TECHNICAL GUIDELINES

FOR CONTENT INCLUSION

International Policy Centre for Inclusive Growth IPC-IG

United Nation Development Programme

Contents

Introduction

1) **Start by creating an account and logging in on** socialprotection.org

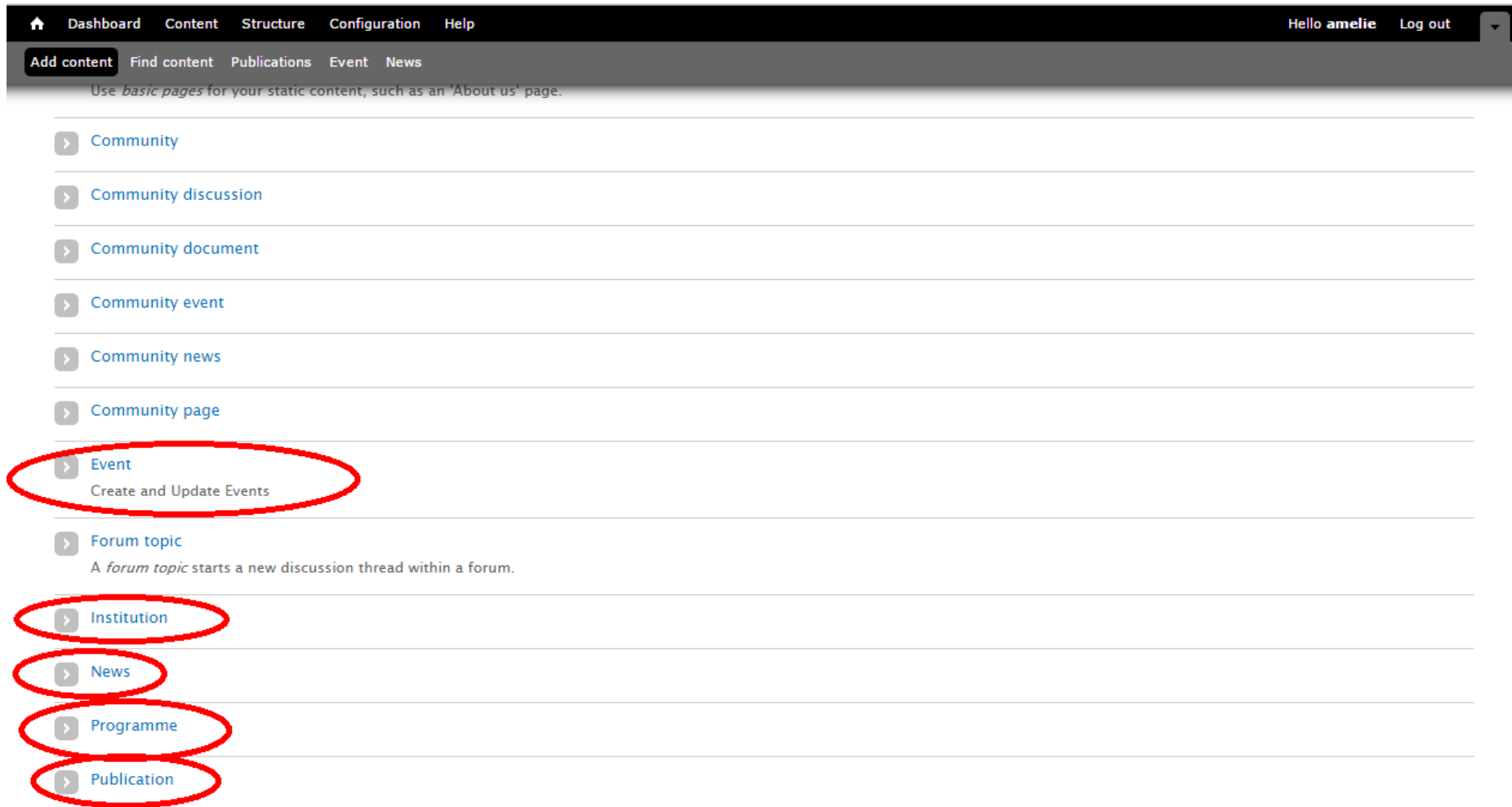**2) Click on the 'Add content' tab and then on the type of content you want to add:**
- Events;
- Institutions;
- News;
- Programmes;
- Publications.

General Remarks

- In the case of **publication classification**, the relevant information has to be sought in the **Abstract/Introduction/Index/Titles and Subtitles.** As a theoretical basis, please also refer to the *Theoretical Guidelines for Content Inclusion;*

- The body of the description of any inserted content has to be formatted as **justified**. Any typographic mistakes or irregularities should be corrected (e.g. line breaks, capital letters, etc.);

- All titles must be written in **lowercase** letters (edit if all-capital letters);

- As for the **correspondence between Countries and Developing Regions**, a table is provided in the document *Theoretical Guidelines for Content Inclusion*;

- **All fields marked with an asterisk are required**; as for those that are not, try to fill as many as possible;

- Be careful to check the '**General' subcategory** when content is not specific (available for the following fields: SP Programmes, Health and Labour market—in Cross-Cutting Areas—and Continents);

- As for **Programme Profiles**, please also refer to the *Programme Profile Guidelines.*

A. Events

1. Title	Title *	Name of the event
2. Language	**Language** Language neutral Language neutral Arabic Chinese, Simplified English French Indonesian Italian Portuguese, Brazil Spanish	**Language** of the content which relates to the event. The spoken language of the event is not available and can be mentioned as **available languages** in the *Description* field (see #3).
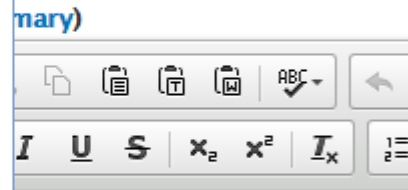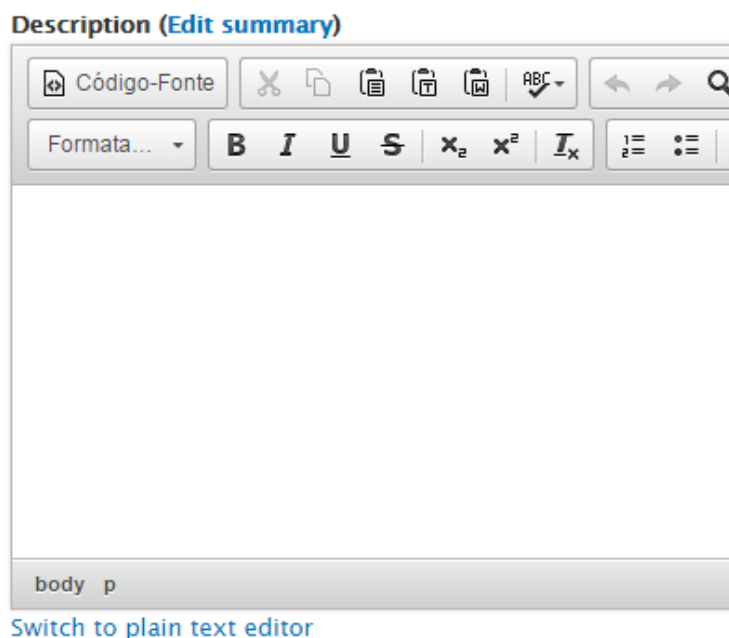
| 3. **Description of the event** | **Description (Edit summary)**

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 Switch to plain text editor | Copy and paste the available description **about the event from its website.** |
| 4. **Event Dates** | **EVENT DATES** *

 ☐ All Day ☑ Show End Date

 Date   **Time**
 06/01/2015   15:15
 E.g., 06/01/2015   E.g., 15:15

 to:

 Date   **Time**
 06/01/2015   15:15
 E.g., 06/01/2015   E.g., 15:15 | If the event lasts for **several days**, tick 'Show End Date'; if **no specific time is mentioned**, click 'All Day'.

 Both boxes can be ticked at the same time, in the case of an event that would last for several days, but with no time mentioned. |

5. Event Link	**Event link**	Link to the **institutional page** of the event
6. Image	**Image** Escolher arquivo Nenhum arquivo selecionado Upload Files must be less than **128 MB**. Allowed file types: **png gif jpg jpeg**.	Download the image of the event (right-click on the image and choose 'save image as'), name it according to the following syntax: *event-date_event-name* and upload it. If no particular image is available for the event, upload **the logo of the main organiser**.
7. Event Location	▼ EVENT LOCATION **Location** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica Continent ⊞ ☐ Asia ⊞ ☐ Europa ⊞ ☐ Oceania **Developing Regions** ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Global ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ South–Asia ☐ Sub–Saharan Africa	The '**location**' section refers to **the place where the event takes place.** In the case of a virtual event (like a webinar), tick the 'global' checkbox. The '**Developing Regions**' section refers to **the regional coverage of the event.** E.g. In the case of an event about Brazil taking place in Germany, tick 'Germany' for 'Event Location' and 'Latin America & Caribbean' for 'Developing Regions'.

8. Classification of the Event	**Social Protection Programmes** ⊞ ☐ All Programs **Cross-Cutting Areas** ⊞ ☐ All Areas **Social Protection Topics** ⊞ ☐ All Topics	Any of the content included in the SP Gateway **has to be linked to social protection**, and more precisely to at least one of the following categories: SP Programmes/Cross-Cutting Areas/SP Topics. In other words, it is not required to fill all of these three fields, but at least one of them has to be filled out. It is a good idea to be as detailed as possible to provide users with accurately classified content. For a **definition of all these subcategories**, please refer to the document *Theoretical Guidelines for Content Inclusion*.
9. Organisers	▼ ORGANIZERS **Organiser type** ☑ Government ☐ International organization ☐ Non-governmental organization ☐ Research centers and academia ☐ Consulting firm ☐ Other **Government** * [Choose some options]	**2 Steps:** 1. Select the **organiser type** (multiple checkboxes can be ticked); 2. Then **a field will appear at the bottom.** As you fill it, the name of the **registered institutions** will appear and you will be able to select the one you want from the list. If the institution you are looking for has not been registered yet, go to '**Add Content>Institution'** to add it (see **section B** of these guidelines).

10. Contacts

Fill these fields with the email or phone number of the **event's focal point**, if available.

11. Status

The classifiers should **untick the 'Published' box** to leave the items as pending until their revision and publication by a knowledge manager.

B. Stakeholders

In the case of non-SP stakeholders (local press, general universities, etc.), it is enough to provide only basic information.

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1. Title

Title *

[   ]

Complete name of the institution.

If it has an **acronym**, add it between parentheses:
International Policy Centre for Inclusive Growth (IPC-IG);

If the original name of an Institution is not in English, use the following syntax:
Complete name in original language, Acronym (Name translated in English).
E.g.: *Agence Française de Développement, AFD (French Agency for Development)*

In the case of a **Ministry or a government agency**, use the following standard:
Country – Complete name in original language, Acronym (Name translated in English).
E.g.: *Guatemala – Ministerio de Desarrollo Social, MIDES (Ministry of Social Development)*

| 2. Institution Type | | Select the appropriate **institution type.**

In the case of a **national Development Aid Agency** (like AFD, GIZ, DFID, DFAT, etc.) or a Development Bank, select '**International Organisation**'.

Multiple selection *should be available at some point. It may be necessary in the case of a government research institute such as Ipea, for instance.* |
| 3. Website of the institution | | Link to the **homepage** of the institution. |

Institution Type *

- Select a value -

- Select a value -
Government
International organization
Non-governmental organization
Research centers and academia
Consulting firm
Individual author
Other

Website URL

4. Description of the institution
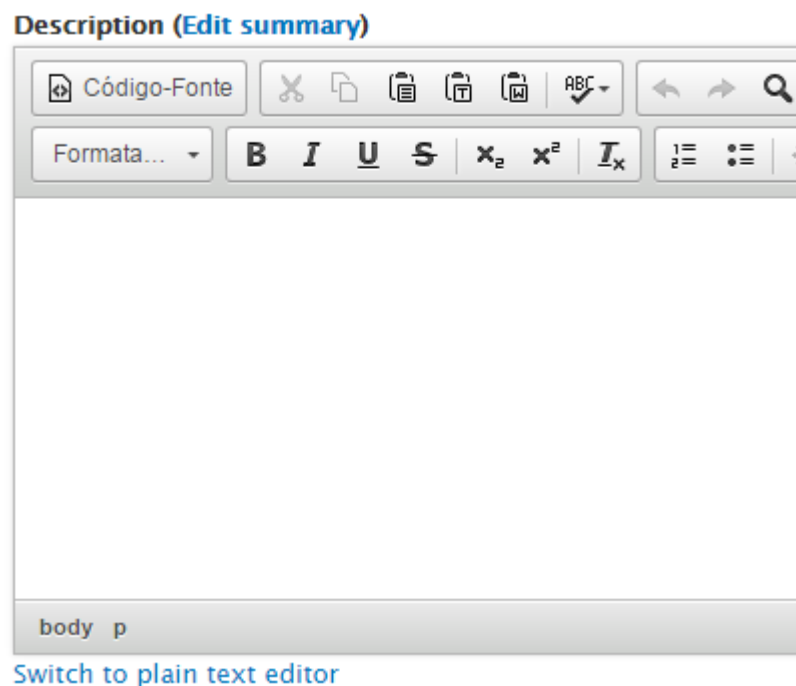
Copy and paste the **description of the institution that appears on the institution's website** (usually in the section 'About us', 'Who we are', 'Our mission', etc.).

In order to standardise our approach, it is preferable to revert any text formatting (e.g. font, bold, italic, links), using for instance Notepad as an intermediary tool (i.e. copy/paste to Notepad and then from Notepad to the description box).

When the description is written in the first person ('We', 'Our mission', etc.), please adapt it to the third person (e.g. 'the Centre's mission').

If no description is available in English, it can be provided in its **original language**.

5. Country & Regional Focus of the institution	**Country** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica Continent ⊞ ☐ Asia ⊞ ☐ Europa ⊞ ☐ Oceania **Regional focus** ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Global ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ South-Asia ☐ Sub-Saharan Africa	The '**country**' section refers to **the country where the institution is headquartered.** In the case of a virtual entity (like a network or a platform), tick 'Global'. The '**Regional focus**' section refers to **the focus of the institution.**
6. Classification of the institution	**Social Protection Programmes** ⊞ ☐ All Programs **Cross-Cutting Areas** ⊞ ☐ All Areas **Social Protection Topics** ⊞ ☐ All Topics	All of the content in the SP Gateway **has to be linked to social protection**, and more precisely to at least one of these categories: SP Programmes / SP Topics / Cross-Cutting Areas. In other words, it is not required to fill all of these three fields, but at least one of them has to be informed. If it is not possible to classify a document with at least one category out of the three fields, it is

a strong indicator that the document is not related to social protection.

It is a good idea to be as detailed as possible to provide the users with accurately classified content.

For a **definition of all these subcategories**, please refer to the document *Theoretical Guidelines for Content Inclusion*.

7. Institutional Information	▾ INSTITUTIONAL INFORMATIONS **Institutional Contact Name** **Institutional Email** **Institutional Phone Number** **Institutional Address**	Please fill in **as many fields as possible based on information available** at institutional websites. Do **not** fill with any possible **internal contacts** that the IPC-IG might have with these institutions. As for the **Phone Number**, please add the **country code**. As for the **Institutional Address**, please do not forget **city and country.**

8. Status

Revision information
New revision

Authoring information
By amelie

Publishing options
Published

☑ Published

☐ Promoted to front page

☐ Sticky at top of lists

The classifiers **should untick the 'published'** box to leave the items as pending until their revision and publication by a knowledge manager.

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C. News

Remarks:
- The news should have **good information quality**. They are supported by facts and the delivery is neither too strong or offensive;
- The news should not be about **personal and controversial points of view**;
- The news should be about broad problems that involve **several people** in a country;
- When including **news found on an SP platform**, make sure you provide the **original page** where the article was published (e.g. ILO's social-protection.org);
- Try to select **few but very relevant** articles, easily recognisable: from a **famous and credible source** (*The Economist*, *The Guardian*, *el País*, etc.) and featuring **vital information about specific programmes or national SP systems** (launch/reform of a programme);
- When the local press relays information released by an international organisation (UN, ILO, WB, etc.), try to find the **original source** instead of publishing a second-hand article;
- As for articles about balances (budget, population, etc.), publish them only if they are **really relevant** or **provide historic facts or data** (report published, launch, objective met, etc.);
- We can publish news about **developed countries**, but only when they are very significant (major reform, etc.).

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1. Title

Title of the article

Title *

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2. Language	Language English ▼ **Arabic** Chinese, Simplified English French Indonesian Italian Portuguese, Brazil Spanish	Language of the article
3. Description	Description (Edit summary) Código-Fonte ✂ 🗐 🗐 🗐 🗐 ABC ↩ ↪ Formata... ▼ **B** *I* <u>U</u> S x₂ x² Iₓ ⁝≡ ⁝≡ body p Switch to plain text editor	**First paragraph of the article** or—if not relevant— **the most relevant paragraph** of the article, followed by ellipses, e.g.: On April 1st, the Government of Thailand announced its decision to introduce an unconditional Child Support Grant scheme later in 2015. The cabinet approved THB 600 million (approx.US$ 20 m) for the implementation of the grant. Under the scheme, poor and near-poor families with children aged 0-1 will receive a monthly allowance of 400 baht per child. Children currently receiving support under the existing Social security scheme are not eligible for the grant. A total of 135,000 children, born during the period from October 2015 till September 2016 will be covered under the scheme. Implementation details, including targeting methods, are now to be decided by the inter-ministerial task force established for the roll-out of the grant. …

4. Date	DATE PUBLISHED Day — 1 — Month Jun — Year 2015	Day the article was published
5. Image	Image Escolher arquivo — Nenhum arquivo selecionado — Upload Files must be less than **128 MB**. Allowed file types: **png gif jpg jpeg**.	Save the news image from the institutional page and upload it here. If no particular image is available for this particular news, upload **the logo of the main organiser**.
6. Link	Link *	Link to the original page of the article
7. Country	Country ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica Continent ⊞ ☐ Asia ⊞ ☐ Europa ⊞ ☐ Oceania	Country the article is about. The 'Global' option is available, as well as a 'General' category under each continent.

8. Publisher

2 Steps:
1. Select the **Publisher Type** (it can be multiple);
2. Then **a box will appear at the bottom.** As you fill it, the names of the **registered publishers** will appear and you will be able to select the one you want.

If the institution you are looking for has not been registered yet, go to '**Add Content>Institution'** to add it (see **section B** of these guidelines).

9. Classification

All of the content in the SP Gateway **has to be linked to social protection**, and more precisely to at least one of these categories: SP Programmes/Cross-Cutting Areas/SP Topics. In other words, it is not required to fill in all of these three fields, but at least one of them has to be informed.

It is a good idea to be as detailed as possible to provide users with accurately classified content.

		For a **definition of all these subcategories**, please refer to the document ***Theoretical Guidelines for Content Inclusion***.
10.Status		The classifiers should untick the '"Published"' box to leave the items as pending until their revision and publication by a knowledge manager.

D. Programme

1. Title	**Title** * [ ]	Official name of the programme
2. Country & Regional Focus	**Country** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica Continent ⊞ ☐ Asia ⊞ ☐ Europa ⊞ ☐ Oceania **Regional focus** ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Global ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ South–Asia ☐ Sub–Saharan Africa	Country of programme implementation and corresponding region
3. Previous Name of the Programme	**Previous Name** [ ]	To be filled only if the programme previously had another name

4. Starting Date of the Programme

STARTING DATE *

Year *   Month *

2015   ▼ | Jun ▼

Year of implementation of the programme

5. Objectives of the Programme

Objectives of the Programme *(Edit summary)

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Describe the purpose of the programme in detail.

6. **Programme Type (& other Programme Type)**	**Programme Type** *
	☐ All Programs
	  ☐ General
	  ☐ Social Assistance
	  ☐ Social Insurance
	  ☐ Labor Market Programs/Public work/Productive Inclusion
	  ☐ Microfinance
	
	Other Programme Type
		For a **definition of all Programme Types**, please refer to the ***Theoretical Guidelines for Content Inclusion*** and ***Programme Profile Guidelines*** documents.
		
		In the field 'Other Programme Type', it is possible to include additional information regarding the specific Programme Type which is not covered by the existing Categories.

7. **Programme Components**	**Programme Components**	Please state if the programme is composed of sub-programmes and describe them.
8. **Conditionalities**	**Conditionalities**	Conditions that beneficiaries should meet in order to receive the benefits (e.g. school attendance, medical appointments, etc.).
9. **Contribution type and amount**	**Contribution type and ammount**	State if the beneficiary should provide some contribution in order to receive the benefits. (This category should only be filled in the case of contributory social insurance schemes)

10. Targeting (Methods, Areas, Groups)

TARGETING

Methods of Targeting *

☐ Means Test

☐ Proxy Means Test

☐ Categorical Targeting

☐ Geographical Targeting

☐ Community-Based Targeting

☐ Self-Targeting

☐ Other

Targeted Areas

Target Groups

The definitions of the different **Methods of Targeting** are provided in the *Programme Profile Guidelines* document**.**

Targeted Areas: (rural/urban)+ region names, if available

Target Groups: e.g. children, elderly, disabled, etc.

11. Eligibility (Criteria & Reassessment)	▼ ELIGIBILITY **Eligibility Criteria** **Eligibility Reassessment (if any)**	**Eligibility Criteria:** Describe the programme's eligibility requirements. **Eligibility Reassessment (if any):** if the government changed the eligibility criteria during the programme's implementation period, describe these changes.
12. Benefits	▼ BENEFITS **Type of Benefits** **Amount of Benefits** **Payment Frequency** **Benefits Delivery Mechanism** **Recipient of the Benefit** **Minimum and maximum duration of benefits (if any)**	**Type of benefits**: Choose among options such as cash, food, in-kind, services, etc.) **Amount of Benefits**: In US Dollars (if available) or in local currency **Payment Frequency**: State the timetable for the delivery of benefits (weekly, monthly, etc.) **Delivery Mechanism**: (e.g. manual payments, transfers to bank accounts, etc.) **Recipient of the Benefits**: Person entitled to get the benefits. (e.g. Women, Caregiver etc.)
13. Coverage	**Coverage**	Use % if available; if not, use absolute values. Use data from the latest available year (state the year between parentheses).

14. Total Programme expenditure	**Total Programme Expenditure**	Use % if available; if not, use absolute values Use data from the latest available year (state the year in parenthesis).
15. Involved Agencies	**Involved Agencies**	International Organisations or NGOs that support the government during one or more phases of the programme's design and implementation.
16. M&E (Mechanisms and Frequency)	**Monitoring and Evaluation Mechanisms and Frequency**	Please describe the government's monitoring and evaluation strategy in detail, if any.
17. Status	**Revision information** New revision **Authoring information** By amelie **Publishing options** Published ☑ Published ☐ Promoted to fro ☐ Sticky at top of	Classifiers should untick the 'published' box to leave the items as pending until their revision and publication by a knowledge manager.

E. Publications

Special case of video: the screenshot needs to follow the format as shown below, and the direct link to the video has to be inserted in the "download URL" box.

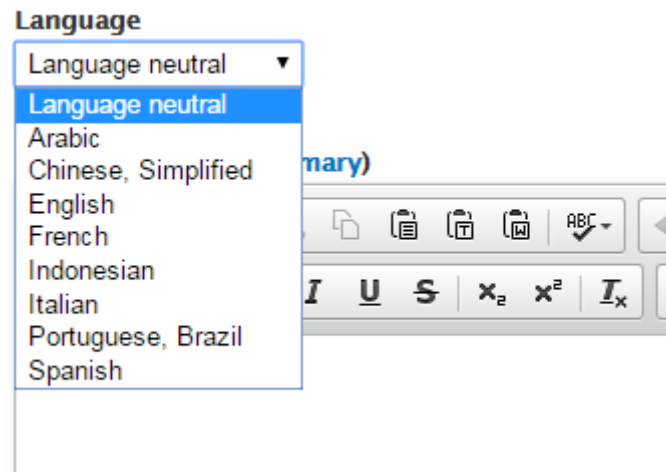| 1. Title	Title of the publication
Title *	**Subtitle** option also available under the "Language" field
	In the case of two publications with the same title and a different subtitle, the subtitle has to be included in the title in order to differentiate both documents in the search.

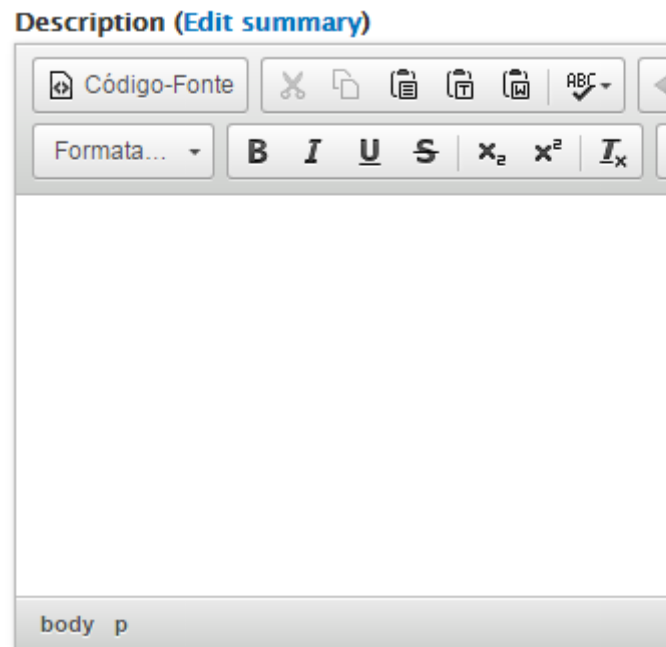| 2. **Language**	**Language** Language neutral ▼ Language neutral Arabic Chinese, Simplified English French Indonesian Italian Portuguese, Brazil Spanish	Language of the publication In the case of publications in **Arabic/Chinese/Russian**, all fields shall be filled in English.
3. **Description**	**Description (Edit summary)**	Abstract or relevant paragraph(s) of the introduction (500 words maximum)

Switch to plain text editor

4. Tags	Tags	Insert all the tags in the same box, separated by commas.
		The publications sometimes feature keywords at the beginning.
		The tags **should not repeat the content of the classification** (SP Programmes, SP Topics, Cross-Cutting Areas).
		It is relevant to include **programme names** as keywords (e.g.: Bolsa Família, Oportunidades, LEAP, etc.).
5. Publication Year	PUBLICATION YEAR Year 2015 ▼	Select document's publication year.

6. Sources (links)

- **Publication File:** in case we host the document directly. This won't be the favoured option: the priority is linking documents that are already online.

  The priority will be to fill out:
- 'Download URL': the **direct link** to the PDF file;
- 'Page URL': the institutional page **where the PDF file is available for download**

7. Image

Take a **screenshot of the cover page,** as large as possible (depicting the whole cover page, which must not be cut).

8. Classification

Social Protection Programmes

⊞ ☐ All Programs

Cross-Cutting Areas

⊞ ☐ All Areas

Social Protection Topics

⊞ ☐ All Topics

All of the content in the SP Gateway **has to be linked to social protection**, and more precisely to at least one of the following categories: SP Programmes/Cross-Cutting Areas/SP Topics. In other words, it is not necessary to fill all of these three fields, but at least one of them has to be informed.

It is a good idea to be as detailed a possibleto provide users with accurately classified content.

For a **definition of all these subcategories**, please refer to the *Theoretical Guidelines for Content Inclusion* document.

9. Geographic coverage

GEOGRAPHIC COVERAGE

Country
- ☐ Global
- ⊞ ☐ Africa
- ⊞ ☐ America
- ⊞ ☐ Antarctica Continent
- ⊞ ☐ Asia
- ⊞ ☐ Europa
- ⊞ ☐ Oceania

Region
- ☐ East Asia & Pacific
- ☐ Europe & Central Asia
- ☐ Global
- ☐ Latin America & Caribbean
- ☐ Middle East & North Africa
- ☐ South–Asia
- ☐ Sub–Saharan Africa

The **country or countries** as well as **the corresponding region(s)** the document is about**.**

Fill in both fields whenever possible.

10. Authorship

AUTHORSHIP

Author type *

- ☐ Government
- ☑ International organization
- ☐ Non-governmental organization
- ☐ Research centers and academia
- ☐ Consulting firm
- ☐ Individual author
- ☐ Other

International organization *

Choose some options

2 Steps:

1. Select the **Author type** (multiple boxes can be ticked);
2. Then **a field will appear at the bottom.** As you fill it, the name of the **registered institutions** will appear and you will be able to select the one you want.

If the institution you are looking for has not been registered yet, go to '**Add Content>Institution'** to add it (see section B of these guidelines).

11. Population Group

Population Group

- ☐ Working age group
- ☐ Children
- ☐ Elderly
- ☐ Ethnic groups
- ☐ People living with HIV/AIDS
- ☐ Persons with disabilities
- ⊞ ☐ Women
- ☐ Youth

The population group the publication is about (not to be confused with the target group of the possible programme(s) the publication deals with)

12.Document Type	Select the document type of the publication.
Document Type *	
Audio	
Video	
Photos	
Slides	
Text	
13.Content Type	For a **definition of all these content types**, please refer to the *Theoretical Guidelines for Content Inclusion* document.
Content type *	
Assessment tools	
Case studies	
General monitoring and evaluation	
General review and background information	
Impact evaluation	
Learning tools	
Virtual Campus	
14. Status	The classifiers should untick the 'published' box to leave the items as pending until their revision and publication by a knowledge manager.
Revision information New revision	✔ Publish
Authoring information By amelie	Promot
	Sticky a
Publishing options Published	