

## Rules of CZECH.UP JukeBOX – methodology management

JukeBOX is a platform for experiential (gamified) education, which is close in scope to the logic of micro-learning. It uses a separate CZECH.UP LPs, which are specific content for training.

The platform is established as open, allowing creators, mentors and users to collaborate. The owner of the platform is Panatec s.r.o. and the administrator is CZECH.UP z.s. The platform, its SW parts and neither repeated procedures nor other parts are NEVER subject to projects in such a way as to entail any risk of disposal of these assets. At the moment, this applies primarily to CZECH.UP JukeBOX, as a platform and for LP GameBOX and CyberBOX, which were created within Erasmus+.

### **Tasks of the CZECH.UP Platform Methodologists Team:**

1. Exclusive – they may only be performed by a methodologist certified by Panatec - CZECH.UP  
*(Note: platforms of CZECH.UP and its tools are provided according to the rules for open cooperation under pre-agreed conditions aimed at sustainability):*
  - a. They ensure a consistent flow of methodology and its application:
    - i. Structure: author – main methodologist of the platform – main national methodologist
    - ii. The national methodologist is responsible for the content (courses) and uniform application of the methodology in the given national localization (together in ENG)
    - iii. Create national communities and apply the principles of methodology in them
  - b. Train users
  - c. Create support for educators and mentors
  - d. Present CZECH.UP platforms or content (such as \*BOX courses) at conferences and meetings aimed at dissemination, or an invitation to partners for
    - i. Creation of new projects
    - ii. Application of existing content (e.g. courses) in education systems
    - iii. Reaching out to new collaboration partners and content (courses)
2. Non-exclusive – may be carried out by a person authorised by the methodologist in his/her country:
  - a. Present CZECH.UP platforms or content (e.g. \*BOX courses)
    - i. The methodologist may, under his own supervision, delegate to an instructed person
  - b. Comment on platform certification systems and design objects and persons for certification, under the conditions of a certification authority; The activity is conducted in cooperation with other platform teams
3. Not allowed – a list of activities that may not be carried out by a person or organization that violates the rules of cooperation over CZECH.UP platforms, until the remedy is established. Partners shall have the right to publicise practices contrary to agreements established and approved in writing:
  - a. Present platforms, content (courses), or projects
  - b. Use the Platform or content (courses) for their own needs, or advertise or mediate its use (in the case of content that is intended for public use, then the Methodist will recommend to the end user another partner who is professionally competent and at the same time meets the conditions of cooperation

- c. We recall that the reason for such measures is the creation of a defined area of cooperation that ensures sustainability. Gross breaches of cooperation include, for example: unjustified long-term withholding of funds by members of the project consortium, permanent failure to fulfil the tasks of a project consortium member, purposeful rejection of a jointly prepared project using the platform just before its submission, failure to participate in dissemination activities of the project according to budget, failure to participate in the operation of courses during the sustainability period, and the like.

#### **Structure for managing CZECH.UP platform methodology:**

1. A unified platform management system that includes:
  - a. Definition of organisation collaboration over open platform through documents
    - i. Mandatory and non-exceedable Rules of Use of the CZECH.UP JukeBOX Platform in projects
    - ii. JukeBOX Demonstrator Rules
  - b. Supported communication system with the central role of the [www.CZECH-UP.cz](http://www.CZECH-UP.cz) portal and the project and product course portals hosted on it
  - c. Certification authority CZECH.UP organized in cooperation with cooperating partners
  - d. Logic of methodology flow through a system of certified national methodologists
  - e. A system for supporting project management and cooperation through sharing and online management of meetings and seminars
  - f. System for the creation of LP type trainings for the JukeBOX platform as educational objects in the system of digital modeling of competence management
2. Expert and management teams for the management of an open platform (any partner who fulfils the agreed terms of cooperation can nominate their representatives to the team):
  - a. Team Lead (now CZECH.UP and NARA.SK – both cover many other individuals and organizations)
  - b. Team of methodologists
  - c. Media and Communication Team
  - d. Digital Team
3. Support tools (digital) for activities.

#### **Team of methodologists:**

1. The team of methodologists is led by the Main Methodologist, which is usually the Methodologist for the Czech Republic; The main methodologist is directly subordinate to the author of the platform and is also his deputy. The main methodologist performs:
  - a. Transfer of communication between platform teams
  - b. Organizes CZ and international communities
  - c. Organizes cooperation of methodologists
  - d. It ensures a uniform methodological approach of the platform
  - e. Ensures unified communication about the platform
  - f. Organizes certification of methodologists and other persons and activities
  - g. Organizes the cooperation of the Platform Team Leaders and participates in the resolution of disputes and risks
2. Only one methodology is established for each country (group of countries). It is in charge of specific national localization and national communities
  - a. Transfer of communication from and to the national team of the platform
  - b. Organizes national communities

- c. Organizes cooperation at the national level and within the framework of international cooperation
- d. At national level, it ensures a uniform methodological approach of the platform
- e. At national level, it ensures uniform communication on the platform

#### **Preparation of methodologists:**

1. Nomination for the position of methodologist can be submitted by
  - a. Author
  - b. National partner of the platform, if there is no national methodologist in the country
  - c. Team of methodologists
  - d. Team of managers
  - e. Media Team
  - f. Digital Team
2. The nomination is approved by the Panatec – CZECH.UP Certification Authority if the conditions are met. In the CA, the author has the right of veto and the members of the body of this authority are members of the Management Team, or a specific person can be replaced by a person delegated by a specific manager.
3. The administration of the agenda of the Team of Methodologists is provided by the Main Methodologist, who is also the Methodologist of the Czech Republic
4. Each methodologist whose nomination has been approved must pass the following before certification:
  - a. Participation in a project that produces content (for example, a JukeBOX course)
  - b. They create their own national community
  - c. Training from the author and architect
  - d. He independently leads a specific seminar with a target group and this seminar has been certified
  - e. He independently leads part of the international conference and his participation has been certified
  - f. He will clearly demonstrate his abilities needed for such a role
5. The methodologist is always certified for a period of 1 year and the subsequent extension of certification requires fewer formal acts, especially point 4.f. However, the certification authority has the right to require the completion of a plan for the recertification of a specific methodologist, which it will submit to it before the expiry of the existing certification, if possible.

Effective from: 1.6.2023

Approved by: Nácovský, Plesník