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# SELF-ASSESSMENT TOOL

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This document provides an overview of the porting process and the Jurisdiction Teams that handle oversee the process locally. Question boxes throughout the document are designed to help you think about what your team needs to become a CC Jurisdiction Team and to help you decide if your team is ready to begin porting the Creative Commons suite of licenses. Please read through the information carefully and consider the questions thoroughly. We are always happy to welcome new faces to the CC Community and hope that you will be joining us soon.

## CC JURISDICTION TEAMS

The goal of CC Jurisdiction Teams is three-fold: to adapt the CC licenses to local copyright laws; to bring together people who want to share their works into a community and to help this community use the licenses; and to generally promote legal sharing. The team does this in partnership with one or more local Affiliate Institutions and CC.

CC Jurisdiction Teams have a wide range of responsibilities, including building community, adapting the CC licenses, translating materials, maintaining resources for CC users, and providing legal expertise and information about local activities to CC Headquarters. Therefore, a successful Jurisdiction Team must have members with a diverse skill set. There are five standard pieces to a successful Jurisdiction Team: four distinct skill sets that the team members should have and an institutional affiliation. These pieces are explained below in terms of individuals who each encompass exactly one piece. This does not need to be the case for every team; sometimes teams can have single members who do many jobs or have several members who cover one job. Teams can also have affiliation with more than one institution.

## COMMUNITY

Community building is coordinated by the Public Lead. Public Leads are the public face of the project. The Public Lead is also in charge of organizing the official launch of the licenses and any other events the team does as part of the project. They work with the entire team to build a local CC community. The process for this is different in every country. CC HQ and the other CC jurisdictions are here for support and ideas if desired.

Community building team members should have experience with the following: organizing, networking and fundraising. The Public Lead should have all experience with all three and be fluent in English. The

team can still have other members who are strong in one or more of these areas. This is one of the most important jobs the team has, because the licenses do not have value if there is no community to use them.

*Do you have a team member who has experience with fundraising, organizing projects and networking?*

*If you do not have a team member with these experiences, do you know someone you could approach about joining the team who does have these experiences?*

## LEGAL

Legal team members work under the Legal Lead to adapt the CC license suite to local copyright law. Because of its legal nature, the porting process has a strict outline and procedure, which the legal team members must follow. Members prepare a first draft of one of the licenses and submit it to CC HQ for review. (There is a helpful procedural guide for this step. For the link, please see “More Information” at the end of this document.) After CC's approval, the draft is submitted to the local community for public review. The Legal Lead considers the input from the community and develops a second draft. The second draft is submitted to CC HQ for approval. This process should take about 7 - 8 months.

All legal team members must have legal training and knowledge of copyright law and familiarity with English. It is ok to have more than one person with legal training and for the Legal Lead to have assistance in porting the licenses. It is important for the country's licenses to be properly ported so that they are legitimate and valid for use.

*Do you have a team member who has legal training and copyright experience?*

*Will this person be able to work on the porting process for at least the next eight months?*

*If you do not have a team member with legal training and copyright knowledge, do you know someone you could approach about joining the team who does have this training?*

## TECH

Tech team members' duties depend on the level of skill of the members. The tech members are responsible for maintaining a webpage for the jurisdiction. Based on the team's tech experience, the team can use this space for blogging about CC events or can adapt it in other ways to best match the desires of the Jurisdiction Team at large. The site will be used throughout the project for promoting CC and the team's events and should have a well maintained Frequently Asked Questions section. Throughout the project, the tech members will also work closely with the language members, adding translations to the various CC materials. Once the legal part of the team completes the licenses and CC HQ approves them, the tech part of the team will be in charge of the technical preparation of the new ported licenses for CC HQ to post on the CC site.

Tech team members should have general computer tech skills and must be able to do basic work with HTML.

*Do you have a team member who has technical experience with computers and knows how to work in HTML?*

*If you do not have a team member with computer tech skills, do you know someone you could approach about joining the team who does have this type of skills?*

## LANGUAGE

Language team members are responsible for linguistically translating the ported CC licenses and the library of CC resources. The Jurisdiction Team as a whole should decide how many and in which languages the licenses and resources should be available. The licenses and the FAQ must be translated before the licenses can officially launch.

Language team members must be fluent in English and at least one of the languages desired by the Jurisdiction Team. It is sometimes a good idea to have more than one team member familiar with each language in order to discuss difficult translation points. Having the licenses and resources available in common local languages is important because it gives the general public a sense of ownership and access to the CC community.

*Do you have team members fluent in both English and the language(s) you expect to use?*

*If you do not have a team member who is fluent in a language you would like to use, do you know someone you could approach about joining the team who is fluent in this language?*

## AFFILIATE INSTITUTION

Affiliate Institutions provide the local infrastructure for the Jurisdiction Team and serve as the official house of the CC project in the jurisdiction. Jurisdiction Teams partner with an institution for a number of reasons. One of the main reasons is reputation building. With an institution supporting them, Jurisdiction Teams gain the advantage of institutional reputation and sustainability beyond individual team members. Affiliate Institutions give the Jurisdiction Team a path through which funding can travel if the team seeks grants, as well as providing a location and partner for various programs and workshops the Jurisdiction Team might wish to conduct.

Affiliate Institutions have a short-term and a long-term role. The short-term role is to provide support during the porting process, offer legal expertise from within the institution to assist the Legal Lead in adapting the licenses and provide feedback on the drafts of the ported licenses. This can include providing feedback to CC Headquarters about suggestions for changes to consider for the next version of

the licenses, as well as assistance with translating the licenses into the languages considered appropriate by the Jurisdiction Team.

The long-term role is to serve as the ongoing host of the Jurisdiction Team. The institution works with the team to advance public education, access to knowledge and the use and reuse of culture by maintaining the Creative Commons licenses, and by explaining the licenses, tools and Creative Commons' mission. This includes updating the Frequently Asked Questions page of the country's webpage and maintaining the country's CC email discussion list. The institution also keeps track of who is serving on the Jurisdiction Team and informs CC Headquarters of any changes to the team, as well as communicating with Headquarters about legal issues and developments that arise in-country.

As part of the Affiliate Institution, an individual's role is whatever he or she makes it. If the individual wants to oversee the institution's involvement, he could do that. If the individual did not have the time for that type of involvement, she could suggest someone else who might be perfect for that type of work. Often times, Affiliate Institutions use students (with proper oversight) to help with the work.

An ideal Affiliate Institution is locally run, owned and managed. It has prestige and a professional network that includes copyright and internet law expertise. The institution must also have a willingness to collaborate and the capacity to house the CC project. The institution should be available for support and whatever the team needs throughout the project. The most successful Affiliate Institutions are usually local universities with a strong law department, although other types of institutions are welcome as well.

*Does your team have connections to a (or several) respected institution(s) in your country with legal expertise?*

*Does this institution have the capacity to house your team's project?*

*Can this institution provide the legal expertise and support necessary during the porting process?*

*Do you have a person in mind at the institution who can oversee the institution's role in the project?*

*Is this institution interested in remaining affiliated with the Jurisdiction Team after the local licenses are launched?*

*Is this institution willing to work with the CC community in country to help them understand the benefits of using CC licenses and how to use them?*

*Will the institution be able to maintain contact with CC HQ in the United States?*

*If you do not have any connections to institutions at this time, do you have institutions in mind that you could approach about affiliating with the Jurisdiction Team?*

## OTHER CONSIDERATIONS

Working with Creative Commons and CC Jurisdiction Teams is entirely voluntary, and volunteers do what they are able. However, it is important that the Jurisdiction Team and CC Headquarters know what each volunteer is willing to do in order to make sure the Jurisdiction Team is a complete and active team. A successful team is comprised of dedicated people with a desire to see CC grow in their country. All team members, including the Affiliate Institutions, are part of the international CC network.

## MEMORANDUMS OF UNDERSTANDING AND AFFILIATE AGREEMENTS

The relationship between CC and its affiliates is described in the Memorandum of Understanding (MOU) and Affiliate Agreements. The MOU is signed when the Affiliate Institution agrees to become part of the project. At the conclusion of the porting process, CC asks the Affiliate Institution to consider whether it wishes to continue with the project and, if so, to then sign an Affiliate Agreement for longer-term work on behalf of CC. More often than not, the institution who has signed the MOU will decide to continue with the project after porting is complete. In either case, the institution must make an affirmative choice about its relationship with CC.

Examples of the documents can be found on our website at:

<http://wiki.creativecommons.org/images/9/9f/CCMOU.pdf>.

[http://wiki.creativecommons.org/images/c/cb/Legal\\_Affiliate.pdf](http://wiki.creativecommons.org/images/c/cb/Legal_Affiliate.pdf)

[http://wiki.creativecommons.org/images/1/1d/Public\\_Affiliate\\_Agreement.pdf](http://wiki.creativecommons.org/images/1/1d/Public_Affiliate_Agreement.pdf)

## MORE INFORMATION

If you would like more information about the porting process or building a Jurisdiction Team, please visit [http://wiki.creativecommons.org/Worldwide\\_Overview](http://wiki.creativecommons.org/Worldwide_Overview).

There are people from other Affiliate Institutions and Jurisdiction Teams in the CC international network that would be more than happy to share their experiences and discuss what it means to be part of the CC Community from their first-hand perspective. If you would like to talk to someone about their experiences, please contact CC HQ with your request.