible in almost all central components through a single main sponsor, is a powerful expression of the Foundation's purpose and philosophy of the project.

Status quo and outlook

LibreOffice is even more than in 2012 as a "flagship project" in the field of free software and is repeatedly cited as an example of how projects can work successfully even without a single main sponsor and how open and transparent communication works. In the area of free office software LibreOffice is the de facto standard and almost all migration away from proprietary solutions or upgrades from older software give links to LibreOffice. Both the project and the Foundation enjoy a very positive reputation worldwide and are seen as one of the largest and most important open-

source projects and institutions.

Reports from the different projects

As stated above, the LibreOffice project consists of individual sub-projects, that can be divided into technical divisions, such as development, marketing, and quality assurance, as well as various language projects, such as the German-speaking or Italian-speaking project. This breakdown is by no means static and unchanging, but based on the experience of the past years and has been established in collaboration with the contributors worldwide. The large number of active collaborators which work regularly with peers together in different projects, often creates new sub-projects - the hierarchy is deliberately kept extremely low, as this reflects the spirit and philosophy of the LibreOffice community.

Particularly noteworthy is the fact that projects of TDF may happen in both the "real" and the "virtual" space, sometimes in both at the same time. This is due to the peculiarity of an open source project. Workshops, events and lectures are regularly held on site. Other activities such as "Bug Hunting Sessions", meetings of technical experts committees or the joint work on the program code are usually online, i.e. held in the virtual space. Sometimes the two paradigms are combined: there are lectures, where not only the viewers on site can participate, but thanks to modern technologies, an audience of millions can attend, for example by means of streaming, i.e. transmission on the Internet. This possibility is especially popular during the yearly LibreOffice Conference, so that project members from far away countries who have no way to travel to the conference location, are still able to participate to this important event. Communication can happen in both directions, since there is an additional Chat session in addition to the live broadcast of the lectures, therefore the remote participants are able to talk to the conference attendants on site.

The following reports were created following the Foundation's philosophy, in cooperation with stakeholders of each project. For this purpose, a tool called "Etherpad"²³ introduced in 2013 was used. This tool is also free software and therefore free to use for TDF. The reports from individual projects also contribute to the understanding of the participants across the boundaries of time zones, languages and cultures: reports of participants who do not know English language have been translated by other contributors so that their reports can be part of this annual report. And vice versa, this Annual Report is in turn translated into English as a basis for translation into other languages. This not only promotes the understanding of the individual language projects among themselves, but also spreads the knowledge of the global commitment.

The Foundation supports the individual projects at various levels and in various ways. First, it provides the infrastructure and its administration, since much of the activity, as previously shown, happens online. Without the technical capabilities and the infrastructure a project of this nature and this magnitude would not be possible. Because the community is distributed all over the world, it is a challenge that the infrastructure has to be available 24 hours a day, 7 days a week, for 365 days a year in as many languages as possible.

Besides the technical aspect, the Foundation also supports a variety of other areas ideally with staff, and last but not least financially, for example, marketing activities, the production of brochures and

23 <http://pad.documentfoundation.org>

flyers, attending events, or reimbursing project members for travel costs.

Documentation

LibreOffice is a product that is frequently updated, new features are added and is also aimed at a wide audience - from beginners through professional users and private users to children and adolescents. Therefore, it is essential for wide acceptance in the market, to provide a comprehensive documentation that explains the individual functions and the use of the program in more detail.

Together with the publication of LibreOffice 4.0, a new "Design Guide", made in collaboration with the design team, was published in February 2013 and made available as a template. This template is based on the appearance of the current program version. Members from different teams worked closely together: while the design team brought their skills for making graphically appealing designs, the documentation put in their knowledge concerning the presentation of complex issues and the typesetting of text documents in. The result is a new, fresh and appealing template that can be used by anyone who wants to contribute in future documentation.

Based on this work the team started writing documentation for the new version 4.0 of LibreOffice, which brought not only a new look and a large version jump, but also many new features and improvements, which had to be documented again. Luckily it was possible to release a comprehensive guide in a timely manner for each program module - the word processor Writer, the Calc spreadsheet, the presentation module Impress, the drawing module Draw and the database component Base - that is available not only in the Open Document Format but also in the Portable Document Format (PDF). The manuals are all released under a free and open license in the wiki of the Foundation that allows anyone to use it arbitrarily, reproduce, edit, enhance, and translate. For this reason the Australia-based, non-profit organization "Friends of OpenDocument Inc." offers the manuals also at cost through Lulu.com, a print-on-demand service.

In addition to the original English version, which was developed jointly in the documentation project, the manuals are now available in many other languages, thanks to the help of many contributors, for example a timely translation in French. Additional improvements are a translation of the "Getting Started Guide" into Slovak, which is currently about 60% completed. Completion is expected in spring 2014.

Also new is the translation of the user manual and the installation manual into Arabic, which is already completed. It was created as part of the MOTAH project, which is discussed in more detail later in the annual report. This translation is also of course free to download and free to use.

Another new project of 2013 is the "LibreOffice Open Manual" in Portuguese. It consists of nine chapters of 250 pages and contains, besides an introduction to LibreOffice, information about the configuration and adaptation and gives an idea about the Writer, Impress, Calc and Math modules. The complete manual as well as the individual chapters can be downloaded for free. The event was supported by the Instituto Universitário de Lisboa,²⁴ that made sure that the work as a whole and each single chapters have their own ISBN number.

For collaboration, the documentation team uses a mailing list and the TDF's wiki as well as their own platform ODFAuthors.org, which is located on the servers of TDF and maintained by members

24 <http://www.iscte-iul.pt>

of the TDF's infrastructure team. ODFAuthors.org is based on the Content Management System (CMS) Plone which is also available as open source.

Marketing and public relations

The Marketing of LibreOffice and The Document Foundation is complex and works with different directions of action that needs to be combined. Besides the product of the Foundation, LibreOffice, the community behind this project should also be promoted, as well as the commitment and participation of companies, users and developers, to further advance the project. Closely related to this is the marketing for the construction of the Foundation, its institutions and bodies as well as the opportunity to participate in it, and to become a member in the Board of Trustees, through their own contributions.

Due to the international nature of the Foundation, this does not happen only in German language, but sometimes in numerous translations. Prime example of the cooperation of the community in marketing is the press release for the release of LibreOffice 4.2 in January 2014²⁵ which was sent simultaneously in 13 languages on the day of publication. Others followed later. A similar coverage has been achieved by the project for the list of changes for each version. The changes are first compiled jointly in the infrastructure team wiki, operated by TDF, and then placed on the individual localized sites available for end users and press alike.

As complex as the contents of the marketing, so varied are the used channels for communication. According to the project philosophy and following its technology, the TDF is less inclined to go for classical, paid advertising such as in the form of print ads, but rather on their press relations, good relations with journalists and the exploitation of the potential of the Internet and the social networks that are, especially in the field of open source and free software, long established and have proven to be extremely successful.

Due to these large differences in the individual countries, which are caused by the varying popularity of open source or by a different mentality, local marketing is extremely important to us. TDF gives local contributors the freedom to act in ways that are acceptable in their respective countries. While there are currently a total of four official press contacts, which serve as the primary contact for journalists, there are in addition many active people in each country that are known to journalists and media representatives. On a “global” level, the marketing course is set and the key messages are developed together. Those messages are considered a proposal for the local marketing projects, but are not an absolute requirement. There may be some central, binding targets as the correct use of the logo,²⁶ but for the content of their marketing campaigns each of the projects are free, provided their ideas do not contrary the aims and ideas of the Foundation. A result of this collaborative work include two brochures: one brochure about LibreOffice as a product and a second about LibreOffice as a project,²⁷ that shows the opportunities how to get involved here. Those brochures have been used at numerous events and are currently being translated and adapted by various language projects.

For better coordination of the different marketing projects, the marketing meetings, that had started

25 <http://blog.documentfoundation.org/libreoffice-4-2/>

26 <https://wiki.documentfoundation.org/Marketing/Branding#Logos>

27 <https://wiki.documentfoundation.org/images/d/d6/LibreOffice-CommunityBrochure-OurCommunity-A4.pdf>

already in the year before, had been continued. Unfortunately, those meetings via chat and phone did not prove useful. Despite choosing different times of the day, the number of participants was mostly in the low single digits, which is why we currently discuss to discontinue this method of collaboration. Instead we want to concentrate on the mailing lists that continues to reap unbroken popularity and ensure productive collaboration.

In addition to a review of the marketing category in the wiki,²⁸ made possible by numerous improvements to the used wiki software and its extensions, a dedicated so-called "marketing pad"²⁹ was launched in 2013, which also was made possible by improvements to the infrastructure and the evaluation and installation of new software. The pad - short for "Etherpad" - is now a proven technology, where any number of people worldwide can simultaneously work together on a document in the browser, for example, to edit text, edit notes or keep records. In the marketing project the pad is used for the common exchange of ideas and the development of press releases and marketing strategies.

New in 2013 was a so-called "ownCloud repository"³⁰, which was made possible by the investments into the new infrastructure. Through this tool, contributors of the marketing project can make files available to others online, either to the public or only for known users. This tool is also freely available as open source, and even provides support for LibreOffice's default file format "Open Document Format" in its current version. This tool eases the sharing of files tremendously, since so far the wiki was used for sharing, which made the maintenance and search ability of the shared files extremely difficult. OwnCloud is much easier to use for this specific application and because of this, is widely used by many project participants.

Interviews of individual project members and a presentation of their field of operation have been continued in 2013 and are published at irregular intervals on the blog. For example, the work of the translators Elena Ushakova and Sophie Gautier have been presented to the project in a double interview in February 2013³¹. In the same month, the interview with Naruhiko Ogasawara³² offered a deeper insight into the work and composition of the Japanese LibreOffice project. The blog, which is also the focal point for announcements and news of any kind in addition to the interviews, is supported and maintained by the TDF infrastructure team. There are direct comments allowed, which causes work in filtering for unsolicited messages and to avoid spam. The infrastructure team is also responsible for the reliable deployment of the platform - not only for the English-speaking users, but also for the localized versions of vietnamese³³ and brazilian³⁴ projects. In addition, a dedicated blog for the annual meeting of the Brazilian project called "Encontro LibreOffice" was set up³⁵ by the infrastructure team.

One of the greatest achievements of the marketing project last year was certainly the creation of a new website, which was created in collaboration between marketing, infrastructure and design

28 <https://wiki.documentfoundation.org/Category:Marketing>

29 <http://pad.documentfoundation.org/p/marketing>

30 <http://owncloud.documentfoundation.org>

31 <http://blog.documentfoundation.org/2013/02/01/interview-with-libreoffice-localizers-around-the-world-helen-sophie/>

32 <http://blog.documentfoundation.org/2013/02/21/interview-ogasawara/>

33 <http://blog.vi.libreoffice.org>

34 <http://blog.pt-br.libreoffice.org>

35 <http://encontro.libreoffice.org>

teams to give this important "business card" of the LibreOffice project in a fresh, modern, contemporary and appropriate look.

The White Paper on migration³⁶, issued by the Foundation, published in March 2013 for the "Document Freedom Day" received worldwide attention.

All these activities and actions took place in parallel to the already proven marketing, that supplies the journalists, media representatives and interested parties from all over the world regularly with the latest information and announcements about LibreOffice and the Foundation. LibreOffice is still presented almost weekly in the major print and online media, through innovations on the project, new versions, announcements of events and of course achievements and successes of the Foundation.

As in the previous year, one press release³⁷ was sent out for each new release, without exception, even for pure "bug fix releases". Approximately 7000 recipients received this news and information about many important events.

There are also countless users that follow the Foundation in the various social networks - a medium that is now being actively used by mainstream journalists, and is used in addition to the contacts with the press for direct contact with end users, contributors and supporters. The activities were thereby continuously expanded in 2013. Followed in the previous year just 18,000 people the activity of the Foundation on Facebook,^{38 39} this figure has increased to just over 26,000 people to date. The same is true for the Foundation's presence on Google+,^{40 41 42} has almost doubled from formerly approximately 8,600 persons to now almost 16,000 users. The increase in followers on Twitter^{43 44} from previously 7,000 people to currently 9,100 is more moderate – which might be due to the limited interaction on this platform. We see this interaction as a clear and very positive sign, not only with the Foundation but also between the users of each platform, with a major concern from contributors and users worldwide.

The progress in the area of social networks happened largely thanks to an internal project initiative, which aimed to include more contributors in the care and management of the Foundation's local presence and improve communication among themselves. During the last year the use of identi.ca has been stopped. This service, which already had the lowest range for the Foundation, experienced major changes in 2013 and is currently no longer actively used by us.

The social networks reflect some diversification the Foundation wants to use for its trademarks. In 2012 all accounts in the social networks were only under the name of the Document Foundation. Since the end of 2013 there is also a second account under the "LibreOffice" name. The aim is to disseminate official news and announcements in a well-measured number on the Foundation's channel while "LibreOffice" can also be also used for other messages and will be, in the future, the channel where users can come into direct contact with the project. Currently, program tips, Tips of

36 <http://documentfoundation.files.wordpress.com/2013/03/tdf-migrationwhitepaper1.pdf>

37 <http://listarchives.documentfoundation.org/www/announce/>

38 <https://www.facebook.com/documentfoundation>

39 <https://www.facebook.com/libreoffice.org>

40 <https://plus.google.com/+documentfoundation>

41 <https://plus.google.com/communities/105920160642200595669>

42 <https://plus.google.com/+libreoffice>

43 <https://twitter.com/tdforg>

44 <https://twitter.com/libreoffice>

the Week and events, for example, are already primarily distributed under the LibreOffice name, while official announcements are under the Foundation's name. This will help in the medium term to strengthen the LibreOffice brand and increase the level of awareness, and thereby also promote the Foundation (not only because of the prominent mention of the program logo, which we will retain of course) - the traditional practice of primarily using the Foundation name grew historically, because from the beginning it was not clear under which name the program will be distributed in the end.

Quality Assurance

Due to the ever increasing levels of penetration of LibreOffice, the increasing number of participants, and the many new features, quality assurance takes a high priority, since it ensures functionality, stability and reliability of the product safely, this has also a positive effect on the perceptions of the Foundation.

Already in 2012 the so-called "Bug Submission Assistant"⁴⁵ was launched, a tool where end users can submit error messages directly. Although LibreOffice as an open source project, provides the option to submit bugs from the very beginning, the tool used for this purpose called "BugZilla" is primarily intended for engineers and developers and end users can quickly feel overwhelmed. With the Bug Submission Assistant, which is programmed by LibreOffice developers and operated and maintained by the Foundation's infrastructure team, users can submit errors and suggestions for LibreOffice in five simple steps. The function is built-in into the program and can be found under "Help - Report error", and submits automatically the most important parameters such as operating system and program version of the wizard.

In 2013 we started, besides the implementation of new features and improvements of the system, the localization of the Bug Submission Assistant, among others, in the French language, so that end users can give the feedback in their native language. These advances show the efforts of the Foundation, to bring together end users and programmers and to promote mutual communication. The LibreOffice project is dependent due to its complexity and the number of possible application scenarios, on direct communication with its users. However, the programmer need complex technical tools in the English language as the lowest common denominator. Instead of taking two parallel systems in operation and align them with difficulty, a tool has been created with the Bug Submission Assistant that combines the best of both worlds.

The so-called "Bibisecting" has also been advanced in the past year. With this method, new LibreOffice versions are permanently automatically created with a lot of effort, sometimes a single version for each seemingly small change in the program code, and in several languages and for different platforms and architectures. This effort, largely automated by means of appropriate infrastructure, helps greatly in avoiding losing time for manual troubleshooting, thanks to the small-scale automation the line of code that is responsible for an error, can be isolated and separated relatively quickly. Formerly only major changes could be considered en bloc. The Bibisecting technology makes it possible, to specifically singling out individual changes and how they affect the total program. In addition to a suitably equipped infrastructure a corresponding tooling is necessary to start the automated program generation and its evaluation. In this area, much has been achieved

45 <https://www.libreoffice.org/get-help/bug/>

in the past year: new systems have been added to support the Bibisecting with their computing power, the supporting framework has been improved, and a larger number of contributors know how to interpret the results and evaluate accordingly. In addition, in 2013 the Bibisecting for the Mac OS X platform was introduced, so that it can be used for all large operating systems that are supported by LibreOffice.

Since last year, project member Florian Reisinger is working on a "Bibisect GUI" for Windows and Linux. This GUI will greatly simplify the work of Bibisectings, especially for newcomers to this area. It follows here the Foundations philosophy to reduce the barriers entry for all people involved.

Another important tool for quality assurance of LibreOffice is "MozTrap",⁴⁶ it has been set up last year by the Infrastructure team of the Foundation and operated ever since. This tool is used for the so-called manual testing, i.e. manually performing individual program steps to determine if all functions work as expected or if a failure occurs in one version. In particular, this is relevant for the recognition of so-called "regressions", i.e. errors, newly occurred compared to an earlier version.

Regularly putting new tests, validating test results and the transfer of new error messages to the developers and the subsequent verification that the reported errors were also corrected, requires continuous work to keep up with the rapid program development and the variety of the local program developers, what could not be guaranteed with purely volunteer contributors. To meet this major task, the Foundation has decided in the fall of 2013 to finance this activity as freelance project. The progress of this decision is already clearly visible: not only the communication between users, developers and testers has been significantly improved, but now there are also timely tests, test results and feedback from developers available that are communicated regularly with all stakeholders. Close to the availability of version 4.2 additional tests have been added for the new features in this release and also the description of each manual test have been revised and improved in order to reduce the barriers to entry for other contributors.

Part of this effort is also the holding of regular "Bug Hunting Sessions"⁴⁷ and "Bug Triaging Contests". During these sessions participants of the quality assurance project meet in virtual space, usually on IRC, to work jointly to secure the quality of an upcoming version. These events usually take place on holidays or on weekends, to include participants from all language projects. During the entire time various contacts from all sorts of areas of the project are available for one to work jointly on Bug Hunting, and on the other hand, to introduce newcomers interested in the matter and to win contributors. This project is supported by the infrastructure team of the Foundation, for example extensions are integrated into the wiki to facilitate the search and filtering for bugs that need to be verified.

Through this work, that has been supported by TDF in 2013 with human and financial resources, the number of open bugs could be significantly decreased and a good number of regressions had been avoided. This has led to an increased overall quality of the program. Also the number of unverified bug reports could be greatly reduced, which helps developers in particular to keep track of the important tasks.

To make the import of documents more reliable, a script was written in 2013 by Markus Mohrhard

⁴⁶ <http://manual-test.libreoffice.org>

⁴⁷ <http://blog.documentfoundation.org/2013/12/05/libreoffice-4-2-international-bug-hunting-session/>

that can capture a large pool of currently almost 25,000 existing documents of varying complexity. This puts each new LibreOffice version to tests to ensure that the process is working well and also to detect possible crashes and problems before they arise in the general program and to avoid⁴⁸ this type of error in the published version.

Those measures were supplemented massively with the expanded number of "QA Calls",⁴⁹ in 2013 i.e. telephone conferences where regularly, usually every other week,⁵⁰ the people interested in quality assurance discussed directly the current state of the work and discussed the tasks for the next two weeks. Especially in the past year, these QA calls have established themselves as a fixture in the project and have become an important part of the cooperation between users, developers and quality assurance, which have a very positive effect on LibreOffice.

Certification

We also started in 2013 a certification concept for LibreOffice, which was already in demand shortly after the founding of the project and the demand by users intensified after the establishment of the Foundation. With the growth of the market for free office software, the need to recognize qualified service providers and trainers increases. This is in order to avoid problems, especially with complex migration projects. When migration projects fail due to lack of experience of the participants, this does not only have negative effects on LibreOffice and thus also the underlying Foundation, but also has negative consequences for the entire range of free software and open standards.

Many people voiced the wish to develop a concept for certification. In the summer of 2013, the Board initially identified the different target groups of such a project and therefore passes ultimately four different certification options:

- Certification for "Level 1" and "Level 2" support
- Certification for migration consultants
- Certification for trainers
- Certification for end users

All these variants are independent of each other and are aimed at different target groups; a separate, informal certification for developer⁵¹ has been started already in 2012 and was greatly expanded in 2013 with 15 new certified developers.⁵²

The first three variants were identified by the Foundation Board as relevant and mandatory, while the certification for end-users is seen as optional. Due to the complexity of the topic, the ever-increasing urgency and the fact that for several years no concrete result of the work from the community has emerged, the board has decided in the end of 2013, to create a certification concept together with the required documents for the first three groups as a paid project that is to be

48 <http://mmohrhard.wordpress.com/2013/04/19/automated-import-crash-testing-in-libreoffice/>

49 <https://wiki.documentfoundation.org/QA/Meetings>

50 <https://wiki.documentfoundation.org/QA/Meetings/2013>

51 <http://www.documentfoundation.org/certification/developers/>

52 <http://blog.documentfoundation.org/2013/12/13/the-document-foundation-appoints-15-certified-developers-in-2013/>

completed by summer 2014. This includes, in addition to the certification concept, also a list of criteria as well as the coordination of the development of certification questions that are initially available in English, then translated during the course of the project in many other languages. The goal is to have established by the end of 2014 a working LibreOffice certification concept for support, migration and training. Doing so, the Foundation ensures that only those who have the necessary technical qualifications and are able to prove that knowledge receive a certificate.

From the Foundation's perspective, the availability of a certification policy is an important and crucial step towards further adoption of LibreOffice, especially in public administrations and large enterprises. Through numerous contacts, especially at fairs and trade shows, the Board knows that the interest in LibreOffice even with these users is still increasing and the question for professional support and assistance still remains. This long-standing obstacle is being addressed by the development of a certification policy.

For the Foundation, the range of end-user certification is currently not seen as relevant as the other areas. Even so, we discussed the situation with potential providers and were looking for possible solutions. One possible idea could be, without any mayor financial or personal resources from the Foundation, that the certification for end users is being done through traditional training and certification service providers. A final decision in this regard has not been reached. The same is true for the other certifications as well. The earliest possible date for the decision will be during the year 2014.

Design

One of the most important projects for the visibility is the design project, which works hand in hand with the marketing team. It features some multi-level responsibility: it creates templates for documents, brochures and other items that are used as part of the “corporate identity” of the project and the Foundation. The best known example is the logo of LibreOffice itself, which is now even in the international Wikipedia listed as a prime example of a successful logo.⁵³ The design team is also involved in the development of promotional materials, that are used for example, for the numerous fairs as well as on the project website. The latter underwent a complete redesign in 2013 on the basis of the style elements of LibreOffice 4.2.

This shows at once the second work area of the design team, because it is largely responsible for the design and appearance of LibreOffice and its user interface. One of the most striking innovations of LibreOffice 4.2 is the newly introduced start center, which offers a new look and additional functionality in the form of a document preview. The start center was completed during the year 2013 jointly between design team and developers.

Also quickly visible is the toolbar design called “Sifr”, which was introduced in LibreOffice version 4.2 as part of the Saudi Arabian Motah project.

In addition to these eye-catching innovations, the design project played a decisive role in the program design as part of the "user experience" sub project. This sub project has set itself the task of simplifying the individual operating steps in LibreOffice, the workflow itself and the appearance of windows, dialogs and wizards and to revise and improve the partly “organically” grown

53 <http://en.wikipedia.org/wiki/Logo>

structures and very old operating paradigms.

Germanophone Project

The German-language project is traditionally one of the largest and most widely established within the LibreOffice community, which is caused in part by the history of the project, and on the number of active members. An important contribution to this awareness is the fact that the TDF is a Foundation under German law with headquarters in Berlin.

An important event in 2013 was the strategy weekend of the project, which took place in Essen in April in the Linux Hotel. The aim was to question the strategy of the German project critically and to bring possible improvements on the way, because in spite of the great activity it lacks the necessary number of new collaborators to cope with the ever increasing workload.

Several veteran project members, who are active for a long time, and therefore know the history of the community really well, participated on the strategy weekend. Discussed topics included the ability to create a long-term version of LibreOffice (Long Term Support), the question of how to take into account the wishes of users better, and how the communication between developers and in other areas of contributors can be optimized.

One concrete result is the more frequent use of the project mailing list, which aims to bring closer together all international project managers to inform all contributors early on about important changes - for example, in the design, versioning or new features. As a result, the project mailinglist was again intensely promoted in all projects, which meant that now all project managers are registered there and we were able to improve the communication for key issues. Following the success, such a strategy weekend will also be held in 2014.

In addition, the German-language project has successfully continued to develop the LibreOffice Box⁵⁴, a DVD compilation of the free office suite including additional templates, dictionaries and other open-source programs. This DVD is available as a free download and also a popular marketing tool at trade shows and events. Although in this day and age almost everyone is able to download a program the size of LibreOffice, it turns out again and again that something more "hands-on" is a huge advantage during the larger public exhibitions and users accept and greatly appreciate the DVD. In addition, the careful selection of additional templates, extensions and programs is a welcome addition for the user, since they can count on getting more useful software that works well with LibreOffice.

The work on the LibreOffice-Box is always a challenge, which is due to the tight schedule of the time-based releases. In 2013 it was not possible to attract more people to help with the Box, which was the main reason, why a dedicated LibreOffice-Box Strategy weekend was planned. Unfortunately, this weekend had to be postponed due to scheduling difficulties. However, the Board is aware that the media LibreOffice-Box plays a central role in marketing in the German-speaking project, therefore, a stronger focus should be placed here in 2014.

In the documentation area the Germanophone project was very successful in 2013. So were not only numerous English-language manuals translated to the new versions in a timely manner into German, but also new chapter for existing manuals were - especially for Writer and Calc - written

⁵⁴ <http://de.libreofficebox.org>

and adapted to the latest versions. Moreover, in addition to the detailed manuals, quick reference guides have been created that clearly summarize the main points to work with LibreOffice.

Francophone project

Again in 2013 the francophone project was one of the most active and visible within the LibreOffice community. Its members are responsible for ensuring that both the content in the wiki as well as the websites and in particular, the program translation, including built-in help of LibreOffice are based on the current state in order to make them available to the French-speaking users simultaneously with the release of a new version. To increase the number of participants and to advertise for the TDF and for LibreOffice as a product and a community in particular within France, the francophone project has also in 2013 attended numerous events or even organized, including the Linux Solutions, the RMLL, the Open World Forum, as well as various Ubuntu "Install Parties", where the participants had been introduced to not only the installation of Linux, but also the use of LibreOffice, the now standard free office suite on all distributions.

In the area of the French documentation, the project completed the translation of the manuals for version 4.1 in 2013. In addition the French "FAQ" (list with questions and answers) had been translated into English to make it available to other language project, so that it then can be translated into more local languages.

The work with regards to quality assurance was also very successful for the francophone project. The number of participants has increased in the past year, so that now for all pre-release versions of LibreOffice quality assurance measures for the French-language versions can be carried out to ensure an early recognition of any errors or problems that then can be fixed before the release of a productive version. The francophone quality assurance received an additional push by the availability of the localized version of the Bug Submission Assistant, which is created through a collaboration of the infrastructure project and program developers. It makes it easier for francophone users to give direct feedback on the program and found errors.

Dutch and Flemish language project

Traditionally the Dutch and Flemish language project has been very active. It cultivates not only because of its geographical proximity to Germany many good contacts and a lively exchange with the German colleagues. In order to strengthen the local community and to involve new contributors, the project members met in 2013, a total of four times at local events, similar to the Hack parties to exchange ideas on topics such as program development, but also on issues of localization and translation. In addition, joint events with the Dutch Linux User Group (NLGG), a local organization of Linux users, and own LibreOffice booths at major events were held such as the T-DOSE⁵⁵. This cooperation will be continued in 2014.

One result of this local cooperation is the publishing of localized manuals for Writer, Calc, and Impress as well as the complete translation of the user interface for LibreOffice 4.2, thus it is available to all the Dutch and Flemish people in their native language. The translation of the "Getting started" introduction manual and a manual for the older Calc version 3 are still work in

55 <http://www.t-dose.org>

progress, and are also in use in some businesses.

In the marketing area, the Dutch language project was also very active in 2013 and managed to publish almost all press releases and announcements together with the publication in English as a translation and send those out to local press contacts and interested users.

Taiwanese and Chinese Project

It is pleasing to the Foundation that like the year before 2013 activities have been deployed in Asia in the year. A particular problem for these communities is the language barrier, because English is not nearly as common as it is in Europe and vice versa there are few European members able to speak one of the Asian languages. Therefore the feedback from participants in their local projects is especially important. Although there are good contacts, but the Asian projects use the Foundation's own tools significantly less than other projects. There is definitely further need for support for the next coming years.

So it is not surprising that one of the achievements of the year 2013 is the installation and operation of the so-called "Libo-TW Hackpads"⁵⁶. Similar to the Foundation's own Etherpad, users and contributors have the opportunity to work together on documents. In contrast to Etherpad this tool will primarily be used to create feature requests and bug reports for LibreOffice, which are in turn passed on by the local contributors to the program developers through the known channels such as BugZilla. A second possible use is collection of ideas, such as how LibreOffice can be better advertised in Asia.

As desirable as the use Foundation's own infrastructure would be, this example highlights the idea of transnational communications and global cooperation. Despite the language barrier, which makes things more complicated, the project members know how to help their users and provide them with immediate feedback. Those members that know English then ensure that the communication works in both directions and thus also important and helpful feedback from those users are taken into account.

Another activity in 2013 was the beginning of the translation of the Beginner's handbook "Getting started" in the native language.⁵⁷ The project chose a publication form that is adjusted for the Asian market, a so called "Logdown", which is characterized by a special book-like presentation. The work on this document will be continued and is constantly updated and freely available online under a free license.

In the field of translation much work has been done in 2013. The Chinese localization was and is still totally revised and improved. The terms used have been adjusted to each other in order to achieve a more consistent appearance. It is encouraging that the localization of LibreOffice 4.2 is complete. The integrated help system however is still a work in progress and will take some time.

Esperanto project

The project within the LibreOffice community who is committed to support the planned language Esperanto, was active in 2013 and has made a valuable contribution to the Foundation's work. For

⁵⁶ <https://libo-tw.hackpad.com>

⁵⁷ <http://libreoffice-get-started.logdown.com>

both the version 4.1 and the version 4.2, a complete translation of the program was available just in time for publication, which makes Esperanto one of the officially supported LibreOffice languages. The Help for Writer is also fully translated, the other program modules are only approx. 40% translated. According to the project participants, it is questionable whether a 100% translation can ever be achieved.

The website of the project⁵⁸ has been completely redesigned, as well as the appropriate language category in the official Foundation's wiki.⁵⁹ In addition specific information about enhancements ("LibreOffice Extensions") for Esperanto have been made available to simplify the start for interested users.

In the area of documentation, the Esperanto project is active and has three introductory instructions to LibreOffice translated and wrote a completely separate manual for the LibreOffice extension "Libre Logo".

US-american Project

Unfortunately, the activity in the United States could not be increased compared to the previous year, but attendance at important events could be secured as in 2012. So Jean Hollis Weber, one of the leaders of the documentation team, represented the Foundation at the following events:

- Community Leadership Summit in Portland, Oregon in Juli 2013
- SCALE (Southern California Linux Expo) in Los Angeles, California in February 2013
- OSCON in Portland, Oregon in Juli 2013

In May 2013, the first "LibreOffice Bay Area Meetup"⁶⁰ took place in Mountain View, California. This event had its main focus on personal conversation and getting to know each other, as well as two lectures by Bjorn Michaelsen and Simon Phipps about the Foundation and the LibreOffice project. The goal is to help prospective customers to learn more about the project and the Foundation. More events of this kind will follow.

For the year 2014 the Foundation planned to develop additionally some dedicated actions and activities in the United States to have a better presence in this important market, which also has a signal effect for many European companies.

Italian project

In Italy in 2013 the "LibreUmbria" initiative was launched, a pioneering and award-winning project⁶¹, where the Foundation expects a positive impact on the entire Italian market. As part of this, it could be reported that the migration of the province of Perugia to LibreOffice is almost completed.

The migration began already in September 2012 and is planned in the first step to convert 6,000 workplaces.

58 <http://eo.libreoffice.org>

59 https://wiki.documentfoundation.org/Main_Page/eo

60 <https://wiki.documentfoundation.org/Events/BayArea2013>

61 <http://blog.documentfoundation.org/2013/06/05/regione-umbria-awarded-for-the-migration-to-libreoffice/>

In addition the Italian project organized the LibreOffice Conference in Milan.

Spanish project

The Spanish project is also one of the traditionally strong areas in LibreOffice. Besides working on the website and wiki as well as the maintenance of press contacts the project focused in particular in the field of translations in the past year. The localization of LibreOffice and the program's own Help received a clearer, more rigorous and unified word choice, punctuation, and improved in order to increase the understanding and readability of the texts.

The Valencian language, a variety of the Catalan language is now supported entirely by LibreOffice.

Croatian project

Two new members joined the Croatian project in 2013, which since then regularly participate in the localization. This meant that for the first time since the release of LibreOffice 3.3 in 2011, the program texts of LibreOffice 4.1 are fully translated into Croatian. In addition, a number of previous translations was corrected and improved and it ensured that the same terms are used within the translation.

Arabian project

An almost entirely newly developed market in 2013 by supporting Motah is Saudi Arabia. Although there was not as much activity as in the other already established projects, they were able to show local users and interested people how the development of LibreOffice is being done through three workshops in Riyadh, Qassim and Oman.

In addition, almost 50 wiki pages and 2,200 strings from the LibreOffice user interface have been translated into Arabic.

Kazakh project

In 2013, the Kazakh localization of LibreOffice has been completely rebuilt.

Portuguese project

Like last year, translations of LibreOffice into Portuguese are always up to date and fully translated both and promptly available, which is due to the regular contributors to the translation. In 2013 also the "IT and LibreOffice Open Manual Project" was carried out.

To promote the further spread of LibreOffice, and to raise awareness of the objectives of the Foundation, members of the Portuguese project participated also in numerous events and exhibitions such as the EuroSIGDOC / ACM^{62 63 64 65} and gave moreover many lectures at universities and educational institutions on topics such as LibreOffice and the Open Document Format.

62 <http://www.adrianoafonso.net/blog/2013/comunidade-libreoffice-portugal-no-moss-iscte/>

63 <http://www.adrianoafonso.net/blog/2013/osdoc-2013/>

64 <http://www.adrianoafonso.net/blog/2013/dia-da-liberdade-documental-2013/>

65 <http://www.adrianoafonso.net/blog/2013/sessao-sobre-o-dia-da-liberdade-documental-no-iscte/>

Brazilian project

The Brazilian project is one of the most active in the LibreOffice community. Many contributors in the country, many events and a high motivation are distinguishing factors of the participants. In 2013, several events took place, where either Brazilian contributors participated in European events or European contributors participated in Brazilian events.

One of these events was the "International Free Software Forum" (FISL),⁶⁶ which took place in July 2013 in Porto Alegre and was attended by Italo Vignoli, Björn Michaelsen and Olivier Hallot from the Foundation Board and informed under several lectures on LibreOffice and the Foundation's work. Italo Vignoli spoke about the history of LibreOffice as well as migration references to free software. Björn Michaelsen led a LibreOffice workshop and gave a presentation on how you can get involved in the LibreOffice project, and also a lecture on "Continuous Integration" in the development of LibreOffice. On the Brazilian colleagues side, presentations were contributed, for example about LibreLogo, the OpenDocument ecosystem, adjusting the LibreOffice interface to their own desires, as well as the migration of Rio Grande do Sul to the Open Document Format. In this context, the informal "ODF Protocol" was adopted between the State of Rio Grande do Sul and the Foundation to increasingly work together in the future of free software and open standards. For this reason, the state Rio Grande do Sul will in the future also rely on LibreOffice as the default office suite in its several thousand work places.

The other activities of the Brazilian project were successful and even resulted in the involvement of other South American countries in the LibreOffice community. Overall, the project participated in ten events - including FLISOL in Brasilia, FSLDC in Duque de Caxias and the Document Freedom Day in Rio de Janeiro - and was able to announce the first certified LibreOffice developers in South America. Through the work of the community, important open source organizations have been informed locally about new LibreOffice versions and updates of the Foundation's work. In addition, the second LibreOffice meeting organized by the LibreOffice community took place in the state of Santa Catarina. It had lectures and also included a "Hackday" intending to introduce interested students in programming for LibreOffice.

The annual LibreOffice community meeting "Encontro LibreOffice" was the highlight of the year, it was conducted under the support of the government and expanded three-day event CONSEGI in Brasilia. In several keynotes, presentations and workshops in Portuguese and English to a wealth of information on LibreOffice, the Foundation, the community, the Brazilian LibreOffice Magazine and many other topics were given to the interested listeners. In addition, The Document Foundation was awarded the "Demoiselle" prize for their contributions to free software.

In October, a celebration of the third anniversary of LibreOffice was part of the Latinware event in Foz do Iguaçu at the border triangle between Brazil, Argentina and Paraguay. In this context originated a project to localize LibreOffice in Guaraní, a language spoken in Paraguay, Argentina, Bolivia and Brazil. This underlines again the philosophy of the Document Foundation, to allow the largest possible number of users regardless of their native language access to modern software such as LibreOffice.

To promote contact with other South American countries the Brazilian community participated at

66 <http://blog.documentfoundation.org/2013/07/01/open-documents-formats-and-libreoffice-at-fisl-14/>

CISL-2013, a Congress to free software, which takes place in Buenos Aires, and has given talks about LibreOffice, migrations, program development and the community.

Not at least because of the close contacts to the European Communities, the number of active developers in Brazil as well as their skill level could be increased in 2013.

The documentation project finished the translation of manuals for Writer and Calc successfully, what is, in particular in Brazil – a country, where knowledge of the English language is not as common as in most European countries – of immense importance and simplifies access to the program. In addition, other Portuguese-speaking users will benefit from this work.

Extremely successful, and a shining example for the European Communities is "LibreOffice Magazine", an electronic magazine created with LibreOffice Draw that is freely available with an average of 70 A5 pages that is created bi-monthly by participants of the Brazilian project. It informs about new features of the program, developments in the Foundation, tips and tricks, migration projects and open source in general. The project is very successful and record approximately 20,000 downloads per issue.

Finally the Brazilian project also expanded its commitment to the social networks – Facebook page lists in Brazil alone approximately 3,300 regular readers, about 1,800 at Twitter and 1,300 at Google+.

The activities of the Brazilian community were so successful, that Eliane Domingos de Sousa, one of its most active members, was elected to the Foundation Board as Deputy Chairman in December 2013.

Important Events

One of the Foundation's priorities is regular organization and participation to events. Since the majority of the project members only collaborate via internet, occasional personal interaction is essential for building relationships. While modern technologies like chats, phone conferences, or video conferences help, the personal contact much better furthers mutual understanding and knowledge transfer.

The Document Foundation both hosts own events, targeted towards existing and potential new contributors, but also participates on other events, trade fairs or congresses, for both spreading the word about the Foundation's mission and winning new participants, as for sharing of knowledge between LibreOffice and other relevant projects from the Free Software world. Beyond LibreOffice as a project, another item that frequently gets communicated is the Foundation itself, and its structure.

Although clearly the majority of the activities rests in Europe, and there some bias is towards Germany, nevertheless the Foundation strives to host and participate at events all over the world – owing that to its internationally diverse membership. A particular focus area is the USA, with a somewhat lower LibreOffice adoption rate, and smaller project community.

As established in the report from last year, the largest and most important events are dealt with in this section, whereas smaller, local events are reported within the sections of the individual native language projects further down.

A further list of events beyond that is also available in the Document Foundation Wiki.^{67 68}

HackFests in Hamburg, Freiburg and Dresden

A common type of event presents also in other open source projects, hackfests are now an established institution for LibreOffice. They contribute significantly to the success and growth of the developer base. Hackfests are typically held over a weekend or during public holidays, are staffed with experienced LibreOffice developers, and offer newcomers initial project ideas of varying difficulty. This permits new hackers an easy and rewarding start into the project, with a partner to resolve questions and problems right away. From the point of view of the Foundation, hackfests are the perfect opportunity to attract, grow and retain contributors, and to enable them to provide long-term value to the LibreOffice ecosystem. Beyond that, of course hackfests also permit users a direct connection to developers, enabling important feedback cycles, and allowing for users' ideas to have an immediate influence on ongoing development.

In the past, German city of Munich as for several times hosted a hackfest, organized and sponsored by their LiMux migration team. The local project team from the outset listed a number of problem areas and desirable features, and additionally connected local development personnel with the attending expert hackers. Due to LibreOffice's short release cycles, the developed solutions quickly ended up in a released version. Work done during hackfests is accounted for on the corresponding wiki pages, including involved developers.

The first event of that kind in 2013 was the Impress Sprint in Dresden, Germany,^{69 70} taking place in March on the invite of the local technical University. It had 15 participants in total, and was focusing on Impress. Beyond hosting the event, Dresden university also sponsored accommodation and travel for all participants. The event was prepared in advance by a rather extensive list of ideas and issues in the wiki, some of which got tackled during the sprint.⁷¹ Among other things, bugs in the SVG vector export got fixed, German strings and comments in the source code were translated into English, and a new handout export to pdf was started.

The next hackfest after that took place during June in Hamburg, traditionally one of the cluster cities of LibreOffice hackerdom – since it was the home of the former StarOffice development team. Similar to earlier years, the hackfest was hosted in the local makerspace rooms, the Attraktor. The 22 participants, coming from several European nations, worked on all LibreOffice components. Among others, notable achievements include improvements in the automatic build infrastructure called 'buildbots', and the French translation of the bug submission assistant, one of the unique user-facing website offerings of the LibreOffice project, guiding users while submitting bug reports. Other work included build system and import filter improvements, new functions in Calc, and a reduced runtime dependency on Java – all of which shortly ended up in a released LibreOffice version. Again, the advantage of short release cycles clearly shows, quickly delivering improvements to end users, and giving timely feedback to developers on their work.

More towards the end of the year, during the first weekend of November 2013, a third hackfest took

67 <https://wiki.documentfoundation.org/Events/2013>

68 <https://wiki.documentfoundation.org/EventsCalendar>

69 <https://wiki.documentfoundation.org/Marketing/Events/ImpressSprint2013>

70 <http://blog.documentfoundation.org/2013/04/05/impress-sprint-dresden-retrospective/>

71 https://wiki.documentfoundation.org/Marketing/Events/ImpressSprint2013#Fixed_bugs_.2F_completed_tasks

place in Freiburg im Breisgau, Germany.⁷² Invited and organized by the local LibreOffice community, a total of 23 participants from several countries, plus a number of spontaneous local visitors met in ArTik e.V. cool underground hackerspace. Among the numerous achievements, a new server running the project's source code review frontend 'gerrit' was setup, and a framework for improved program accessibility under Windows called 'IAccessible2' was integrated. This was a long-lasting, problematic area, the improvements there long overdue – after the functionality was released by the developers, it got quickly integrated into LibreOffice. Further improvements in Freiburg include work on Impress and Calc, and again advances in the build system.

Furthermore, the Freiburg hackfest had two hackers participating from Brazil. After a number of European members went to support LibreOffice in Brazil, and were honored to get to know the local community during several events, it was their turn this time, getting hands-on coaching and pair programming sessions in a number of areas in the LibreOffice code base.⁷³ Initially traveling to Munich, and getting insight into LibreOffice's website infrastructure, the Freiburg hackfest was the second meeting, then getting to know their fellow developers, all of whom they had before only talked to via chat or phone. Goals of the meetings were shared work on programming tasks, and knowledge transfer from experienced LibreOffice developers to the young, enthusiastic Brazilian hackers. Teaching and knowledge transfer is among of the core missions of TDF, permitting the two participants then to further disseminate their know-how in their local communities. To further deepen the knowledge, the guests from Brazil subsequently traveled to Hamburg, for another round of intensive coaching on the code base with the resident LibreOffice experts.

FOSDEM in Brussels

The annual FOSDEM, always taking place at the first weekend in February, is the most important European free and open source meeting. Every relevant project is present there. The event itself has two main aspects, one being a large, prominently-staffed and extremely well-attended talk schedule, the other being an exhibition area, where the projects setup booths to present itself, network, recruit new volunteers, and answer questions. Touching both aspects, there are so-called developer rooms, hosting workshops and talks under the sole direction of the individual software projects. In 2013, the LibreOffice project was present with a booth, a dedicated developer room, as well as a mainline track talk by Michael Meeks.^{74 75} In all cases, the focus was set on recruiting new developers.

LibreOffice conference in Milano

Besides the various, often local, events in several countries, there is the annual LibreOffice conference, which is the unique place for the community to meet, share, and get to know each other. Historically, the first day of the conference is always reserved for project-internal meetings, e.g. the Foundation board meeting, the engineering steering committee meeting, the marketing project meeting, as well as meetings of the individual native language projects. During the following three days, between three and five parallel tracks of talks, covering areas like development, localization,

72 <https://wiki.documentfoundation.org/Hackfest/Freiburg2013>

73 <http://blog.documentfoundation.org/2013/12/04/from-brazil-to-germany-an-unforgettable-libreoffice-hackfest-in-freiburg/>

74 https://archive.fosdem.org/2013/schedule/event/challenges_libreoffice/

75 <https://archive.fosdem.org/2013/schedule/track/libreoffice/>

marketing, migration reports, and the open document format took place. Although primarily focused on the community, according to the TDF mission, the conference nonetheless is open to the general public, and attendance is free of charge.

TDF makes it a priority to hold the conference in a different country every year, facilitated by a public application.⁷⁶ Eligible there is any region, provided there's enough local volunteers available to staff and organize the event. The final decision on the location is then made with the TDF members.

For the 2013 conference, the event planning was improved in collaboration with the marketing project. The know-how around successful conference organization, enhanced with useful tips and hints of past years, were transferred into a dedicated Pad⁷⁷, and are available for future organizers as a valuable resource. For future conferences, the plan is to have two teams collaborate on organizing – the one for the current year, and the one for the forthcoming year. The hope is better knowledge sharing, and a more uniform conference experience.

The 2013 LibreOffice conference took place in Milano, Italy,⁷⁸ which succeeded over Montreal, Canada during the application period.⁷⁹ Responsible for the organization was the Italian native language project, who welcomed around 200 participants to the University of Milano. Further support was found in numerous individual and institutional users from the region. Successful migrations from Itali, e.g. in the regione Umbria, where presented during talks at the conference.

The list of talk subjects during the conference⁸⁰ were:

- OpenDocument-Format (ODF)
- Interoperability
- LibreOffice development and the future : technologies, interfaces, and extensions
- community topics, e.g. localization and documentation
- „best practices“ and migrations, certification and support
- LibreOffice migrations for public sector and business
- how to operate successfully in the LibreOffice ecosystem

Next year's LibreOffice conference will take place in September, 2014 in Bern, Switzerland.⁸¹

CeBIT in Hannover, Germany

Another important event of 2013 was the annual IT trade fair CeBIT in Hannover, Germany.⁸² Especially for the European market, a presence there was considered essential to approach companies, also with TDF's unique mission, and LibreOffice in particular.

76 <https://wiki.documentfoundation.org/Marketing/CallforLocation>

77 <http://pad.documentfoundation.org/p/conference>

78 https://elections.documentfoundation.org/results.php?election_id=4

79 <http://blog.documentfoundation.org/2012/12/17/libreoffice-conference-2013-proposals/>

80 <http://blog.documentfoundation.org/2013/09/16/libreoffice-conference-schedule/>

81 <http://blog.documentfoundation.org/2014/02/13/libreoffice-conference-2014-in-bern-switzerland-from-september-2-to-september-5-2014/>

82 <http://www.cebit.de>

For the year 2013, the board decided not to run a full-blown own booth, but instead teamed up with consultancy company Univention on a shared exhibition area. That helped saving both time and money, and even lead to a more impressive presence due to the booth size.

Present in Hannover where a lot of contributors introduced LibreOffice and TDF to the many visitors. Additionally, project members held presentations at the accompanying «special conference Open Source», which was also live-streamed to the internet.⁸³

« Chemnitzer LinuxTage » 2013

At the annual Chemnitz Linux days at the technical university in Chemnitz, Germany, LibreOffice was again present with a booth⁸⁴ and a presentation.⁸⁵ The talk was live-streamed, and is also available in a video archive.

LinuxTag in Berlin

One of Europe's more important open source events is the LinuxTag in Berlin, being the largest gathering of the Linux community in Germany. Not only is Berlin where The Document Foundation is incorporated, but also an excellent place to network with the government, other Foundations, and the Foundation head association. Being present there was hence quite instrumental. Beneath an exhibition area, where the LibreOffice project was demoed and explained to interested visitors and users, there was also a strong presence in the presentation track. Among others, project members held a workshop for certifications⁸⁶ as well as a presentation about the Impress Remote for Android⁸⁷ in front of the interested audience. A subset of the LinuxTag presentations was also live-streamed to the internet.

FrOSCon in St. Augustin, Germany

Every year during summer, the Free and Open Source Conference (FrOSCon)⁸⁸ takes place in St. Augustin at Bonn, Germany. Again in 2013, LibreOffice was present there with a number of project members.

LinuxDay Dornbirn, Austria

Compared to Germany, the activities around LibreOffice are a bit smaller in Austria and Switzerland. The Foundation therefore focuses on marketing its projects and mission there. Every year in late November, at the junction of the countries Austria, German, Liechtenstein and Switzerland in Dornbirn, the Dornbirn LinuxDay⁸⁹ takes place, organized and run by the local Linux User Group. Again in 2013, the LibreOffice project was present with a booth. Additionally, Florian Effenberger gave a talk⁹⁰ about the IT infrastructure running the LibreOffice project,

83 <http://www.techcast.com/events/cebit13/mi-0930/?q=mi-0930>

84 <http://chemnitzer.linux-tage.de/2013/live/248>

85 <http://chemnitzer.linux-tage.de/2013/vortraege/249>

86 http://www.linuxtag.org/2013/de/program/workshops/workshops/vortragsdetails.html?no_cache=1&eventid=674

87 <http://www.linuxtag.org/2013/de/program/samstag-25-mai-2013/workshops-am-samstag.html?eventid=705>

88 <http://www.froscon.de>

89 <http://www.linuxday.at>

90 <http://www.linuxday.at/libreoffice-infrastruktur>

showing the audience how the server and services of one of the largest open source project are currently architected, and what future plans the infra team has regarding scalability. Another quite important target audience of the LinuxDay is the education community, the venue being hosted by a local school, and therefore attracting a number of teachers, professors and students. Feedback from that event is quite important for the Foundation, providing important clues how to address young project members and market itself into the educational sector.

Admin-Weekend at Linuxhotel

Introduced in 2012, and continued in 2013 was the annual meeting of the Foundation's admin team at Linuxhotel in Essen, Germany. Focus is an in-person meeting of the infrastructure project members and interested volunteers, who take out a weekend to jointly work and improve the Foundation's IT infrastructure. Interested new volunteers are emphatically welcome, to get bootstrapped. To facilitate that, the meeting agenda was collaboratively created in a public pad.⁹¹ Additionally, physically not present participants where joining the meeting via phone conference and irc chatroom, to consensually plan future infrastructure setups.

Infrastructure administration traditionally is one of the areas, where it is hard to recruit skilled volunteers. This a concern for the Foundation, who needs to rely on professionally-maintained IT infrastructure 24/7. Even more important therefore is the nurturing of new volunteers, to keep up with the ever-increasing needs for new infrastructure.

AKIT-Event in Düsseldorf, Germany

As member of the Foundation's board, Andreas Mantke participated at the AKIT-Event during June 2013 in Düsseldorf, Germany. Agenda of the event was to evaluate in how far open source software is fit for business use. Andreas held a talk at the beginning of the meeting, introducing LibreOffice and its development, as well as the underlying technical infrastructure.

Open Rhein Ruhr in Oberhausen, Germany

In November 2013 the annual Open Rhein Ruhr conference took place in Oberhausen, Germany. This event targets everything Free Software, and similar to previous years, LibreOffice and the Foundation where present with a booth. Additionally, board member Andreas Mantke gave two talks, one about LibreOffice's fitness for business use, and another one about the structure of The Document Foundation.⁹² Slides for both talks are freely available in the internet.⁹³

Development and growth of the Foundation

For The Document Foundation, 2013 was a year with great growth that brought many positive changes. These are to be presented below. Formally, also the headquarters of the Foundation moved from Zimmerstraße 69 to Kurfürstendamm 188 in August 2013.

91 <http://pad.documentfoundation.org/p/infra>

92 <http://programm.openrheinruhr.de/2013/events/250.de.html>

93 <http://www.amantke.de/presentation>

Advisory Board

The Advisory Board of the Foundation, which according to statute has no institutional status and therefore no right of veto, but advises the board in its work, could also be extended to include some prominent names in 2013. 3-4 times per year, the Board holds a phone conference with the Advisory Board. In parallel, a mailing list is maintained on which both can exchange directly, in addition, one personal meeting is held per year during the LibreOffice Conference. The members of the Advisory Board are either companies that are active even in LibreOffice environment, ie participants in the wider ecosystem, or institutions who, because of their long time being established in the open source environment, have extensive experience in that field and thus are a good guide for TDF.

In 2013, a total of six new organizations joined the Advisory Board. In June 2013, MIMO, the "Inter-Ministry mutualisation for an Open Productivity Suite" from France became a member.⁹⁴ It is a working group of the French government, the various ministries and public institutions up to the National Assembly of France, which together represent a total of 500,000 workplaces. The main focus of this working group is in the "free desktop" environment, which explains why LibreOffice is a central component. This is reflected in the recommendations on the use of free software within the French government. In addition, MIMO is also involved in the development of LibreOffice and brings their experience in this way into the project.

In the same month, for the first time, a member of the Arab world joined the Advisory Committee: KACST, "King Abdulaziz City for Science and Technology".⁹⁵ KACST is one of the driving forces behind Motah, the national program for the promotion of free software, under which valuable contributions to LibreOffice have been made, especially in supporting the Arabic language and creating a corresponding localization.

The following month, in July 2013, AMD, a well-know chip manufacturer won a seat on the advisory board.⁹⁶ AMD is next to Intel, which is also a member of the Advisory Board, one of the leading manufacturers of processors, graphic cards and chips. Together with contributors of the Foundation, a great success was achieved in the acceleration of LibreOffice, in particular with regards to complex arithmetic operations in Calc spreadsheet.

The Foundation is very pleased to see, that the company Collabora Productivity, shortly after its founding in September 2013, has already become a member of the advisory board. Since the end of the activities of SUSE in the office sector a greater number of LibreOffice developers is employed at Collabora, which is, why this company has become an important part of the ecosystem.

Also in September 2013 the company CloudOn⁹⁷ became a member of the Advisory Board, which offers solutions in cloud computing and shared document editing, based on LibreOffice. The Foundation hopes that through the involvement of CloudOn the support in the important area of

94 <http://blog.documentfoundation.org/2013/06/17/the-document-foundation-welcomes-frances-mimo-in-the-advisory-board/>

95 <http://blog.documentfoundation.org/2013/06/25/the-document-foundation-welcomes-a-new-member-of-the-advisory-board-king-abdulaziz-city-for-science-and-technology-kacst-of-saudi-arabia/>

96 <http://blog.documentfoundation.org/2013/07/03/amd-joins-the-document-foundation-advisory-board-to-accelerate-libreoffice/>

97 <http://blog.documentfoundation.org/2013/09/18/cloudon-joins-the-document-foundation-advisory-board-to-accelerate-libreoffice-availability-on-mobile-devices/>

cloud solutions for LibreOffice, that are being worked on for several years without specific completion date, will increase.

Also Studio Storti, an Italian consulting and service company around free software, became a member of the Advisory Board in September 2013.⁹⁸ Studio Storti, is active in the Italian migration projects, that are very important for LibreOffice, and is the largest open-source service provider for the Italian government and authorities. They share their experience and through this, allow the Foundation to draw some conclusions on how to market LibreOffice in the business and government environment.

Donations

Particularly satisfying last year was the big increase in donations. After a lot of work has been invested in the construction of a dedicated donation page, that has been translated in different languages and in the expansion of ways how to donate to other means of payment in the previous year, the nature of the appeal for funds was revised in 2013. Previously, there were numerous websites of the LibreOffice project, such as the blog, the wiki and on the download page a prominent notice about the donation options. These were removed in April 2013, to achieve, among other things, a more uniform and cleaner page design.

Instead, we use an approach that is similar to the actions of many other non-profit open-source projects, and display the donation notice at the moment of the Software download. The donation request and the information has remained the same. Furthermore, a page indicates that LibreOffice can be used completely free of charge and without any obligations, that the Document Foundation as a charitable Foundation is funded purely by donations and is therefore grateful for any support. In addition, each potential donor is informed of what would be funded by his donation, including a link to the regularly published figures from the accounting records, how much money is invested in the projects, so that all the information is available and as transparent as possible, before any possible donation.

The above change in the donation request, i.e. mentioning the possibility of voluntary donations directly on the download site, has increased immediately the number and amount of donations received. Just a few minutes after the new download page has been put into operation, the volume of donations grew up to a factor 10 compared to the previous approach.

This puts The Document Foundation in a very positive and surprising situation. The Document Foundation received € 590,639.98 in donations during the year 2013.

For this reason, the Management Board dealt in the summer of 2013 in detail over the course of several weeks with the new situation and made a detailed revised budget planning. The investment in major projects until the spring of 2013 was still unthinkable, now numerous options were realistic, which should give a further boost to the LibreOffice project. After several weeks of extensive discussion time, and a vote on the Board, initially different topics were identified that should be promoted more in the future. Within these topics, which cover as many projects or subject areas within the LibreOffice community, then, individual items were defined, which were

98 <http://blog.documentfoundation.org/2013/09/19/studio-storti-joins-the-document-foundation-advisory-board-to-complement-the-launch-of-the-libreoffice-division/>

considered particularly important. Specifically, the Executive Board in the summer of 2013 and a further round of voting defined, inter alia, the following items as particularly important and worthy of support in the fall of 2013:

- the external supervision of the accounting
- the creation of a new website, which serves as the basis for the translated websites of all language projects, especially as clear and usable point of contact for end users
- revising and rebuilding a website for templates and extensions, in particular to improve the usability both for developers and for end users
- an additional dedicated server to automate the testing of documents and their import in order to avoid errors when displaying in LibreOffice
- The implementation of improvements in the used translation system Pootle: firstly streamlining the code to improve speed for a project of the size of LibreOffice, on the other hand implementation of urgently desired functions by the translators such as a "live preview". In addition, incorporation of a "translation memory". Finally, writing a manual on the use of Pootle. All these features facilitate the work of the translation contributors immensely while reducing the barriers to entry for new contributors. In addition, the improvements funded by the TDF will be available to all other users of Pootle, including many other open source projects.
- the "Bibisecting" on the Windows platform, i.e. to accelerate the automated compiling of LibreOffice to ease the error search, and to improve the speed to correct those errors and therefore to avoid their occurrence in versions used by end users.
- a tool to enable the "Bibisecting" under Windows, even for inexperienced users, who can use it to support the project more easily
- A joined "Hackfest" with the program developers and members of the design team who are interested in "UX" (User Experience): The aim of the event is to let the two teams continue to work together more closely and realize concrete projects to improve the operability of LibreOffice, which ultimately benefits all users.
- the documentation of the variables for translations to reduce the training time for new contributors drastically
- a certification concept for Level 1 / Level 2 Support, coaches and migration consultants
- the establishment of a full-time job as a "Release Manager", which is responsible for regular, timely availability and the recognition of so-called "release blockers" and acts as an interface for all the participating projects
- The creation of a part-time job to support the quality assurance manual testing and coordination of releases and the coordination of localization: This should help to improve the quality and ensure communication within the various language projects for a new release, for example, promptly translated press releases, updated web pages and availability of correct download pages.

- the establishment of a part-time job as an assistant of the Management Board to assist in works such as the travel expenses
- the organization of other hack festivals to attract new contributors
- the purchase of hardware for use by developers, for example, fast computers to compile LibreOffice in a reasonable time or to be involved in the quality assurance
- To implement improvements in "AskBot", one service, that is now essential for the LibreOffice community, which allows users to ask questions about the program and to give answers: LibreOffice is one of the largest users of this project and has special requirements for multi-language-support, that the original project can not handle. The much needed functions are funded by the Foundation to enable other language projects to use AskBot. Similar to Pootle implemented functions in AskBot will be available to all users, including other open source projects.
- The creation of two booklets, especially for trade fairs like CeBIT: one about LibreOffice and one about the Foundation.
- Setting up an own BugZilla instance: currently, BugZilla, the central tool for managing errors in LibreOffice, is being hosted by a third party for the Foundation. Due to increased demand, both the self-hosting, and project-specific adaptations are required. Those will be funded by the Foundation to reduce the overall workload for all contributors.
- participation in events such as CeBIT in Hannover, or SMAU in Milan, to promote LibreOffice
- the expansion of activities in Brazil and Latin America, in particular by assisting with travel grants, but also through the creation of marketing materials in local language
- the integration of LibreOffice in the development environment Microsoft Visual Studio
- improving accessibility in Linux to make LibreOffice usable for people with visual impairments
- the translation of the Bug Submission Assistant in other languages in order to allow users who are not native English speakers to give direct feedback and to report bugs

The Executive Board pays special attention to the concrete planning which projects can be completed in which time frame. In general, the Foundation's approach is to fund only those projects that can not be provided by volunteers spending their time, or because of the complexity or because there are scheduling issues, or if the appropriate technical expertise is not available in the project. The volunteer community or contributors, which may pursue the commitment to LibreOffice as part of their regular work can lift a lot, but certain tasks must be reliable, regularly and permanently covered, therefore the Foundation wants to spend financial resources on those tasks.

During the year 2013, the Foundation was the first time since its inception in the situation to have sufficient funds to implement projects, that were previously believed to be difficult to tackle. After the first planning session was completed in Summer 2013, the first lessons, how long it takes to realize a project, can take, or when scheduled payments have to be issued. Some items could be

finished in a much shorter time than planned, others took quite some more time than expected – either because the project implementation itself took longer than originally thought, or because the search for suitable contractors who have the necessary qualifications, claimed many resources.

In 2013, two activities were also put out to tender: First, the role as Assistant to the Foundation, and secondly the creation of the design for the new website. Within a few weeks, the Foundation received about 30 responses from different countries and could thereby gain initial experience in this area.

Regarding the prioritization of individual projects, the Board has specific ideas that were formulated unanimously in both the old and the new Board. A next budgeting round is planned for spring 2014, which will reuse the preparatory work of the past year.

Investment and endowment (increase of the monetary base of the Foundation)

On this basis, in the past year, the Board was also intensely concerned about how to invest the available Foundation's assets. We were looking at both possibilities for the formation of free or bound reserves, as well as the donation to the capital stock.

First, a budget strategy has been discussed in summer 2013, shortly after the beginning of the rise in donations inflow. Due to the relatively young Foundation, and the currently still difficult to predict long-term level of donations, the Board came to the unanimous conclusion to pursue a conservative strategy, and invest in the then current year, only about half of the available funds in projects, and use the other half as a reserve for the following year, thereby ensuring timely use of funds. These different scenarios were played out – first, the unrealistic scenario that from some date onwards no more donations are done, secondly, the scenario that level of donations is about half the current levels. For the latter, the current budget strategy suggests, that the Foundation is still at least another year in the position, to cover easily the running costs, and then with reduced costs continues to be in a secure financial situation.

Based on this planning talks have been held with several banks regarding a financial investment, compliant with the registered goals for the Foundation. It is difficult in the current market situation to ensure a profitable investment that follows ethical criteria. Another criterion for the Foundation is that the management of the invested funds must not bind too many financial or human resources on the Foundation side. After sifting through several offers we contacted our bank, as well as the bank where currently the capital stock of € 50,000 with 2% pa fixed interest rate is held. A third institution was also contacted to get another offer.

In addition, investments with returns significantly higher than inflation, can currently be achieved only with investment horizons of at least five years. This is, therefore, not a meaningful, predictable investment opportunity, especially taking into account the very dynamic development of the Foundation. During the year, free cash should instead be invested in short-term investments to achieve at least some income.

Board of Directors

With effect from 1 November 2013 Charles Schulz, until then Member of the Board, resigned from

his post.⁹⁹ His seat was taken over by Björn Michaelsen, until then deputy member of the Executive Board.¹⁰⁰

End of 2013 elections for a new board of directors were held, because the period of the previous board was ending. The new board took office as February 18, 2014. The election was thereby publicly announced by the committee members, conducted and controlled, and the respective results communicated publicly.¹⁰¹ The choice was between some members of the previous Board and some new candidates. It is pleasing that all candidates who already belonged to the previous board, were also confirmed in the new board, and, second, that the composition of the new board also reflects the diversity of the project in terms of age, occupation and origin of the members. The following people were elected to the Board:

- Thorsten Behrens, Chairman, from Germany, previously deputy chairman
- Eliane Domingos de Sousa, deputy chairwoman, from Brazil, previously not a board member
- Michael Meeks, board member, from the United Kingdom, previously board member
- Fridrich Štrba, board member, from Switzerland, previously not a board member
- Adam Fyne, board member, from Israel, previously not a board member
- Joel Madero, board member, from the United States, previously not a board member
- Björn Michaelsen, board member, from Germany, previously board member
- Andreas Mantke, deputy board member, from Germany, previously deputy board member
- Eike Rathke, deputy board member, from Germany, previously not a board member
- Norbert Thiebaud, deputy board member, from the United States, previously not a board member

The new board took over the official business on time on 18 February 2014, after they had been introduced by the previous board to the different communication channels and important regulations from January 2014 onwards. It is also pleasing to see, that the cooperation between the old and the new board members was very pleasant and constructive.

The new Executive Board normally holds every two weeks public meetings in which everyone can participate. The invitations are issued publicly, the agenda is available in a timely fashion in the Foundation's own wiki to the public. All decisions are publicly documented,¹⁰² and for each session written minutes and audio recordings will be published¹⁰³. The decisions themselves operate on a public discussion list, in which anyone can participate, and also is publicly archived.¹⁰⁴ The Executive Board also has at least one in person meeting per year. In 2013, this took place in Milan.

99 <http://listarchives.documentfoundation.org/www/board-discuss/msg03359.html>

100 <http://listarchives.documentfoundation.org/www/board-discuss/msg03365.html>

101 https://elections.documentfoundation.org/results.php?election_id=5

102 https://wiki.documentfoundation.org/TDF/BoD_Decisions

103 https://wiki.documentfoundation.org/TDF/BoD_Meetings

104 <http://www.mail-archive.com/board-discuss@documentfoundation.org/info.html>

A few topics are discussed according to the statutes initially private and publicly communicated promptly on discontinuation of the need for confidentiality. This fact is known to the public. In addition, the intended discussion channels and list of participants are publicly available.¹⁰⁵

Changes in the membership committee

In October 2013 Fridrich Štrba resigned from his post as chairman of the membership committee.¹⁰⁶ His place was taken over by Simon Phipps, who was up to this date a deputy member of the membership committee.¹⁰⁷ During the following meeting, Eike Rathke was chosen by the Committee members as its chairman.¹⁰⁸

In November 2013 Eike Rathke resigned from his post as chairman of the membership committee, because he wanted to run for the upcoming election to the Board.¹⁰⁹ His seat was taken over by Leif Lodahl, by then deputy member of the membership Committee.¹¹⁰ Cor Nouws was unanimously elected at the following meeting of the Committee members as its chairman.¹¹¹

Growth of the membership of the Board of Trustees

It is very good news that the number of members of Board of Trustees has grown in 2013.¹¹² When the Foundation was established, 146 persons were appointed to this institution, at the time of the last activity report (April 2013) a total of 157 persons were a member of the Board of Trustees, many of them continuously from the beginning. A year later the number was increased to 191 persons. From the perspective of the Foundation, this is very encouraging, because it shows that in addition to the technical interest in LibreOffice, there is also a broad understanding, interest and acceptance to the form of the Foundation – many of the members are not from the German-speaking countries, and have not necessarily a personal interest in the Foundation topic from the very beginning. The Foundation informs its participants regularly about the possibility for inclusion in that institution and encourages them to participate there.

Other bodies without an organic status

The statutes allow that the Board may establish other committees without organ status. One of these bodies is the Technical Expert Committee, the "Engineering Steering Committee", or ESC. It consists of developers, both company-paid and freelance, and it is the first point of contact both internally and for the public when it comes to making decisions for the release of LibreOffice versions, in particular in view of possible malfunctions, time planning and integration of program components.

The members of the ESC are publicly listed.¹¹³ They are appointed by the same route, including the

105 <http://www.mail-archive.com/board-discuss@documentfoundation.org/msg02655.html>

106 <http://listarchives.documentfoundation.org/www/board-discuss/msg03347.html>

107 <http://listarchives.documentfoundation.org/www/board-discuss/msg03352.html>

108 <http://listarchives.documentfoundation.org/www/board-discuss/msg03354.html>

109 <http://listarchives.documentfoundation.org/www/board-discuss/msg03394.html>

110 <http://listarchives.documentfoundation.org/www/board-discuss/msg03396.html>

111 <http://listarchives.documentfoundation.org/www/board-discuss/msg03398.html>

112 <http://www.documentfoundation.org/foundation/members/>

113 <https://wiki.documentfoundation.org/Development/ESC>

public, the minutes of its meetings are also published.¹¹⁴ As in the previous year, the list of its members during the year 2013 could be amended several times, which shows both the ever-increasing participation in the Foundation's work, and the growing expertise in development issues in a growing number of people.

Adoption of the software

We could already name a large number of users in the public sector as well as private companies, that use LibreOffice or are currently in the process of migrating to LibreOffice.

Since free software like LibreOffice is not sold, but can be used free of charge and without registration, it is not an easy task for the Foundation to compile a thorough and current list of known users. From confidential discussions with individual representatives of the Foundation it is known that some large and well known companies use LibreOffice internally, but do not want to communicate this fact for various reasons, which is why you won't find them in this activity report.

A user from the public sector, who switched to LibreOffice in 2013, is the Extremadura region of Spain.¹¹⁵ The migration to LibreOffice begun in the spring of 2013, for about 40,000 computers and was estimated to be completed by the end of 2013. This will – along with the use of other free software – save the government about 30 million euros in license costs.

Equally successful is the migration project of the Autonomous Valencian Community in Spain, which has moved 120,000 work places to use LibreOffice. This will save about 1.5 million euros per year of taxpayers' money for license fees.

Technological Infrastructure

Increasing demands

The technological infrastructure, that is, all servers, build-bots and other services are of vital importance for the Foundation and the reason why it supports this area, both human and financial. As the assets of the Foundation are distributed worldwide and some contributors don't even know personally, the “virtual space” is the primary work platform on which LibreOffice is, developed, designed, marketed, improved and, not least, also offered free download. The Foundation website, the project mailing lists, the blogs and all the other offers achieve millions of people worldwide. As they must be active worldwide and distributed in all times zones it is required a safer, more stable and fail-safe operation 24 hours a day, 7 days a week, 365 days a year.

Also because of the size of the project – LibreOffice is one of the largest open-source projects worldwide – special efforts are required to have the necessary infrastructure that meet the requirements of the community grow while keeping it maintainable and also carrying the necessary safety precautions.

114 <http://listarchives.libreoffice.org/global/projects/msg00787.html>

115 <http://blog.documentfoundation.org/2013/05/09/the-document-foundation-announces-libreoffice-4-0-3/>

Centralized management and configuration of the server

In 2013, two additional servers were purchased for the central infrastructure – one dedicated for the website operation, which is called around the world every day hundreds of thousands of times – and replaced an old server. The aim was firstly to all machines to have the same hardware base, including server processors, at least 32 GB of RAM, modern network cards and “enterprise” drivers to allow free hands permanent operation. On the other hand, it was necessary to reestablish the partially grown infrastructure based on a current Linux operating system Ubuntu 04.12. LTS. All servers were installed from scratch with the exception of an already current machine, the individual services were manually set up again, their data were migrated and a current documentation was specially written to help sharing knowledge about the infrastructure with all stakeholders.

It was emphasized the so-called configuration management which is essential for the increasing number of servers. While in the past all the servers were manually installed, maintained and managed it has been taken care when writing the new documentation, based on the new hardware and the new operating system on it, to allow the automation of these processes. All configuration steps have been converted into a scripting language that performs the initial installation without any interaction from the user and requiring only once the specification of variables, such as names and functions of the server. Upon completion of this extensive work and the required number of tests, the infrastructure team of the Foundation became able to automatically install an individual server within 30 minutes.

The path to the configuration management

In a next step, the use of various so-called management tools has been extensively evaluated on the basis of previous work to automate not only the initial installation of a server, but also the ongoing maintenance, the application of software updates, the inventory of components and the configuration settings changes. After extensive testing with multiple solutions, the infrastructure team decided initially for the free software “Puppet”, which left a very positive impression upon the first test. In the course of other work, however, it turned out that it is less suitable for the purposes of the Foundation, therefore, the team felt back to another and selected on the second evaluation phase the tool “Salt Stack”, also available as free open source software.

During the year 2013, more and more server services and web applications have been mapped in this language, so that it automatically installs a large part of the applications, used by the Foundation and LibreOffice community, on the current site, configured, updated and serviceable.

Virtualization as a growth factor

With this assumption it could be possible in a further step in 2013 to greatly expand the number of the so-called “virtual machines”. This give the participants in the project the opportunity to test new services or isolated individual but also productive services independently without requiring directly full access on all servers of the Foundation but operating these on the virtual machines. The infrastructure team of the Foundation can now install such equipment on its own servers hardware or at cloud providers like Amazon EC2 without time consumed in maintenance of the base system as the services can be managed by users directly.

On this basis, a number of new services and test instances was begun to be set up in 2013, including the support forum “Ask LibreOffice”¹¹⁶, one separated instance for “BugZilla”, a test instance for a possible future another forum, “MozTrap” for the manual tests for quality assurance of LibreOffice¹¹⁷ and Gerrit¹¹⁸ and Jenkins¹¹⁹ as important services for the coordination of program development and cooperation between the developers themselves.

Much work has been invested in the care and maintenance of “Pootle”¹²⁰ which is the central tool for the translation and localization of LibreOffice. Other services, such as the Plone-based websites for extensions and templates, as well as the website of the LibreOffice Conference, were further developed.

Provision of additional services

The services “ownCloud”¹²¹ and “Etherpad”¹²² were established in 2013. ownCloud is used for central calendar management inside the Foundation and it will be used in future for mutual contacts. For the public, ownCloud is a place where common file storage is available and, in which, graphics, marketing documents and the concept for the new website, among others, will be collected.

The project “WikiHelp”¹²³ has found a new home directly on the servers of the Foundation and its focus is the constant integration of current LibreOffice user help program through the Internet and in various languages.

A new website

Due to the new financial situation of the Foundation the new website was one of the first projects that could be started in the fall of 2013. The old LibreOffice website, which is both an entry point for contributors as well as a focal point for users, and therefore the “business card” of the Foundations and its projects, had grown historically but it is outdated in terms of content and visual image, and its information is distributed in a very confusing manner. For this reason, the new website has been installed on a new web server in close cooperation with the infrastructure team, which could be the increased load Lord. Moreover, it was then updated to a new version of the content used by the Foundation Management Systems “SilverStripe”, which also brought additional features for locating the individual pages in addition to a simplified operation, which is remarkable given the great importance of multilingualism in the LibreOffice project.

Ticketing and project management

Since 2013 the infrastructure team was also searching for a suitable ticket system to ease the task distribution and work priority definition, internally, giving also public visibility of the infrastructure team work. The definition of the necessary functions was made public and shared with the

116 <http://asl.libreoffice.org>

117 <http://manual-test.libreoffice.org>

118 <http://gerrit.libreoffice.org>

119 <http://jenkins.libreoffice.org>

120 <http://translations.documentfoundation.org>

121 <http://owncloud.documentfoundation.org>

122 <http://pad.documentfoundation.org>

123 <http://help.libreoffice.org>

community in Pad¹²⁴ and finally some possible programs had been available to choose from: T, trac, Mantis, Flyspray, BugZilla, Redmine. In the end, after a detailed evaluation of the decision, the previously used OTRS was dropped as not suitable for its intended purpose and should be replaced by Redmine. Meanwhile the Foundation operates a public instance of Redmine¹²⁵ which is used for the infrastructure team but also for release engineering, organizing events and coordinating the work on the board.

MirrorBrain

The central component in the provision of LibreOffice is “MirrorBrain”, an open source software that is used by other projects, but where LibreOffice is the most prominent and the most trafficked.

In the course of 2012 MirrorBrain development was to a standstill as the main developer was temporarily with no time for further programming. Because of its importance to TDF, in 2013 the infrastructure team created its own code branch of MirrorBrain¹²⁶ applying it at the Foundation offices which as new technologies as IPv6. The branch was not only used at TDF but also by other well-known open source projects as the philosophy followed by the Foundation is made things it does available to the public.

In addition, the infrastructure team brought one of the MirrorBrain mailing lists to coordinate further development with other users. The main developer transactions changes of MirrorBrain, undertaken by TDF and a variety of other users, finished in the beginning of 2014 and have found a way to be integrated into the official packages.

Service for surveys

In 2013 it was installed a service to surveys (“Surveys”¹²⁷) to obtain future direct statistics processing of user feedback.

libreoffice.org addresses for Board of Trustees Members

One important achievement for the community in 2013 was to provide libreoffice.org addresses for the Board of Trustees Members which were offered by the infrastructure team in cooperation with external service providers. In addition to the positive external effects that users identify themselves this is also a way LibreOffice and the Foundation's work technically advance even more. The mails accounts were provided free of charge on the IMAP standard, which allows sorting and filtering of e-mails directly from the server, including comparison with all unused devices and a Jabber/XMPP account for chatting. It is also offered SIP accounts for the Internet telephony. So far, about 50% of the members of Board of Trustees have taken advantage of this service.

124 <http://pad.documentfoundation.org/p/infra>

125 <http://redmine.documentfoundation.org>

126 <https://build.opensuse.org/project/show/home:floeff>

127 <https://survey.documentfoundation.org>

Migration to new services

In 2013 the infrastructure measures have shown that the tools and services previously used as adequate not always meet the high demands of the LibreOffice project. Therefore, the infrastructure team has evaluated alternatives and begun to replace individual components by future-proof and powerful new ones. Especially, it was planned or already carried out the following changes in the system:

- Adopt LVM to partition the hard drive and get better scalability
- Migration of MySQL as system database to PostgreSQL, in order to replicate and improve performance
- Replace Apache Webserver by nginx for better performance
- Exchange of LXC virtualization technique as well as KVM, to increase security and virtualization of proprietary operating systems for development purposes
- This will be replaced or supplemented by OpenStack as future Cloud solution
- Migration of pure RAID to a combination of high availability with Gluster

Data and facts

Like last year, the Foundation continues to pursue a two-pronged approach in the operation of their infrastructure. Many servers are operated by TDF itself and on its own servers. They are rented at a large provider as this is the most economically efficient way. As of today (April 2014) there are eight powerful machines in use, the offer includes the following services and consume a data transfer volume – without downloads – of just 10 terabytes per month (all figures are as of April 2014):

- 123 mailing lists for the public¹²⁸ ¹²⁹ project communication, in 35 languages and with more than 19.500 recipients from around the world, including associated, public archives
- the websites of the Foundation¹³⁰ and of LibreOffice Project¹³¹, both operated based on Content Management System “Silverstripe” and available in 44 languages
- a public Wiki¹³², extensively used for global cooperation in the project
- the translation service “Pootle”¹³³, used for the localization of LibreOffice currently in about 110 languages
- the test system “MozTrap”¹³⁴, for quality assurance
- the online help for LibreOffice¹³⁵, provided to users within the program directly of the

128 https://wiki.documentfoundation.org/Local_Mailing_Lists

129 <http://www.documentfoundation.org/contribution/#lists>

130 <http://www.documentfoundation.org>

131 <http://www.libreoffice.org>

132 <http://wiki.documentfoundation.org>

133 <https://translations.documentfoundation.org>

134 <http://manual-test.libreoffice.org>

135 <http://help.libreoffice.org>

currently used function

- the download service “MirrorBrain”¹³⁶, allowing users to download LibreOffice from one of the currently 109 mirror servers worldwide. It offers wise on network best and fastest connection and distribute load
- a “rsync Master Server“, that distributes the respective current version of LibreOffice on the global mirror
- one internal and one public file storage¹³⁷, for the Executive Board and other senior executives, the internal operating on a special secure server
- the public “Redmine”¹³⁸ tickets system, used to manage and coordinate incurred tasks and problems
- the “Planet”¹³⁹, one of the important blogs about LibreOffice and the Foundation summarized on one page
- the “Tracker”, that allows the exchange of LibreOffice from user to user without using the global mirror
- to get “Ask LibreOffice”¹⁴⁰, a very popular platform for users to ask questions regarding program operation and answered by other users, ie, users help each others
- the “Continuous Integration” system named “Gerrit”¹⁴¹, specially aimed at developers to help to review program code and changes (“Patches”) in a timely manner providing a valuable service that increased considerably the quality of released versions
- the “Jenkins” service for “Continuous Integration”, an aid to program development of LibreOffice
- a Website with extensions (“Extensions”¹⁴²) and another with models (“Templates”¹⁴³)
- the Website for LibreOffice Conference
- the Etherpad system¹⁴⁴ for collaborative edition of documents
- a service for surveys, for statistics processing of user feedback¹⁴⁵

Moreover, other systems are operated within so-called virtual machines. In addition, the Foundation also accesses external back systems, for example for the public bug tracking system (“BugZilla”¹⁴⁶), for the blog¹⁴⁷, or the Foundation own telephone system. These services are managed by the

136 <http://download.documentfoundation.org>

137 <http://owncloud.documentfoundation.org>

138 <http://redmine.documentfoundation.org>

139 <http://planet.documentfoundation.org>

140 <http://ask.libreoffice.org>

141 <http://gerrit.libreoffice.org>

142 <http://extensions.libreoffice.org>

143 <http://templates.libreoffice.org>

144 <http://pad.documentfoundation.org>

145 <https://survey.documentfoundation.org>

146 <http://bugzilla.freedesktop.org>

147 <http://blog.documentfoundation.org>

Foundation and they are to be migrated in the future on the Foundation's own infrastructure. Moreover, the TDF has long supported the new Internet protocol IPv6 and thus acts future and technologically advanced.

Summary, Acknowledgments and Prospects

2013 was an extremely eventful, exciting and successful year for The Document Foundation. After the creation of the Foundation in 2012, all the positive feedback from private users, large and small businesses that switched to LibreOffice, the community around the free office suite was able to grow in 2013, it attracted new contributors and allowed worldwide access to a stable, professional, modern and, above all, free and open office suite, available in 110 languages, on all major platforms for more than a hundred million users.

The response from users, public institutions, businesses and the global community brings motivation and satisfaction at the same time. The worldwide collaboration across the boundaries of time zones, languages, cultures, professions, personal motivation and life history of each individual every day is very moving, even for us, who are engaging for free software since many years.

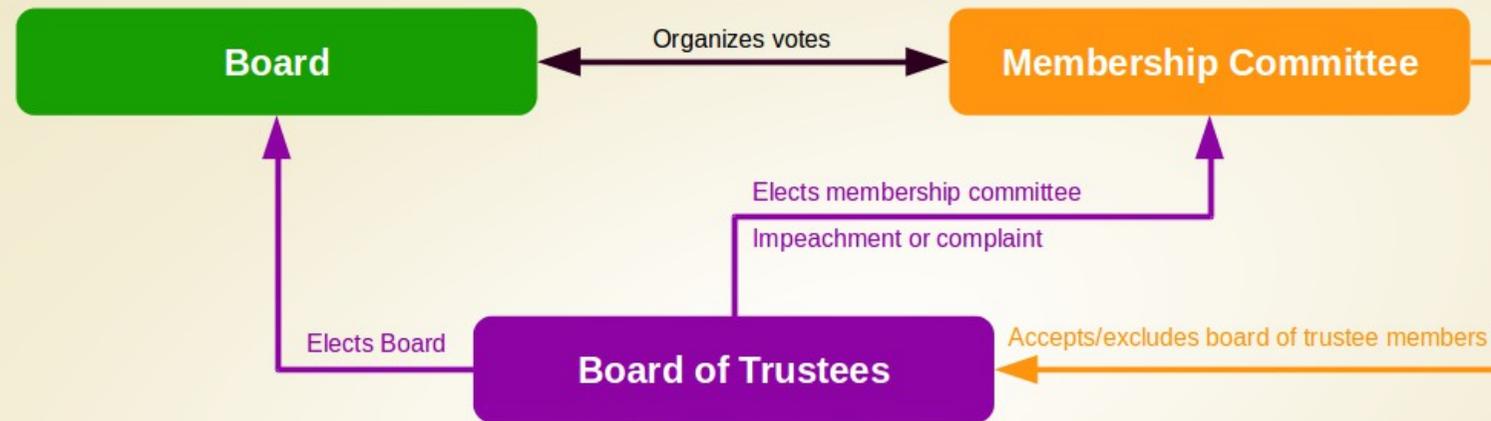
The Document Foundation and its Board of Directors are defined by what the community does, day by day. The purpose of the Foundation is fulfilled and expressed in creative, motivated and selfless contributions, made by each individual every single day.

We owe them all our sincere, heartfelt thanks for what we can experience and do together every day, for the drive and the joy that we share, and not least for the many deep and intimate friendships around the globe, that have evolved from a common hobby.

We also thank our donors who support the philosophy of the Foundation and the idea of the LibreOffice project so generously and financially. They show us through their commitment and their trust, that they believe, that The Document Foundation is an open, meritocratic and transparent Foundation, that will – together with all participants – advance the LibreOffice project as an independent institution.

Berlin, April 2014

The Executive Board of The Document Foundation
on behalf of the global LibreOffice Community



Representing the Foundation Management

7 members (3 deputies)
Term of office 2 years

Sees Foundation's objectives
Changes statutes after board of trustee approval

3 members (10% of the board of trustee size max)
Term of office 2 years

Complaints towards the board
Requests for board impeachment
Approval of the new statutes following board proposal.

>10 members (natural person, no corporate bodies)
Term of office 1 year (effective only at certain call dates)
Requirement: active work towards the Foundation's mission (instead of money donations)
Further details according to community bylaws.

ACTIVITIES

- ▶ Translate
- ▶ Blog
- ▶ Work on the source code
- ▶ Marketing
- ▶ Design templates
- ▶ Ensure security
- ▶ Report bugs
- ▶ Explain and promote open standards
- ▶ Curate the wiki
- ▶ Helping users
- ▶ Discuss
- ▶ Produce artwork
- ▶ Write documentation
- ▶ Teach free software
- ▶ Test

Illustration 1: Organization of the Foundation

Acknowledgments, License

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