Technical Content Inclusion Guidelines
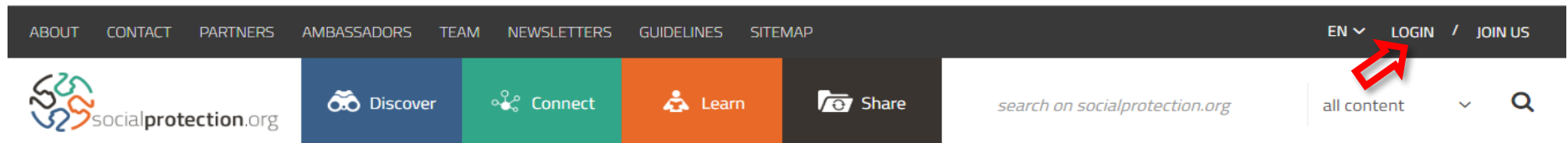
socialprotection.org

Content

socialprotection.org

socialprotection.org

Introduction: how to add general content to the platform

Start by [creating an account](#) clicking on the ' Join' button or using your account details (in case you already have one) to log in to [socialprotection.org.](#)

You can Add content in two different ways:

1.1 Option 1: Adding content directly through the features

- Click on the feature where the type of content you would like to add is located.
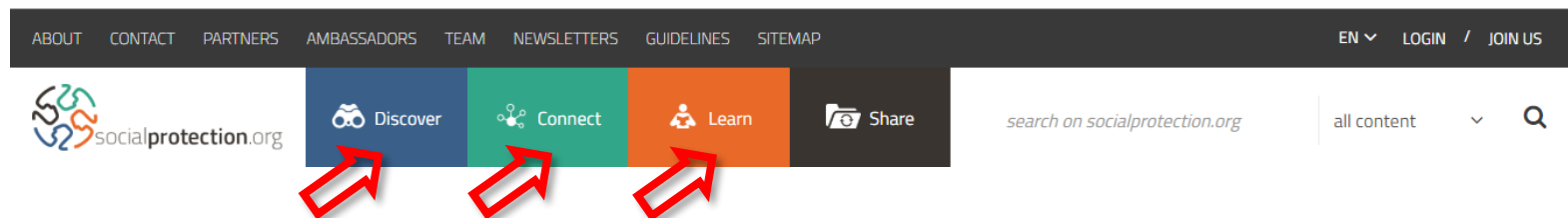
- Click on the desired content type.

4

- Then click on the 'Add' button that will appear on the top of the content type page you have selected. In this case 'Publications' is our example.

Discover > Publications

Publications

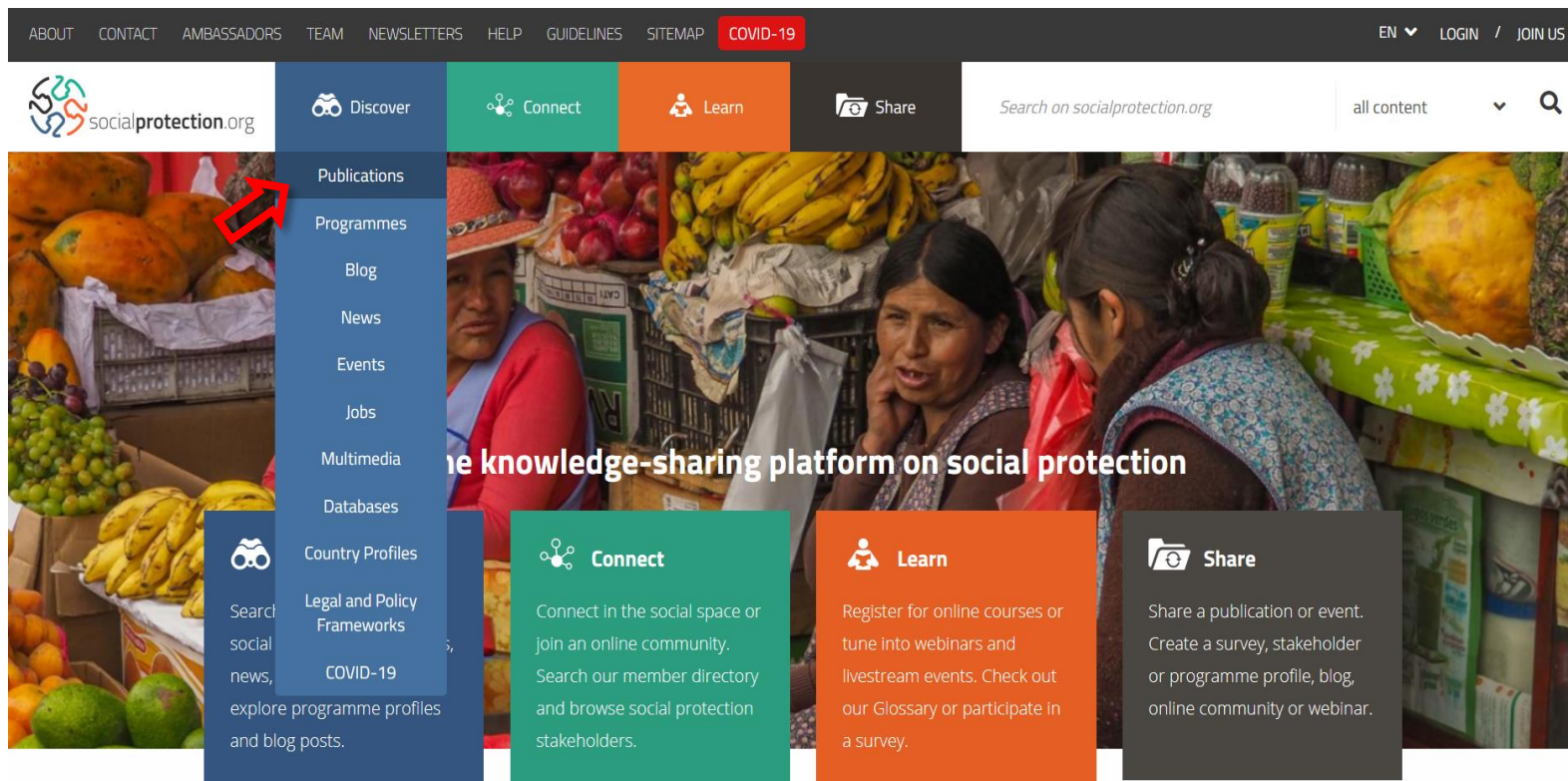Explore different types of resources on social protection

➡ + Add Publication

Items per page 10 ▾
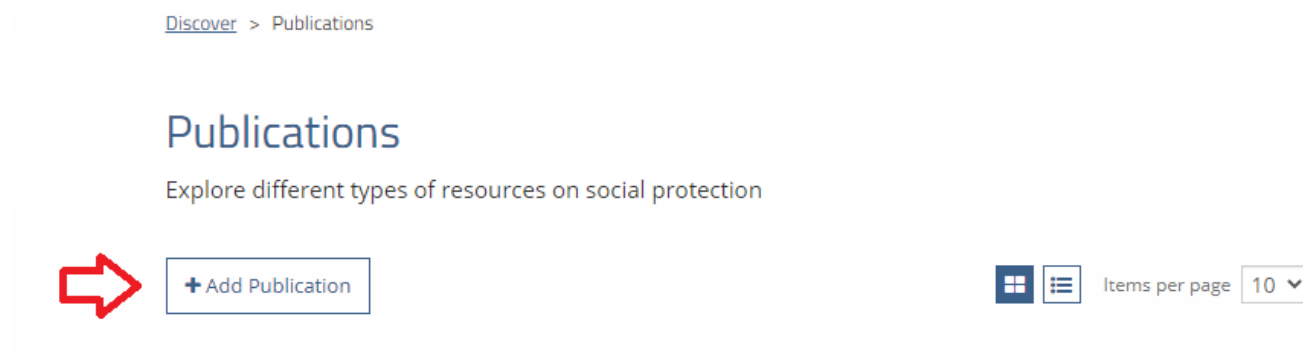
1.2   Option 2: through the 'Share' button¹

- Choose and option from the dropdown menu or simply click on the 'Share' column.

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¹ This option is not available for adding new terms to the Glossary. Please follow the first option, adding content directly through the features.

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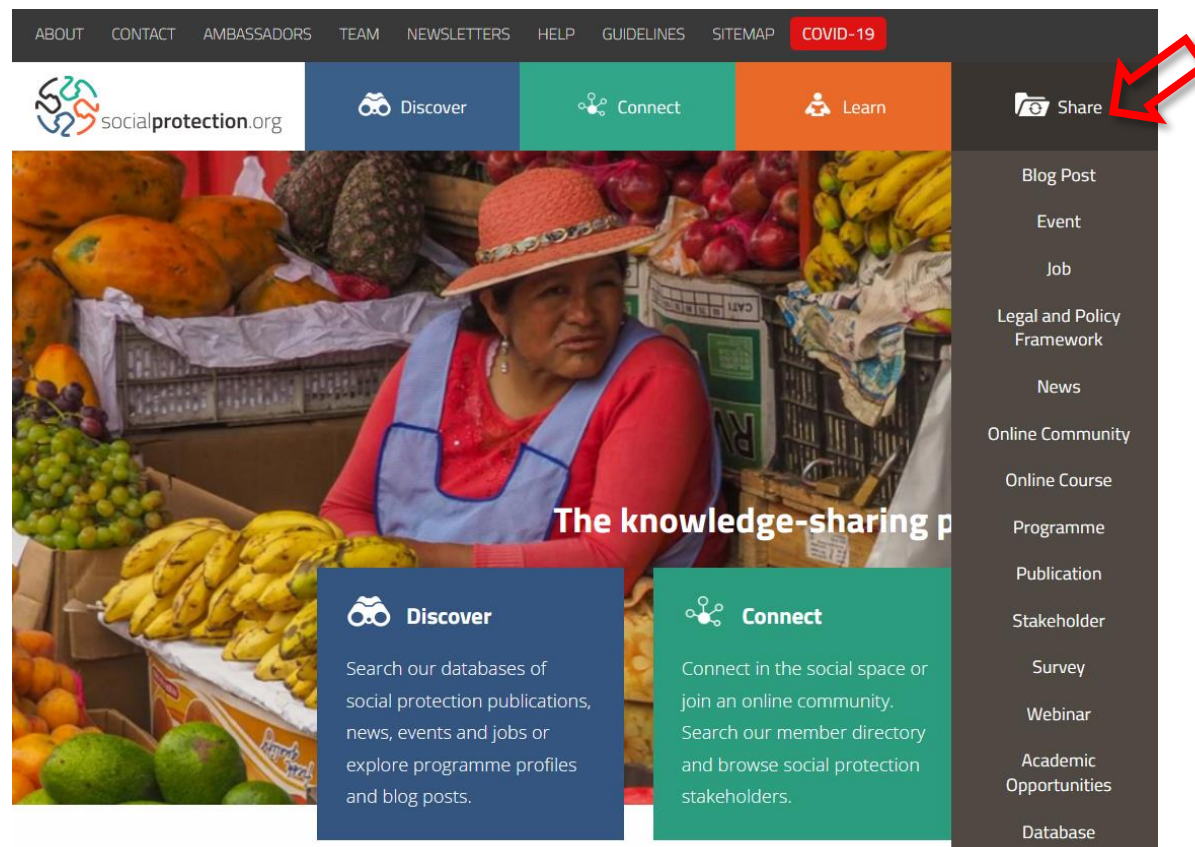
- If you chose to click on the 'Share' column, you will be redirect to the page below to select the content you wish to add:

General Remarks

I. **Please note that once you have added content, the socialprotection.org team will review it before publishing it.**

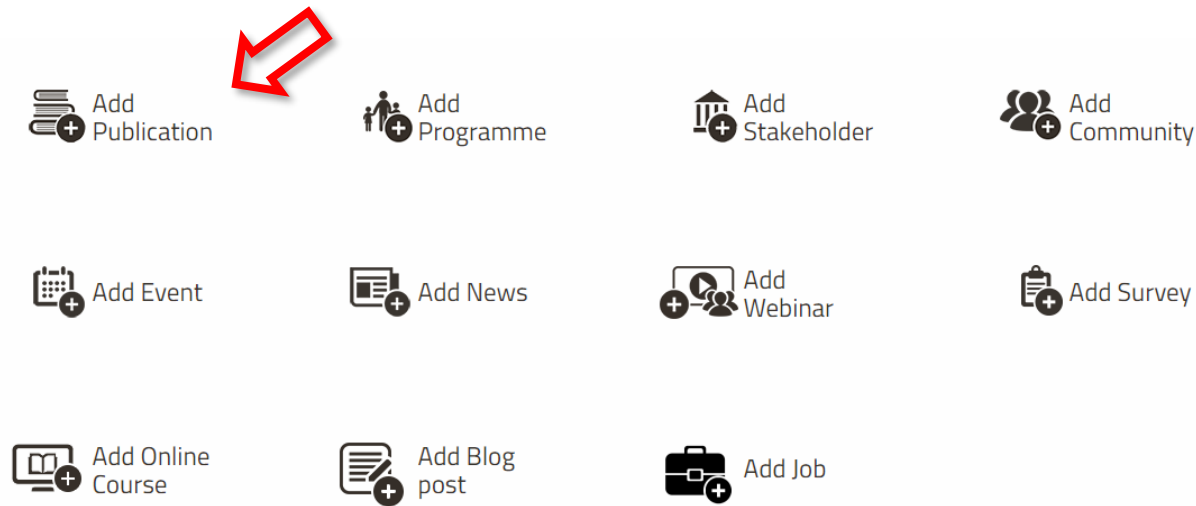II. The body/description field of any inserted content must be formatted as **justified**. Any typographic mistakes or irregularities should be corrected (e.g. line breaks, capital letters, etc.).

III. All titles must be written in **sentence case** (edit if all capital letters).

IV. As for the **correspondence between Countries and Developing Regions**, a table is provided in the document *Theoretical Content Classification Guidelines*.

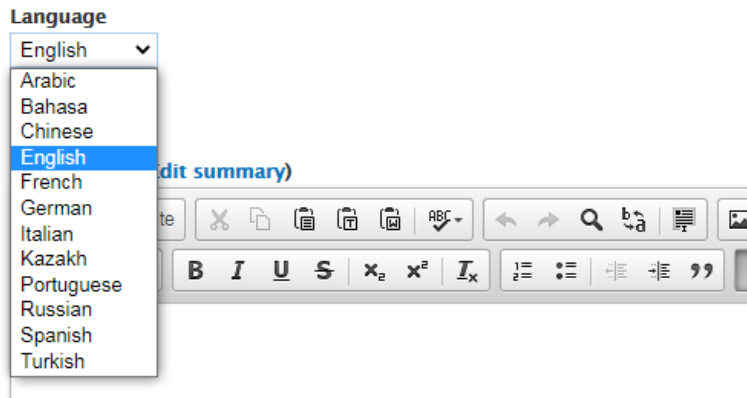V. **All fields marked with an asterisk are required**; as for those that are not, try to fill as many as possible.
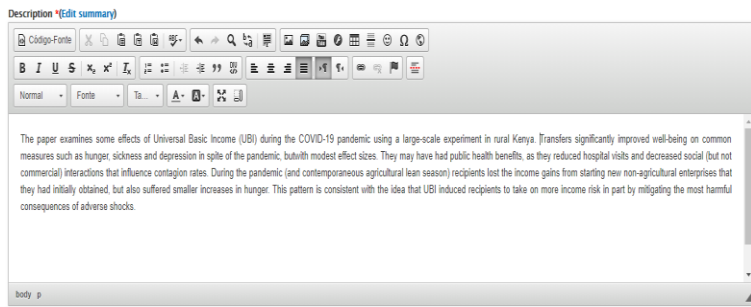
VI. While classifying a content using the taxonomy, be careful to check the '**General' subcategory** when content is not specific (available for the following fields: SP Programmes, Health and Labour Market—in Cross-Cutting Areas—and Continents).

A. Publications

Remarks:

- When filling out the publication form, leave the 'Subtitle' section blank.
- For the 'Description' (item 3), relevant information about the resource should be available in the abstract, introduction or in the executive summary.
- As a theoretical basis, for classifying your material (item 8), please refer to the *Theoretical Content Classification Guidelines*.

1. Title		Write the title of the publication.
	Title *	In case the publication has a specific form such as a One-pager, Summary or Policy Brief, write it in the end of the title.
		Example: Morocco's new social registry: implementation and challenges (One-pager).

		Leave the 'Subtitles' field blank.
2. Language		Select the language of the publication. In the case of publications in Arabic/Chinese/Russian, all fields should be filled in English.
3. Description		Write or paste an abstract or relevant paragraph(s) of the introduction that detail the objective of the publication and/or its findings (maximum six lines of text). The relevant information must be sought in the 'Abstract/Introduction/Index/Summary. If the publication is referring to COVID-19 it should be mentioned in its description. If the description itself doesn't mention COVID-19, you can insert the term *[COVID-19]* in the end of the description.

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4. Tags	**Tags**	Insert all the tags in the same box, separated by commas. Publications sometimes feature keywords at the beginning, which you may copy and paste. The tags should not repeat terms that are already implicit in the classification (SP Programmes, SP Topics, Cross-Cutting Areas) or already written in the publication's headline. It is always relevant to include programme names as keywords (e.g.: Bolsa Familia, Oportunidades, LEAP, etc.).
5. Publication Year	**PUBLICATION YEAR** **Year** 2021 ▾	Select the year of publication.

6. Sources (links)	**SOURCES** **Publication File** Choose file No file chosen Upload For locally hosted files Files must be less than **1000 MB.** Allowed file types: **txt doc docx pdf xls xlsx ppt pptx png gif jpg jpeg mp3 mp4 mpeg wav ogg wma ogv webm.** **Download URL** **Page URL**	Publication File: used to upload the document directly. This shouldn't be the favoured option; the priority is linking to documents that are already online. Download URL (preferred): the direct link to the PDF file. Page URL (preferred): the institutional page where the PDF file is available for download.
7. Document Image	**Document Image** Choose file No file chosen Upload Files must be less than **1000 MB.** Allowed file types: **png gif jpg jpeg.**	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**
⊞ ☐ Social assistance
⊞ ☐ Social insurance
⊞ ☐ Labour market / employment programmes

Social Protection Building Blocks
⊞ ☐ Policy
⊞ ☐ Programme design
⊞ ☐ Programme implementation
☐ Programme performance / impact analysis

Social Protection Approaches
☐ Adaptive social protection
☐ Child-sensitive social protection
☐ Digital social protection
☐ Gender-sensitive social protection
☐ Informal social protection
☐ Political economy
☐ Programme graduation
☐ Shock-responsive social protection
☐ Social protection definitions and features
☐ Social Protection Floors
☐ Social protection systems
☐ Sustainable livelihoods
☐ Universal Social Protection

Cross-Cutting Areas
☐ Agriculture and rural development
⊞ ☐ Child Protection
☐ Consumption and expenditure
☐ Disability
☐ Education
⊞ ☐ Emergency response and Disaster Risk Management
⊞ ☐ Environment and Climate change
☐ Financial education and inclusion
☐ Food and nutritional security
⊞ ☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
⊞ ☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
☐ Inclusive growth
☐ Income inequality
⊞ ☐ Labour market / employment
☐ Microfinance
⊞ ☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection and, more precisely, related to the following categories: Social Protection Programmes/ Social Protection Topics/ Cross-Cutting Areas.

It is not necessary to fill all these three fields (in case the publication does not address all these components), but it is highly recommended that the Social Protection Topics/Cross-Cutting Areas are completed.

It is a good idea to be as specific as possible to provide users with accurately classified content. Focus on the central programme, topic and cross-cutting area the document is discussing.

For a definition of all the categories and subcategories, please refer to the *Theoretical Content Classification Guidelines*. |

| 9. **Geographic Coverage** | **GEOGRAPHIC COVERAGE**

Country
☐ Global
⊞ ☐ Africa
⊞ ☐ America
⊞ ☐ Antarctica
⊞ ☐ Asia
⊞ ☐ Europe
⊞ ☐ Oceania

Region
☐ Global
☐ East Asia & Pacific
☐ Europe & Central Asia
☐ Latin America & Caribbean
☐ Middle East & North Africa
☐ North America
☐ South Asia
☐ Sub-Saharan Africa | Select the country or countries as well as the corresponding region(s) the document is about.

Fill in both fields whenever possible. |

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| 10. Authorship | **▾ AUTHORSHIP**

Author/Publisher type *

☐ Government

☑ International organization

☐ Non-governmental organization

☐ Research centers and academia

☐ Consulting firm

☐ Individual author

☐ Other

International organization *

Choose some options | Two steps:
1. Select the Author/Publisher type (multiple boxes can be ticked).
2. 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 is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).

Please also add individual author(s) when applicable. |

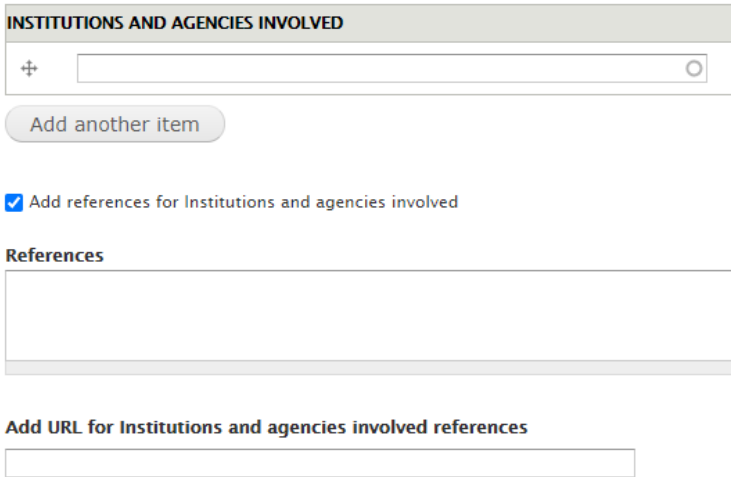|		
11. Population Group	**Population Group** ☐ Adolescents ☐ Children ☐ Elderly persons ☐ Ethnic groups ☐ LGBTIQA+ ☐ Migrants ☐ People living with HIV/AIDS ☐ Persons with disabilities ☐ Poor households ☐ Refugees ⊞ ☐ Women ☐ Working age group ☐ Youth	Select the population group the publication is about (not to be confused with the target group of the possible programme(s) the publication deals with).
12. Document format	**Document Format** ☐ Article ☐ Event outcome ☐ Executive summary ☐ Guideline ☐ Handbook ☐ Joint statement ☐ One pager ☐ Other formats ☐ Policy brief ☐ Report ☐ Toolkit ☐ Working papers	Select the appropriate document format.

B. Programme Profiles

Remarks:

- As a theoretical basis for filling the programme profiles form, please refer to the *Theoretical Content Classification Guidelines*. This will provide a solid basis for understanding what information is expected in the boxes below.

1. Title		First, write the official name of the programme in the original language and add the translation to English after, between parentheses. E.g. L'Appui Direct aux Femmes Veuves (Direct Assistance to Widows)
	Programme *	

2. Country and Geographic Area	**Country *** ☐ Global ☐ Africa ☐ America ☐ Antarctica ☐ Asia ☐ Europe ☐ Oceania **Geographic area** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ South Asia ☐ Sub-Saharan Africa	Select the country implementing the programme and its corresponding region.
3. Previous Name of the Programme	**Previous programme name (if any)**	To be filled only if the programme had, previously, another name.
4. Tags	**Tags**	If you wish, you can insert tags in this field. To add multiple tags, use commas to separate them.

		The tags should not repeat terms that are already implicit in the classification (Social Protection Programmes, Social Protection Topics, Cross-Cutting Areas) or already written in programme's name.
5. Institutions and Agencies Involved	INSTITUTIONS AND AGENCIES INVOLVED Add another item ☑ Add references for Institutions and agencies involved References Add URL for Institutions and agencies involved references	As you fill the box, the name of the institutions registered in the platform will appear, and you will be able to select the one you want. If the institution you are looking for is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline). Add references for Institutions and agencies involved.

6. Starting Date of the Programme	START DATE ☐ Show End Date Year Choose an option ▼ ☐ Add references for Start Date	Select the year of implementation of the programme. Note that it is not possible to publish this form with this field in blank. Add references for Start Date.
7. Programme Objectives	Programme objectives (Edit summary) [rich text editor toolbar] body p Switch to plain text editor Text format: Filtered HTML • Web page addresses and e-mail addresses turn into links automatically. • Allowed HTML tags: \<a> \<em> \<strong> \<cite> \<blockquote> \<code> \ \ \ \<dl> \<dt> \<dd> \<img> \<i • You may quote other posts using [quote] tags. • Lines and paragraphs break automatically. ☐ Add references for Programme objectives	Describe the purpose and goals of the programme in detail. If possible, add references for 'Programme objectives'.

8. Programme Type	Programme type * ☐ Social assistance ☐ Social insurance ☐ Labour market / employment programmes **Other Programme Type**	For a definition of all programme types, please refer to the *Theoretical Content Classification Guidelines*.
9. Programme Components	**Programme Components**	Please state if the programme is composed of sub-programmes and describe them. Use roman numbers if there is more than one component. Add references for Programme Components.
10. Conditionalities	**Conditionalities (if any)**	If any, state the conditions that beneficiaries should meet in order to receive the benefits (e.g. school attendance, medical appointments, etc.). Add references for 'Conditionalities'.

11. Contribution Type and Amount	**Contribution type and amount** ☐ Add references for Contribution type and amount	State if the beneficiary should provide some contribution to receive the benefits (this category should only be filled in the case of contributory social insurance schemes). Add references for 'Contribution type and amount. '

12. Targeting (Methods, Areas, Groups)		The definitions of the different **Methods of Targeting** are provided in the [theoretical content classification guidelines.](#)
		Targeted areas: (rural/urban) + region names, if available.
		Target groups: e.g. children, elderly, disabled, etc.
		Add references for 'Targeting methods', 'Targeting Areas' and 'Targeting groups'.

13. Eligibility (Criteria and Reassessment)		**Eligibility criteria:** describe the programme eligibility requirements. **Eligibility reassessment (if any):** if the government changed the eligibility criteria during the programme implementation period, describe these changes here. Add references for Eligibility criteria and Eligibility reassessment.

▾ ELIGIBILITY

Eligibility criteria

☐ Add references for Eligibility criteria

Eligibility reassessment (if any)

☐ Add references for Eligibility reassessment

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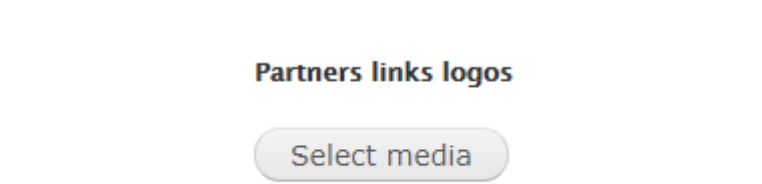| 14. Benefits		**Type of benefits**: choose among options such as cash, food, in-kind, services, etc. **Amount of benefits**: in US dollars (if available) or in local currency (specify the currency). **Payment delivery frequency**: state the timetable for the delivery of benefits (weekly, monthly, etc.). **Benefit delivery mechanism**: e.g. manual payments, transfers to bank accounts, etc. **Benefit recipients**: person entitled to get the benefits. (e.g. women, caregiver, etc.). **Minimum and maximum duration of benefits:** state the amount of time to which benefits will be delivered. Add references for 'Type of benefits', 'Amount of benefits', 'Payment/delivery frequency', 'Benefit delivery mechanism', 'Benefit

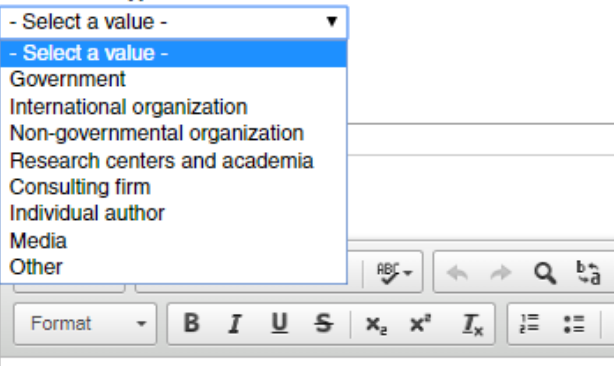|		recipients' and 'Minimum and maximum duration of benefits'.
15. Coverage	Coverage ☐ Add references for Coverage	Use percentage if available; if not, use absolute values. Use data from the latest available year (state the year between parentheses). Add references for Coverage.
16. Programme Expenditure	Programme expenditure ☐ Add references for Programme expenditure	Use percentage if available; if not, use absolute values. Use data from the latest available year (state the year in parenthesis). Add references for Programme expenditure.
17. References	References	List all the references used to gather the information entered in each field. Please refer to IPC-IG's Guidelines for Authors for the referencing format.

18. M&E (Mechanisms and Frequency)	**Monitoring and evaluation mechanisms and frequency** ☐ Add references for Monitoring and evaluation mechanisms and frequency	Please describe the government's monitoring and evaluation strategy in detail, if any. Add references for Monitoring and evaluation mechanisms and frequency.
19. Legal Framework	**Legal Framework** ☐ Add references for Legal Framework	Please state laws, decrees or any other regulatory mark that is related to the programme. Add references for the Legal Framework information.
20. MIS	**MIS** ☐ Add references for MIS	Please state if there are any Management Information Systems (MIS) in place for the programme. Add the references for 'MIS'.

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21. External Links		State if there is an external official website with more information about the programme. If yes, please add the logo from the official website and the external link.
22. Partners' Links Logos		Please add logos from the institutions involved that you mentioned on item '5. Institutions and Agencies Involved'. ***This field is temporarily deactivated. Please leave it blank.**

23. **Population Group**	**Population Group** ☐ Adolescents ☐ Children ☐ Elderly persons ☐ Ethnic groups ☐ LGBTIQA+ ☐ Migrants ☐ People living with HIV/AIDS ☐ Persons with disabilities ☐ Poor households ☐ Refugees ⊞ ☐ Women ☐ Working age group ☐ Youth	Please select the population group this programme is focused on.
24. **COVID-19 Response**	**Has COVID–19 Response** ○ N/A ○ No ○ Yes	If the programme was created (or one component created) as a response to the COVID-19 crisis, please select 'Yes'. If nothing in the programme is related to the pandemic. select 'No'.

C. Stakeholders

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| 1. **Title** | Name * [   ] | Write the complete name of the institution.

If it has an acronym, add it after a comma: *International Policy Centre for Inclusive Growth, IPC-IG*

If the original name of an Institution is not in English, use the following format:

Complete name in original language, Acronym (Name translated in English).
Example*: Agence Française de Développement, AFD (French Agency for Development)*

In the case of a ministry or a government agency, use the following format:
Country (in English) – Complete name in original language, Acronym (Name translated in English).

Example*: Guatemala – Ministerio de Desarrollo Social, MIDES (Ministry of Social Development)* |
|---|---|---|

2. Institution Type	Institution Type * - Select a value - ▼ - Select a value - Government International organization Non-governmental organization Research centers and academia Consulting firm Individual author Media Other Format ▾ **B** *I* U S x₂ xⁿ I_x ≔ ≔	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'.
3. Institutional Website	**Website URL**	Link to the homepage of the institution's website.
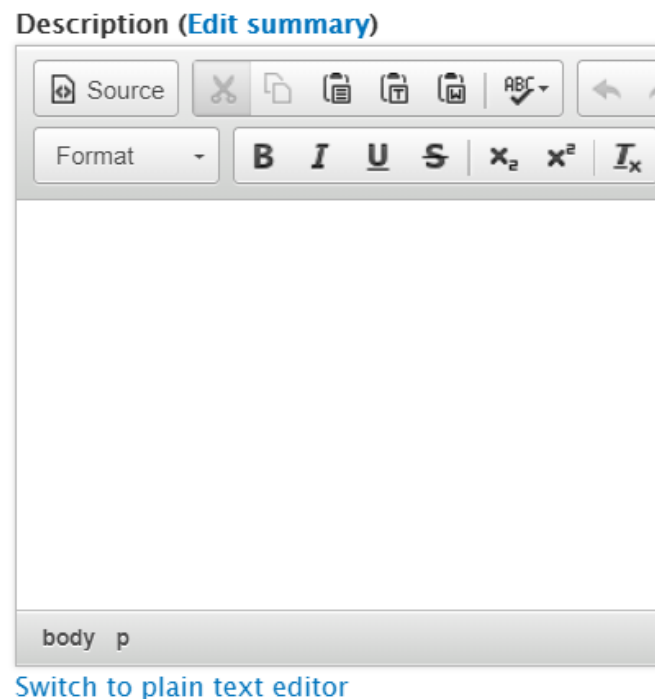
4. Description of the Institution	Description (Edit summary) Source · Format · **B** *I* U S x₂ x² Iₓ body p Switch to plain text editor	Copy and paste the description of the institution that appears on its website (usually in the section 'About us', 'Who we are', 'Our mission' etc.). In case you are creating a government institution page, remember to add the following statement to the end of the description: "*This page was created with the purpose of linking the materials available in social protection.org related to the work of [name of the institution]. This page does not represent an official communication channel of the country.*" Example*: This page was created with the purpose of linking the materials available in social protection.org related to the work of the Ministry of Education of Brazil. This page does not represent an official communication channel of the country.*

		If there is no reliable information available to fill this section, just add the above-mentioned message to the description.
		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) and justify the text.
		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. Logo of the Institution	**Logo** Choose File	No file chosen Upload Files must be less than **1000 MB**. Allowed file types: **png gif jpg jpeg**.	Insert here the logo of the institution. If you are creating a profile for a government institution and you cannot find the logo or it is of low quality, you may use the flag of the country as its representation.
6. Country and Regional Focus of the Institution	**Country** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica ⊞ ☐ Asia ⊞ ☐ Europe ⊞ ☐ Oceania **Regional focus** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ 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 .

| 7. Classification of the Institution | **Social Protection Programmes**
⊞ ☐ Social assistance
⊞ ☐ Social insurance
⊞ ☐ Labour market / employment programmes

Social Protection Building Blocks
⊞ ☐ Policy
⊞ ☐ Programme design
⊞ ☐ Programme implementation
  ☐ Programme performance / impact analysis

Social Protection Approaches
☐ Adaptive social protection
☐ Child-sensitive social protection
☐ Digital social protection
☐ Gender-sensitive social protection
☐ Informal social protection
☐ Political economy
☐ Programme graduation
☐ Shock-responsive social protection
☐ Social protection definitions and features
☐ Social Protection Floors
☐ Social protection systems
☐ Sustainable livelihoods
☐ Universal Social Protection

Cross-Cutting Areas
  ☐ Agriculture and rural development
⊞ ☐ Child Protection
  ☐ Consumption and expenditure
  ☐ Disability
  ☐ Education
⊞ ☐ Emergency response and Disaster Risk Management
⊞ ☐ Environment and Climate change
  ☐ Financial education and inclusion
  ☐ Food and nutritional security
⊞ ☐ Gender
  ☐ Global Development Agenda (SDGs / MDGs)
⊞ ☐ Health
  ☐ Housing and infrastructure
  ☐ Human capital
  ☐ Human rights
  ☐ Humanitarian-social protection nexus
  ☐ Inclusive growth
  ☐ Income inequality
⊞ ☐ Labour market / employment
  ☐ Microfinance
⊞ ☐ Migration
  ☐ Poverty reduction
  ☐ Productive / Economic inclusion
  ☐ Resilience
  ☐ South-South cooperation
  ☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection, and more precisely to at least one of these categories: Social Protection Programmes / Social Protection Topics/Cross-Cutting Areas. In other words, it is not required to fill all these three fields, but at least one of them must be completed.

If it is not possible to classify the institution with at least one category out of the three fields, it is a strong indicator that the institution 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 Content Classification Guidelines. |

8. Institutional Information		Please fill in as many fields as possible based on information available at the institutional website. As for the Phone Number, please add the country code. For the Institutional Address, please do not forget city and country.

| 9. Social Media | | You have the option to include the social media accounts of the stakeholder.
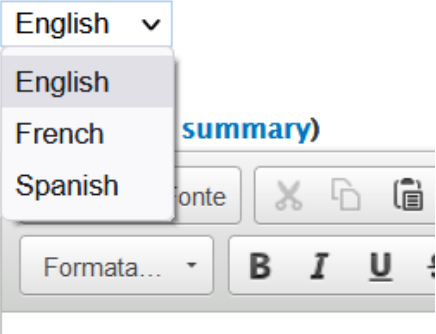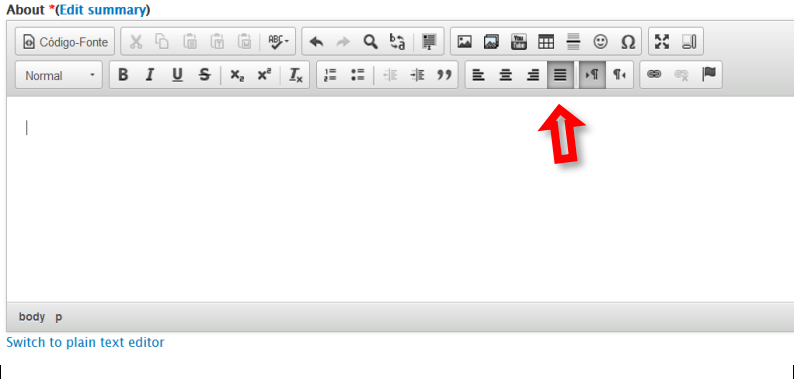
Fill each of these fields with the URL to the institution's social media profiles. |
| --- | --- | --- |

D. Online Community

1. Title		Type the title of the community.

2. Community Logo		Insert an image for the community banner. Please refer to the Community Banner Guidelines to ensure your image is following the required standards.
3. Language		Select the language (English, Spanish, or French) in which the community will be communicating.
4. Description of the Community		Insert the description of the Community. State the purpose, topics of interest and intended audience. Justify the text.

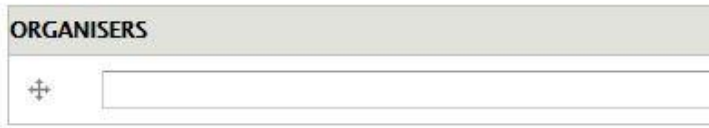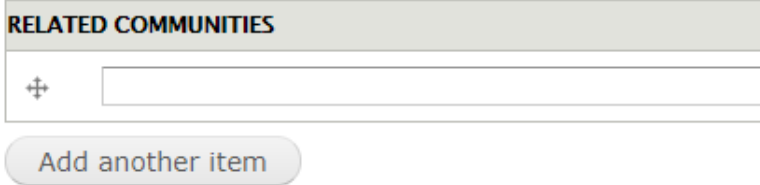| 5. Classification | **Social Protection Programmes**
⊞ ☐ Social assistance
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⊞ ☐ Labour market / employment programmes

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⊞ ☐ Environment and Climate change
☐ Financial education and inclusion
☐ Food and nutritional security
⊞ ☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
⊞ ☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
☐ Inclusive growth
☐ Income inequality
⊞ ☐ Labour market / employment
☐ Microfinance
⊞ ☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | Select at least one of these categories:

- Social Protection Programmes
- Social Protection Topics
- Cross-Cutting Areas.

For a definition of all these subcategories, please refer to the Theoretical Content Classification Guidelines.

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

| **6. Organisers** | ORGANISERS | As you fill this field, the name of the institutions will appear, and you will be able to select the one you want from the list.

If the institution you are looking for is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline). |
| --- | --- | --- |
| **7. Related Communities** | RELATED COMMUNITIES

Add another item | You have the option to link your community to sub-groups you have created. Type the name of the related community you wish to add and wait for options to load. |

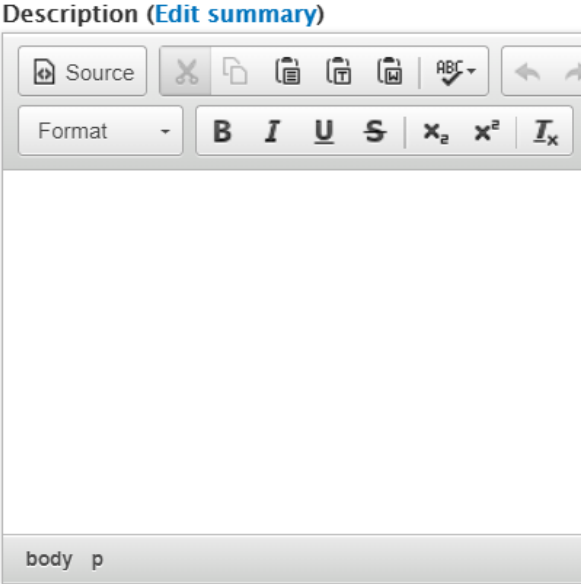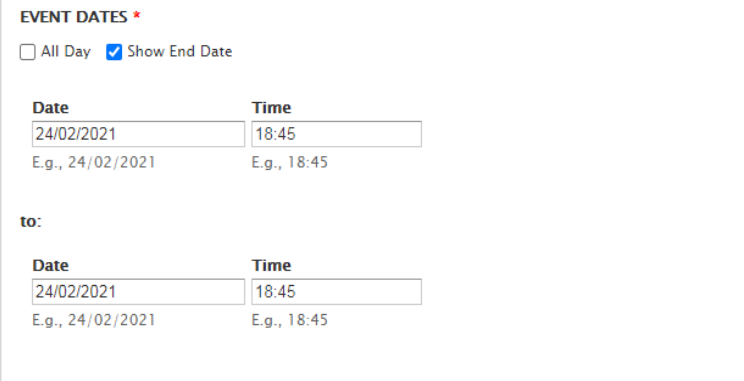| 8. Geographic Coverage | **GEOGRAPHIC COVERAGE**

State the geographic coverage of the content addressed by the Online C

Countries
☐ Global
⊞ Africa
⊞ America
⊞ Antarctica
⊞ Asia
⊞ Europe
⊞ Oceania

Regions
☐ Global
☐ East Asia & Pacific
☐ Europe & Central Asia
☐ Latin America & Caribbean
☐ Middle East & North Africa
☐ North America
☐ South Asia
☐ Sub–Saharan Africa | Select the country or countries as well as the corresponding region(s) the community will focus on.

Fill in both fields whenever possible. |

9. Social Media	▾ SOCIAL MEDIA Facebook Twitter Youtube Flickr	You have the option to include the social media account for your community. Fill each of these fields with the URL to your community's social media account.
10. Documents	DOCUMENTS	This field will be available once the community is published. Here you can add a document to the community before making it public. A new node will appear for you to fill in information about the material. Fill each of these fields, follow the instructions on the form.
11. Group's Audience	Groups audience - None - ⌄	If you are creating a working group, select the main community to which this page will be

		connected to. If this is not the case, select 'None'.

E.   Event

1. Language		Select the language of the content which relates to the event. If the spoken language of the event is not available, it can be mentioned in the *Description* field (see item 3).
2. Title		Write the name of the event. If the event is online, include "Online Event" before the title. Example*: Online Event: 2021 Social Policy in Africa Conference*

3. Description of the Event	**Description (Edit summary)** Source ✂ ⎘ 🗐 🗒 🗒 ABC▾ ↶ ↷ Format ▾ **B** *I* <u>U</u> S̶ x₂ x² Iₓ body p Switch to plain text editor	Copy and paste the available description about the event from its website. If the participation in the event is not for free, include the following disclaimer: "** Please note that the event described in this page is not free. **"
4. Event Dates	**EVENT DATES *** ☐ All Day ☑ Show End Date **Date** **Time** 24/02/2021 18:45 E.g., 24/02/2021 E.g., 18:45 **to:** **Date** **Time** 24/02/2021 18:45 E.g., 24/02/2021 E.g., 18:45	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. Tags	**Tags** Please use comma separated tags	Insert all the tags in the same box, separated by commas. The tags should not repeat terms that are already implicit in the classification (Social Protection Programmes, Social Protection Topics, Cross-Cutting Areas) or already written in the event's name.
7. Image	**Image** Choose file No file chosen Upload Files must be less than **100 MB**. Allowed file types: **png gif jpg jpeg**.	Download the image of the event (right-click on the image and choose 'save image as') and upload it. If no image is available for the event, include an appropriate photo, respecting the authorial rights and including the credits.

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8. Event Location		The 'Location' section refers to the place where the event takes place. In the case of a virtual event, tick the 'Global' checkbox. The 'Regional Focus' section refers to the regional coverage of the event. For instance, in the case of an event about Brazil taking place in Germany, tick 'Germany' for 'Event Location' and 'Latin America & Caribbean' for 'Regional Focus'.

| 9. Classification of the Event | Social Protection Programmes
☐ Social assistance
☐ Social insurance
☐ Labour market / employment programmes

Social Protection Building Blocks
☐ Policy
☐ Programme design
☐ Programme implementation
☐ Programme performance / impact analysis

Social Protection Approaches
☐ Adaptive social protection
☐ Child-sensitive social protection
☐ Digital social protection
☐ Gender-sensitive social protection
☐ Informal social protection
☐ Political economy
☐ Programme graduation
☐ Shock-responsive social protection
☐ Social protection definitions and features
☐ Social Protection Floors
☐ Social protection systems
☐ Sustainable livelihoods
☐ Universal Social Protection

Cross-Cutting Areas
☐ Agriculture and rural development
☐ Child Protection
☐ Consumption and expenditure
☐ Disability
☐ Education
☐ Emergency response and Disaster Risk Management
☐ Environment and Climate change
☐ Financial education and inclusion
☐ Food and nutritional security
☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
☐ Inclusive growth
☐ Income inequality
☐ Labour market / employment
☐ Microfinance
☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | Any of the content included in socialprotection.org must be linked to social protection and, more precisely, to at least one of the following categories: Social Protection Programmes / Cross-Cutting Areas/ Social Protection Topics. In other words, it is not required to fill all these three fields, but at least one of them must 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 Theoretical Content Classification Guidelines. |

10. Organisers	**ORGANISERS** **Organiser type** ☐ Government ☐ International organisation ☐ Non-governmental organisation ☐ Research centres and academia ☐ Consulting firm ☐ Other	Two steps: 1. Select the Organiser type (multiple checkboxes can be ticked). 2. A field will appear at the bottom. As you fill it, the name of the institution will appear, and you will be able to select the one you want from the list. If the institution you are looking for is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).
11. Contacts	**Contact E-mail** **Contact Phone**	Fill these fields with the email or phone number of the event's focal point, if available.

F. News

Remarks:

- The news should have **good information quality**. It is supported by facts and the delivery is neither too strong nor offensive.
- The news should not be about **controversial points of view**.
- When the local press relays information released by another organisation, try to find the **original source** instead of publishing a second-hand article.

1. Title		Write the title of the article. The title should have all words in sentence case (edit if all capital letters) and cannot contain words in full capital.
	Title *	In the case of an op-ed or blog, add this information before the title.
		Example:
		Blog: Cashless cash: financial inclusion or surveillance humanitarianism?

		Op-Ed: Cashless cash: financial inclusion or surveillance humanitarianism?
2. Language	English ▾ Arabic Bahasa Chinese English French German Italian Kazakh Portuguese Russian Spanish Turkish	Select the language of the news.

3. Description		Insert the first paragraph of the article or – if not relevant – the most relevant paragraph of the article (no more than four lines).
		Example:
		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.
		In the case of an op-ed or blog, add a disclaimer after the paragraph.
		Disclaimer: The views, thoughts and opinions presented in this [op-ed or blog post] belong to its author(s). They are not necessarily shared by socialprotection.org.

4. Date	DATE PUBLISHED Day: 25 Month: Feb Year: 2021	Select the date when the news was published.
5. Tags	Tags	Insert all the tags in the same box, separated by commas. The tags should not repeat terms that are already implicit in the classification (SP Programmes, SP Topics, Cross-Cutting Areas) or already written in the news' headline.
6. Image	Image Choose file No file chosen Files must be less than 100 MB. Allowed file types: png gif jpg jpeg.	Include an appropriate photo, respecting the authorial rights, including the credits, of the image you are using.
7. File	File Choose File No file chosen Upload Files must be less than 100 MB. Allowed file types: txt doc docx ppt pptx xls xlsx pdf.	Upload the file of the news if no link is available.

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8. Link	Link	Paste the link to the original page of the article.
9. Country	Country ☐ Global ☐ Africa ☐ America ☐ Antarctica ☐ Asia ☐ Europe ☐ Oceania	Select the country the article is related to.
10. Publishers	▼ PUBLISHERS **Publisher type** ☐ Government ☐ International organization ☐ Non-governmental organization ☐ Research centers and academia ☐ Consulting firm ☐ Media ☐ Other	Two steps: 1. Select the Publisher type (you can select more than one). 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. In case the institution that published the content you are trying to upload is a private news company (BBC, AllAfrica, etc.), simply

		select the 'Media' option, and write "Press" on the field that will appear. If the institution you are looking for is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).

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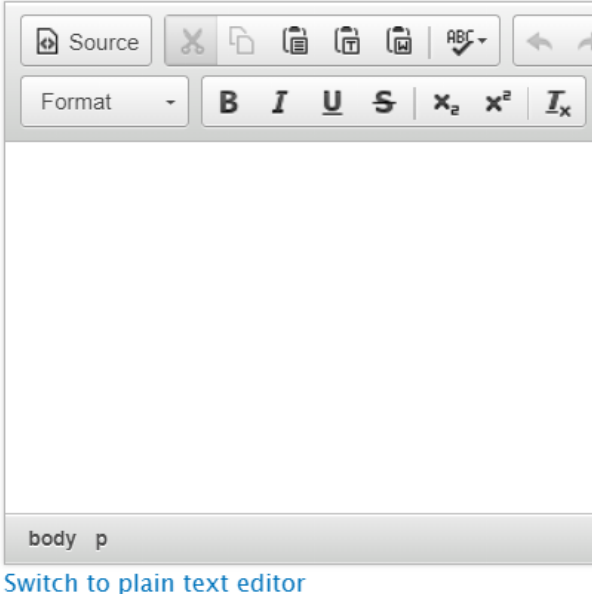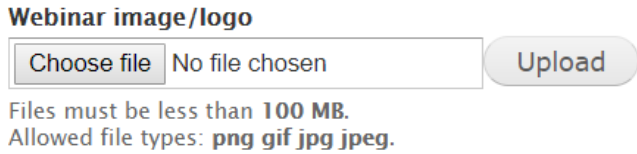| 11. Classification | Social Protection Programmes
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☐ Programme implementation
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Social Protection Approaches
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Cross-Cutting Areas
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☐ Disability
☐ Education
☐ Emergency response and Disaster Risk Management
☐ Environment and Climate change
☐ Financial education and inclusion
☐ Food and nutritional security
☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
☐ Health
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☐ Human capital
☐ Human rights
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☐ Inclusive growth
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☐ Microfinance
☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection and, more precisely, to at least one of these categories: Social Protection Programmes/Cross-Cutting Areas/Social Protection 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 completed.

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 Theoretical Content Classification Guidelines. |

G. Webinar

1. Language		Select the language of the webinar.
2. Title		Write the title of the webinar.

3. Description of the Webinar	Description (Edit summary) Source Format B I U S x₂ x² I body p Switch to plain text editor	Insert the description of the webinar. *If the participation in the webinar is not for free, include the following disclaimer: "** Please note that the webinar described in this page is not free. **"*
4. Webinar Image/Logo	Webinar image/logo Choose file No file chosen Upload Files must be less than **100 MB**. Allowed file types: **png gif jpg jpeg.**	Download the image of the webinar (right-click on the image and choose 'save image as') and upload it, respecting the authorial rights. If no image is available for the webinar, include an appropriate photo, respecting the authorial rights, including the credits.
5. Tags	Tags	Insert all the tags in the same box, separated by commas.

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		The tags should not repeat terms that are already implicit in the classification (Social Protection Programmes, Social Protection Topics, Cross-Cutting Areas) or already written in the webinar's headline.
6. Organiser	ORGANISER ⊕ [ ] Add another item	As you fill this field, the name of the institution will appear, and you will be able to select the one you want from the list. If you need to add another organiser, click on 'Add another item'. Type the organiser in the new field. If the institution you are looking for is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).

7. Webinar Date and Time	DATE * Date: 02/25/2021 (E.g., 02/25/2021) Time: 15:45 (E.g., 15:45)	Select the date and time the webinar will be held.
8. Location	Location * Inform your location and time zone. e.g: Washington (GMT –5:00)	Add the time zone where the webinar will take place.

9. Contacts	Contact Phone Contact E-mail Webinar recording Registration link Related Community	Fill these fields with the email or phone number of the webinar's focal point, if available, and the link to the webinar platform.

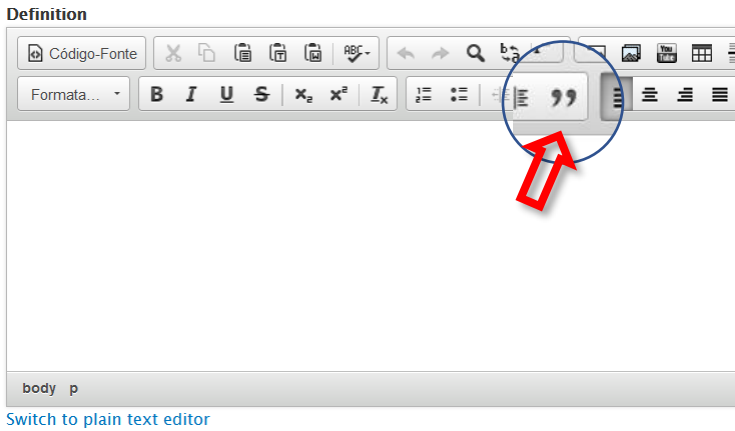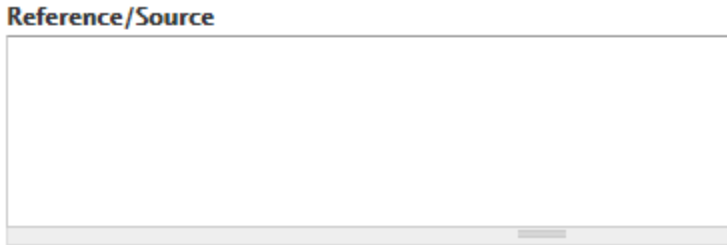| 10. Classification | **Social Protection Programmes**
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☐ Social insurance
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☐ Microfinance
☐ Migration
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☐ Resilience
☐ South–South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org **must be linked to social protection** and, more precisely, to at least one of the following categories: Social Protection Programmes / Cross-Cutting Areas / Social Protection Topics. In other words, it is not necessary to fill all these three fields, but at least one of them has to be completed.

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 *Theoretical Content Classification Guidelines*. |

11. Geographic Coverage	**GEOGRAPHIC COVERAGE** **Countries** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica ⊞ ☐ Asia ⊞ ☐ Europe ⊞ ☐ Oceania **Regions** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ South Asia ☐ Sub-Saharan Africa	Select the country or countries as well as the corresponding region(s) the webinar is about. Fill in both fields whenever possible.
12. Webinar Post Blog Link	**Webinar post blog link**	If available, add a blog link for the webinar.

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13. Presentation Link	PRESENTATION LINK Title The link title is limited to 128 characters maximum. Add another item	If available, you can add the presentation used in the session. Add the presentation title and its link.
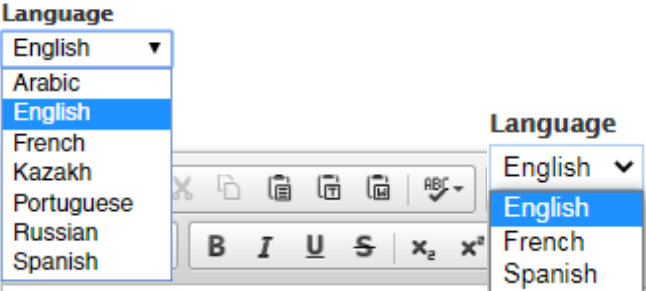
H. Glossary

I.   Glossary Terms

	+ Add Definition	To add a definition, go to the Glossary area and then click on 'Add Definition'.
1. Title	Title * _____	Fill in the term that you want to add.
2. Language	Language English ▾ English French Spanish	Select the language of the term that you are adding.

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3. Definition		Type in the term's definition and then select 'Block Quote'. After the text, write the complete reference/source of the definition without the quote and don't forget to add the link as a hyperlink. Example*:* Source: *FAO (2006). 'The Role of Agriculture and Rural Development in Revitalizing Abandoned/Depopulated Areas'.* Please refer to *IPC-IG's Guidelines for Authors* for the referencing format.
4. Reference/ Source		Please, ignore this field and write the source in the definition field as explained above.

II. Social Protection Definition

			To add a social protection definition, go to the Glossary area, click on 'What is Social Protection?' and then click on 'Add Definition'.
What is Social Protection?		+ Add Definition	
1. Language			Select the language of the term that you are adding.

2. Authorship		Two 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 is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).
3. Definition		Write in the term's definition and then select 'Block Quote'.
		Write in the complete reference/source of the definition bellow it without the quote and don't forget to add the link as a hyperlink.
		Example:
		Source: *FAO (2006). 'The Role of Agriculture and Rural Development in Revitalizing Abandoned/Depopulated Areas'.*

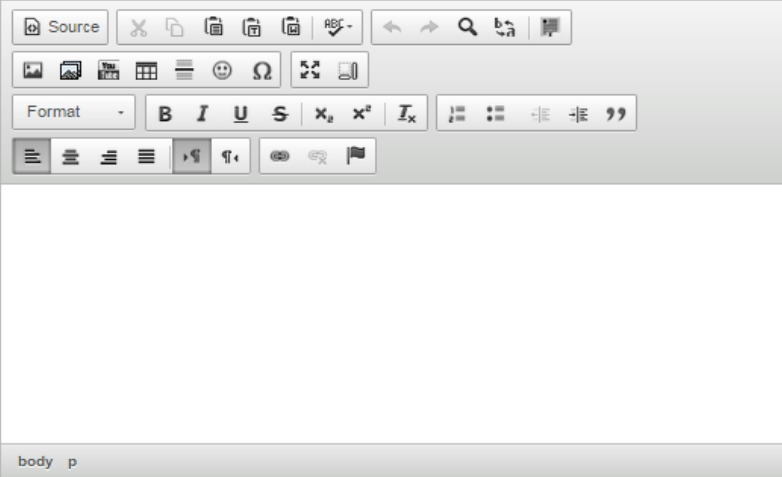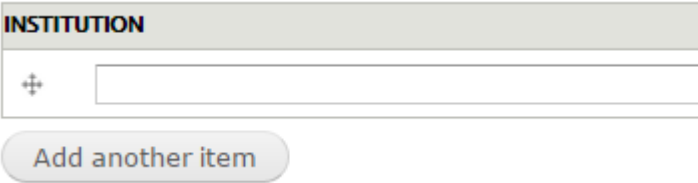|		Please refer to *IPC-IG's Guidelines for Authors* for the references' format.
4. Reference/ Source	Reference/Source	Please ignore this field and write the source in the definition field as explained above.

I.   Survey

Remarks:

- In order to create a survey, first you need to create its form survey, and then create an entry with the desired questions and fields.

I. Survey Form

1. Title	**Title ***	Write the title of the survey.
2. Language	**Language** English ▾ / English / French / Spanish	Select the language of the survey.
3. Period	**PERIOD** ☑ Show End Date **Date** 02/25/2021 E.g., 02/25/2021 **to:** **Date** 02/25/2021 E.g., 02/25/2021	Choose the starting date and the ending date of availability of the survey. Alternatively, you may choose only a starting date.

4. **Image**		Upload the logo of the main survey organiser.
5. **Body**		Fill in the survey description.
6. **Institution**		As you fill this field, 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 is not registered to the platform, go to

		'Share>Stakeholder' to add it (see section C of this guideline).

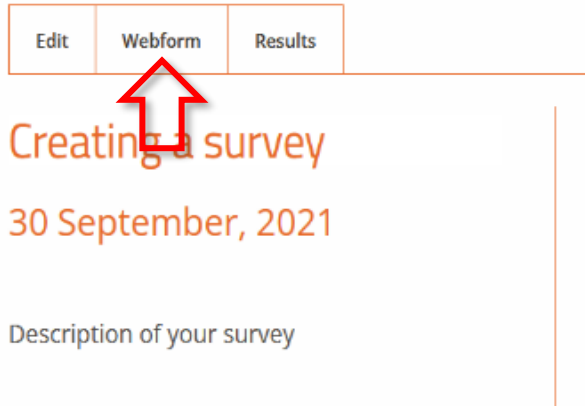| 7. Classification | Social Protection Programmes
☐ Social assistance
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☐ Food and nutritional security
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☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
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☐ Income inequality
☐ Labour market / employment
☐ Microfinance
☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection and, more precisely, to at least one of the following categories: Social Protection Programmes /Cross-Cutting Areas /Social Protection 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 as possible to provide users with accurately classified content.

For a definition of all these subcategories, please refer to the *Theoretical Content Classification Guidelines.* |

8. Population Group	**Population Group** ☐ Adolescents ☐ Children ☐ Elderly persons ☐ Ethnic groups ☐ LGBTIQA+ ☐ Migrants ☐ People living with HIV/AIDS ☐ Persons with disabilities ☐ Poor households ☐ Refugees ⊞ ☐ Women ☐ Working age group ☐ Youth	Select the population group that the survey refers to.
9. Geographic Coverage	**GEOGRAPHIC COVERAGE** **Country** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica ⊞ ☐ Asia ⊞ ☐ Europe ⊞ ☐ Oceania **Region** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ South Asia ☐ Sub-Saharan Africa	Select the country or countries as well as the corresponding region(s) the survey is about. Fill in both fields whenever possible.

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10. **Save**	Save	Save your form. Once your form is completed you will be able to create the entries for your survey. Follow the steps in the next section.

II.   Creating your survey

1. **Creating Your Survey**	Edit Webform Results Creating a survey 30 September, 2021 Description of your survey	Once you have saved your form you will be redirected to your survey main page. Here you will see three options in the upper-left side of the page. If you click on 'Edit', you will be redirected to the form page where you can make further changes if you deem necessary. By clicking on the webform, you will be redirected to a new form, where you can create the inputs for your survey.

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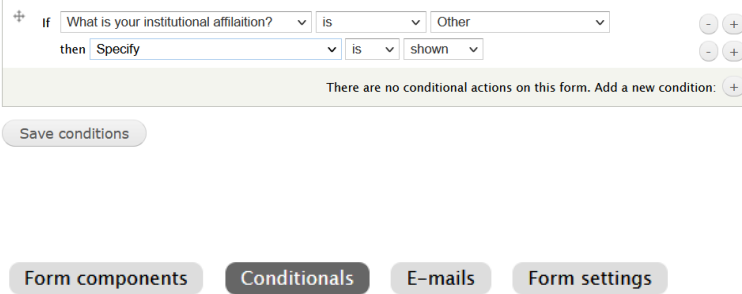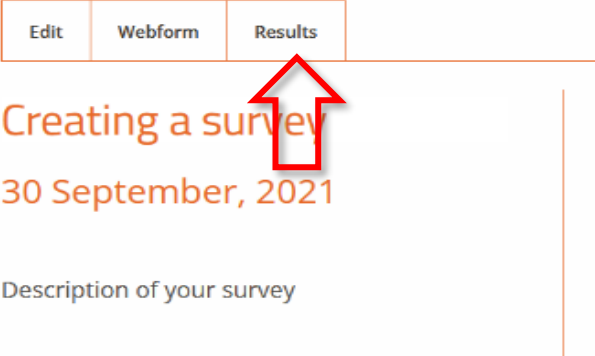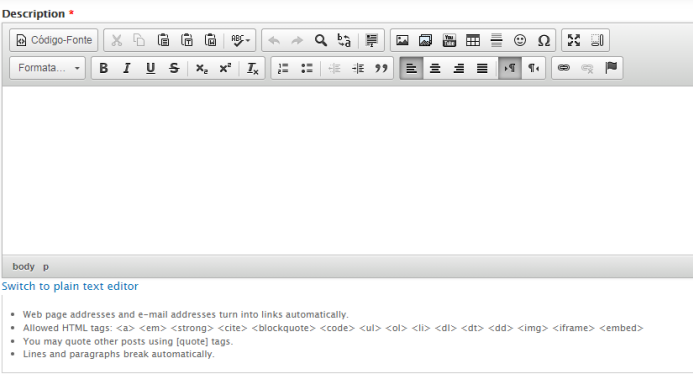|		
2. Using the Webform		On the upper-right corner of the page you will find the webform menu and its option. 'Form components' is where you will enter your survey questions and desired fields. In the 'LABEL' box, add the question you wish. Always remember to add a number in front of the text. Example: *1. How often do you search for social protection content?* In the 'TYPE' box, you can select among several type of questions such as dates, email, field set, file, grid, hidden, markup, number, page break, select option, text areas, text field and time. If the question is mandatory for the form, select the box in the 'Required' field.

		Click on **'Add'** under 'OPERATIONS' to include this question. Fill out the remaining fields. If needed, you can provide a description to explain more about your question. In the 'VALIDATION' box you can define, once again, if the field is mandatory, and if it accepts more than one answer. For open text formats, you can define a limit of character. Save your question.
3. **Dividing Your Surveys into Blocks**		You can also structure your survey into blocks to make it more organised. If you wish to provide a description of the survey within the form, insert a 'markup' as a first element of the survey. To separate the questions into blocks, define a 'page break' as an entry and label it with the name you wish to use for this block of questions.

		Proceed adding questions, as shown on item 2.
4. Conditionals		If you wish, you can make one question conditional to another. In the example on the left, if a user chooses 'Other' as their institutional affiliations, a text field will appear for the user to specify. To make your questions conditional, click on 'Conditionals' in the upper-left side menu.
5. Emails and Form Settings		These fields are currently under maintenance and are used internally. Leave it blank.
6. Save Your Survey		Once you have added all the questions, you can click 'Save' to go back to your survey main page.

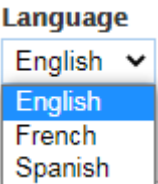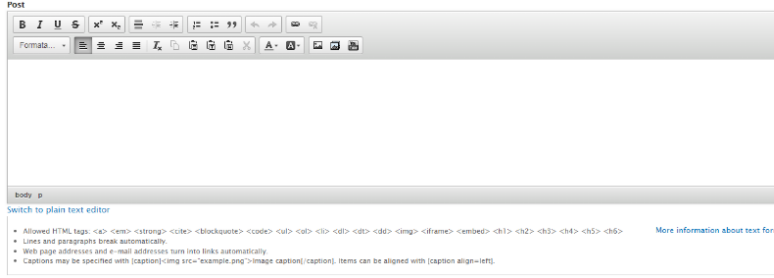| 7. Results		You can click on results to analyse or follow up on the results of your survey.

J. Jobs

1. Title		Write the job title.
2. Language		Select the language of the job.

3. Company/ Site	**Job Stakeholder**	Select the institution that published the job position. As you fill this field, 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 is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).
4. Description	Description * Switch to plain text editor • Web page addresses and e-mail addresses turn into links automatically. • Allowed HTML tags: `<a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd> <img> <iframe> <embed>` • You may quote other posts using [quote] tags. • Lines and paragraphs break automatically.	Describe the offer briefly – between 200 and 300 words (2–3 lines).
5. Country and City	**Country** – None – If not listed, please inform in "City" field **City**	Choose the country and/or city of the job position. If there are various locations or the position is home-based, leave the 'Country' field empty and

		write "various locations" or "home-based" in 'City' field.
6. Application Deadline	APPLICATION DEADLINE * **Date** 25/02/2021 E.g., 25/02/2021	Add the job application deadline. If there is no deadline, choose the last year available in the options and January 1st (e.g. 01/01/2022).
7. Document/ Link to the Application	**Link to the application** Direct url of the job offer **Document** Choose File No file chosen Upload In case of there it's a uploaded document application Files must be less than **10 MB**. Allowed file types: **doc docx pdf**.	Preferably include the direct link for the job position. If not available, the institution's official document can be included instead.
8. Email to Apply	**Email to direct apply** If needed, you can inform here the email to direct apply the job	If required, an email address for direct application can be added.

K. Blog Post

1. Title		Write the title of the blog post.
2. Language		Select the language of the blog post.
3. Post		Write the whole text of the blog post. For more information about blog writing guidelines, refer to the _Blog Writing Guidelines_.
4. Tags		The tags should not repeat terms that are already implicit in the classification (Social Protection Programmes, Social Protection Topics, Cross-Cutting Areas) or already written in the blog post's headline.

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5. Picture		Include the appropriate photo, respecting the authorial rights and including the credits.

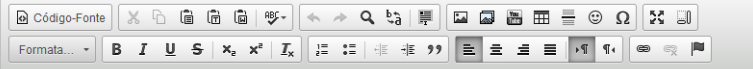| **6. Classification** | **Social Protection Programmes**
☐ Social assistance
☐ Social insurance
☐ Labour market / employment programmes

Social Protection Building Blocks
☐ Policy
☐ Programme design
☐ Programme implementation
☐ Programme performance / impact analysis

Social Protection Approaches
☐ Adaptive social protection
☐ Child-sensitive social protection
☐ Digital social protection
☐ Gender-sensitive social protection
☐ Informal social protection
☐ Political economy
☐ Programme graduation
☐ Shock-responsive social protection
☐ Social protection definitions and features
☐ Social Protection Floors
☐ Social protection systems
☐ Sustainable livelihoods
☐ Universal Social Protection

Cross-Cutting Areas
☐ Agriculture and rural development
☐ Child Protection
☐ Consumption and expenditure
☐ Disability
☐ Education
☐ Emergency response and Disaster Risk Management
☐ Environment and Climate change
☐ Financial education and inclusion
☐ Food and nutritional security
☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
☐ Inclusive growth
☐ Income inequality
☐ Labour market / employment
☐ Microfinance
☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection, 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 these three fields, but at least one of them must be included.

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

For a definition of all these categories and subcategories, please refer to the *Theoretical Content Classification Guidelines*. |

7. **Geographic Coverage**	**Countries** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica ⊞ ☐ Asia ⊞ ☐ Europe ⊞ ☐ Oceania **Regions** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ South Asia ☐ Sub-Saharan Africa	Select the country or countries as well as the corresponding region(s) the blog post is about. Fill in both fields whenever possible.
8. **Related Posts**	RELATED POSTS	Select related blog posts, if available, by writing the title of the blog(s) and waiting for the options to load.

L. Online Course

1. Title	Title *	Write the title of the course you are adding.
2. Course Short Name and Tags	Course short name ☐ Featured Tags	Type in the short name for the course, if applicable. You can also add tags related to the topic of the course that are not covered by the taxonomy or in its title.
3. Course Category	Course category * ○ Self-paced course ○ Instructor-led course	Select the category of the course. Self-paced: courses with no instructor. You are able to take the courses at your own pace. Instructor-led courses: usually content is delivered by a professional.

4. Course Start Date	COURSE START DATE ☐ All Day ☐ Show End Date Date — E.g., 09/10/2021 Time — E.g., 14:10	Select the start date of the course. If the course will be offered only for a specific period, select the 'Show End Date' box as well.
5. Course Summary	Course summary (Edit summary) [rich text editor toolbar] body p Switch to plain text editor	Insert a brief description of the course and its content. If the course you are sharing is not free, add the disclaimer below to the end of the description. *Disclaimer:* *** Please note that the e-course described in this page is not free. ***
6. Course Logo/Banner	Course logo/banner Procurar... Nenhum arquivo selecionado. Upload Files must be less than **100 MB**. Allowed file types: **png gif jpg jpeg**.	Insert an image for the course.

7. Is the course being provided by socialprotection. org's learning environment?	Is the course being provided by socialprotection.org's learning management system? * ⦿ Yes ○ No	
8. Language and Course Page	**Language** Language neutral ⌄ **Course page** Inform an external URL.	Select the language of the course. Insert the URL for the page where the course is being offered.

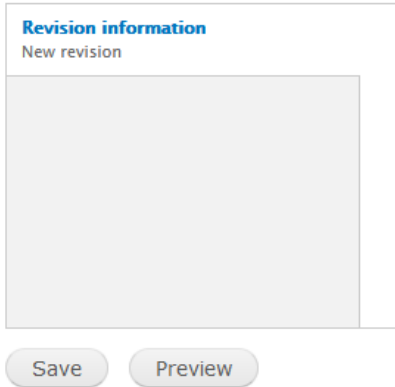| **9. Classification** | **Social Protection Programmes**
⊞ ☐ Social assistance
⊞ ☐ Social insurance
⊞ ☐ Labour market / employment programmes

Social Protection Building Blocks
⊞ ☐ Policy
⊞ ☐ Programme design
⊞ ☐ Programme implementation
☐ Programme performance / impact analysis

Social Protection Approaches
☐ Adaptive social protection
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☐ Programme graduation
☐ Shock-responsive social protection
☐ Social protection definitions and features
☐ Social Protection Floors
☐ Social protection systems
☐ Sustainable livelihoods
☐ Universal Social Protection

Cross-Cutting Areas
☐ Agriculture and rural development
⊞ ☐ Child Protection
☐ Consumption and expenditure
☐ Disability
☐ Education
⊞ ☐ Emergency response and Disaster Risk Management
⊞ ☐ Environment and Climate change
☐ Financial education and inclusion
☐ Food and nutritional security
⊞ ☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
⊞ ☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
☐ Inclusive growth
☐ Income inequality
⊞ ☐ Labour market / employment
☐ Microfinance
⊞ ☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection, more precisely to at least one of the following categories: Social Protection Programmes/Cross-Cutting Areas/Social Protection Topics. In other words, it is not necessary to fill all these three fields, but at least one of them must be included.

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

For a definition of all these categories and subcategories, please refer to the *Theoretical Content Classification Guidelines*. |

10. Organiser	▾ ORGANIZERS **Organiser type** ☐ Government ☐ International organization ☐ Non-governmental organization ☐ Research centers and academia ☐ Consulting firm ☐ Other	Select the institutions involved in the course. 1. Select the organiser type (multiple boxes can be ticked). 2. Then a field will appear at the bottom. As you fill it, the names of the registered institutions will appear, and you will be able to select the one you want. If the institution you are looking for is not registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).
11. Related Course and Community	**Related courses** Choose some options **Related Community** ○	Choose a related course from the list, if applicable. If the course is being offered as part of an initiative of an online community, or is related to its topic, specify the community.

12. Geographic Coverage	**GEOGRAPHIC COVERAGE** **Country** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica ⊞ ☐ Asia ⊞ ☐ Europe ⊞ ☐ Oceania **Region** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ South Asia ☐ Sub-Saharan Africa	Select the country or countries as well as the corresponding region(s) the course is about. Fill in both fields whenever possible.
13. Social Media	**SOCIAL MEDIA** **Facebook** [ ] **Twitter** [ ] **Youtube** [ ] **Flickr** [ ]	Add the social media profile URL for the institution offering the course.

14. Save		Save your form and wait for it to be approved and published by socialprotection.org.

M. Legal and Policy Framework

1. Title		Type the title of the document.
	Title * [ ]	If the title is upper-case letters, change to the pattern below. *ANGUILLA SOCIAL PROTECTION POLICY -->* *Anguilla Social Protection Policy* If it is a legal document, then put the name of the country first if it is not already included in the title. Then add the title of the document. If it is referring to COVID-19 and it is not included in the title, then add (COVID-19). Example: *Bolivia: Decreto supremo 4197 (COVID-19)*

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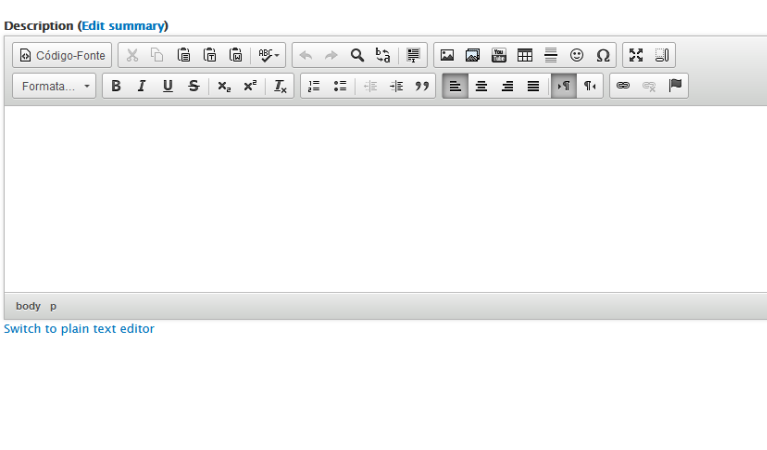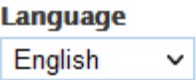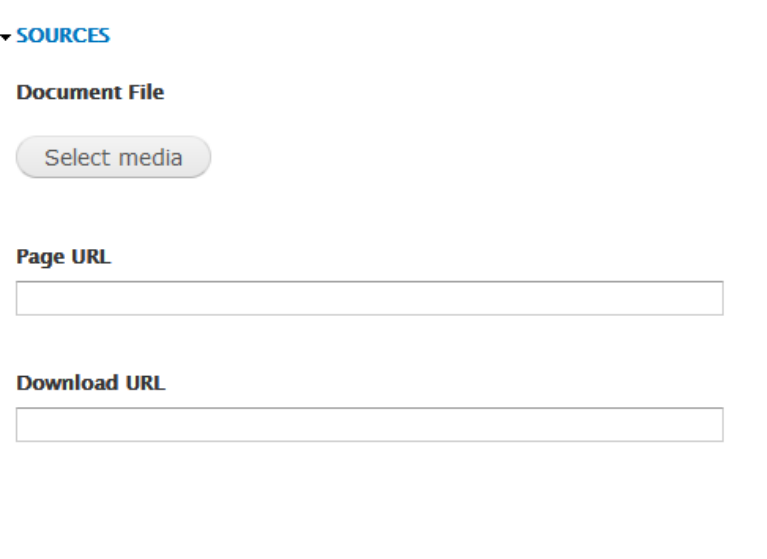| 2. Document Date | | Define the document date. If you are adding a policy document, the document might refer to a specific length of time to which the policy will be valid. In that case, if available, also add the end date.

Example:
National Policy on Social Protection (2015-2020)
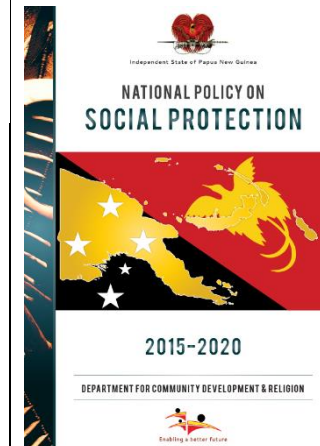
    Start Date: 2015
    End Date: 2020 |

3. Description	Description (Edit summary)	Insert a brief description about the content of the document. You can copy the abstract, if available, or copy and paste a paragraph from the introduction or executive summary that summarises what this document is about.
4. Language	**Language** English	Select the language of the document.
5. Sources	**SOURCES** **Document File** Select media **Page URL** **Download URL**	Insert the URL for the page and the document in their respective fields. If you only have the document file, you can, alternatively, upload it. Links are preferable over the file itself, but this is not a mandatory requirement.

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6. Document Scope	**Document Scope** - None -	Select either 'Local', 'National' or 'International' levels of scope.
7. Document Image	**Document Image** Select media	Take a screenshot of the cover page. It should be as large as possible (depicting the whole cover page, which must not be cut).
8. Geographical Coverage	▼ **GEOGRAPHIC COVERAGE** **Country** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica ⊞ ☐ Asia ⊞ ☐ Europe ⊞ ☐ Oceania **Region** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ South Asia ☐ Sub-Saharan Africa	Select the country or countries as well as the corresponding region(s) the document is about.

9. **Authorship Information**	**AUTHORSHIP** **Author/Publisher type** * ☐ Government ☐ International organization ☐ Non-governmental organization ☐ Research centers and academia ☐ Other	Select the institutions involved in the document. Select the authoring information (multiple boxes can be ticked). A field will appear at the bottom. As you fill it, the name of the 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 to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).

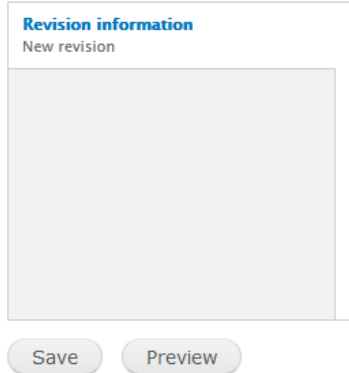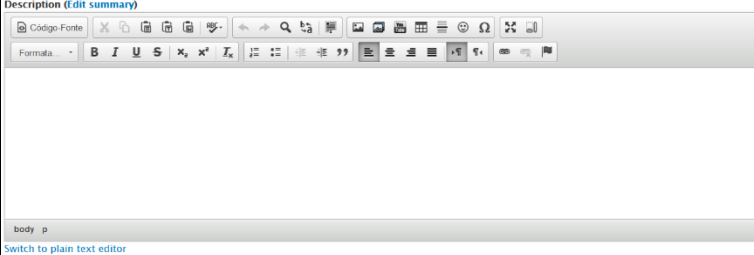| **10. Classification** | **Social Protection Programmes**
☐ Social assistance
☐ Social insurance
☐ Labour market / employment programmes

Social Protection Building Blocks
☐ Policy
☐ Programme design
☐ Programme implementation
☐ Programme performance / impact analysis

Social Protection Approaches
☐ Adaptive social protection
☐ Child-sensitive social protection
☐ Digital social protection
☐ Gender-sensitive social protection
☐ Informal social protection
☐ Political economy
☐ Programme graduation
☐ Shock-responsive social protection
☐ Social protection definitions and features
☐ Social Protection Floors
☐ Social protection systems
☐ Sustainable livelihoods
☐ Universal Social Protection

Cross-Cutting Areas
☐ Agriculture and rural development
☐ Child Protection
☐ Consumption and expenditure
☐ Disability
☐ Education
☐ Emergency response and Disaster Risk Management
☐ Environment and Climate change
☐ Financial education and inclusion
☐ Food and nutritional security
☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
☐ Inclusive growth
☐ Income inequality
☐ Labour market / employment
☐ Microfinance
☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection, more precisely to at least one of the following categories: Social Protection Programmes /Cross-Cutting Areas/ Social Protection Topics. In other words, it is not necessary to fill all these three fields, but at least one of them must be included.

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

For a definition of all these categories and subcategories, please refer to the *Theoretical Content Classification Guidelines*. |

11. Population Group	**Population Group** ☐ Adolescents ☐ Children ☐ Elderly persons ☐ Ethnic groups ☐ LGBTIQA+ ☐ Migrants ☐ People living with HIV/AIDS ☐ Persons with disabilities ☐ Poor households ☐ Refugees ⊞ ☐ Women ☐ Working age group ☐ Youth	Select the population group that the policy or legal document is addressing.
12. Document Type	**Document Type** ☐ Legal instrument ☐ Policy document	Select 'Legal instrument' for documents that discuss legislative frameworks, contractual relationships or that grants some legal right. Select 'Policy document' whenever the document is an implementation plan or a policy strategy.

13. Save		Save your form and wait for it to be approved and published by socialprotection.org.

N.   Multimedia

1. Title	Title * [ ]	Insert the name of the resources. If the title is in capital letters, switch to lower case letters.
		Example:
		POVERTY REDUCTION AND COMMUNITY-BASED SOCIAL PROTECTION IN AFGHANISTAN --> Poverty Reduction and Community-Based Social Protection in Afghanistan

		For adding podcasts, follow the same pattern and add "Podcast:" before the title. Example: *Podcast: Ep. 12. The Future of Work in Africa: The Role of Social Protection*
2. Language	**Language** English	Select the language of the content.
3. Description	Description (Edit summary) [text editor toolbar] body p Switch to plain text editor	If the publication is referring to COVID-19 it should be mentioned in its description. If the description itself doesn't mention COVID-19, you can insert the term [COVID-19] at the end of the description.
4. Year	**YEAR** Year 2021	Select the year of publication.

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5. Sources	**SOURCES** **Multimedia File** [Procurar...] Nenhum arquivo selecionado. [Upload] Files must be less than **100 MB**. Allowed file types: **txt doc docx pdf xls xlsx ppt pptx png gif jpg jpeg** **Download URL** [ ] **Page URL** [ ]	Add links to the resource you are sharing. Preferably fill in the Download URL and Page URL fields. Upload a multimedia file if there aren't any available URLs.
6. Document Image	**Document Image** [Procurar...] Nenhum arquivo selecionado. [Upload] Files must be less than **100 MB**. Allowed file types: **png gif jpg jpeg.**	Take a screenshot of the cover. If an image is not available, you can upload one of your choosing. Make sure images carry the appropriate credits and licences. For video content: the screenshot needs to follow the format as shown below, and a direct link to the video has to be inserted in the 'Download URL' box.

		Mozambique: Working mothers and maternity leave

| 7. Classification | **Social Protection Programmes**
☐ Social assistance
☐ Social insurance
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Social Protection Building Blocks
☐ Policy
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Social Protection Approaches
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Cross-Cutting Areas
☐ Agriculture and rural development
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☐ Disability
☐ Education
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☐ Environment and Climate change
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☐ Gender
☐ Global Development Agenda (SDGs / MDGs)
☐ Health
☐ Housing and infrastructure
☐ Human capital
☐ Human rights
☐ Humanitarian-social protection nexus
☐ Inclusive growth
☐ Income inequality
☐ Labour market / employment
☐ Microfinance
☐ Migration
☐ Poverty reduction
☐ Productive / Economic inclusion
☐ Resilience
☐ South-South cooperation
☐ Water, sanitation and hygiene | All the content in socialprotection.org must 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 these three fields, but at least one of them must be completed.

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 *Theoretical Content Classification Guidelines.* |

8. Geographic Coverage	**▾ GEOGRAPHIC COVERAGE** **Country** ☐ Global ⊞ ☐ Africa ⊞ ☐ America ⊞ ☐ Antarctica ⊞ ☐ Asia ⊞ ☐ Europe ⊞ ☐ Oceania **Region** ☐ Global ☐ East Asia & Pacific ☐ Europe & Central Asia ☐ Latin America & Caribbean ☐ Middle East & North Africa ☐ North America ☐ South Asia ☐ Sub-Saharan Africa	Select the country or countries as well as the corresponding region(s) the material is covering.
9. Authorship	**▾ AUTHORSHIP** **Author/Publisher type *** ☐ Government ☐ International organization ☐ Non-governmental organization ☐ Research center and academia ☐ Consulting firm ☐ Individual author ☐ Other	Select the institutions involved in the creation of the content. 1. Select the organiser type (multiple boxes can be ticked). 2. A field will appear at the bottom. As you fill it, the name of the institutions will load. Select the one you want from the list.

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		If the institution you are looking for has not been registered to the platform, go to 'Share>Stakeholder' to add it (see section C of this guidelines).
10. Population Group	**Population Group** ☐ Adolescents ☐ Children ☐ Elderly persons ☐ Ethnic groups ☐ LGBTIQA+ ☐ Migrants ☐ People living with HIV/AIDS ☐ Persons with disabilities ☐ Poor households ☐ Refugees ☐ Women ☐ Working age group ☐ Youth	Select the population group relevant to the database.
11. Document Type	**Document Type *** ☐ Audio ☐ Infographic ☐ Online Tools ☐ Photos ☐ Slides ☐ Video	Select the type of multimedia content you are sharing.
12. Save	Save Preview	Save your form and wait for the socialprotection.org team to approve it.

O. Database

1. Title		Type the title of the database.
2. Language		Select the language of the database.
3. Description		Insert a brief description of the database.
4. Year		Select the year the database was launched.

5. Sources	**SOURCES** **File** Escolher arquivo · Nenhum arquivo selecionado · Upload Files must be less than **100 MB**. Allowed file types: **txt doc docx pdf xls xlsx ppt pptx png gif jpg jpeg mp3 mp4** **Download URL** **Page URL**	Insert the page and the document URL in their respective fields. If you only have the document file, you can, alternatively, upload it. Links are preferable over the file itself, but this is not a mandatory requirement.
6. Document Image	**Document Image** Escolher arquivo · Nenhum arquivo selecionado · Upload Files must be less than **100 MB**. Allowed file types: **png gif jpg jpeg**.	Take a screenshot of the page. It should be as large as possible.

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7. Classification

Social Protection Programmes
- [ ] Social assistance
- [ ] Social insurance
- [ ] Labour market / employment programmes

Social Protection Building Blocks
- [ ] Policy
- [ ] Programme design
- [ ] Programme implementation
- [ ] Programme performance / impact analysis

Social Protection Approaches
- [ ] Adaptive social protection
- [ ] Child-sensitive social protection
- [ ] Digital social protection
- [ ] Gender-sensitive social protection
- [ ] Informal social protection
- [ ] Political economy
- [ ] Programme graduation
- [ ] Shock-responsive social protection
- [ ] Social protection definitions and features
- [ ] Social Protection Floors
- [ ] Social protection systems
- [ ] Sustainable livelihoods
- [ ] Universal Social Protection

Cross-Cutting Areas
- [ ] Agriculture and rural development
- [ ] Child Protection
- [ ] Consumption and expenditure
- [ ] Disability
- [ ] Education
- [ ] Emergency response and Disaster Risk Management
- [ ] Environment and Climate change
- [ ] Financial education and inclusion
- [ ] Food and nutritional security
- [ ] Gender
- [ ] Global Development Agenda (SDGs / MDGs)
- [ ] Health
- [ ] Housing and infrastructure
- [ ] Human capital
- [ ] Human rights
- [ ] Humanitarian-social protection nexus
- [ ] Inclusive growth
- [ ] Income inequality
- [ ] Labour market / employment
- [ ] Microfinance
- [ ] Migration
- [ ] Poverty reduction
- [ ] Productive / Economic inclusion
- [ ] Resilience
- [ ] South-South cooperation
- [ ] Water, sanitation and hygiene

All the content in socialprotection.org must 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 these three fields, but at least one of them must be completed.
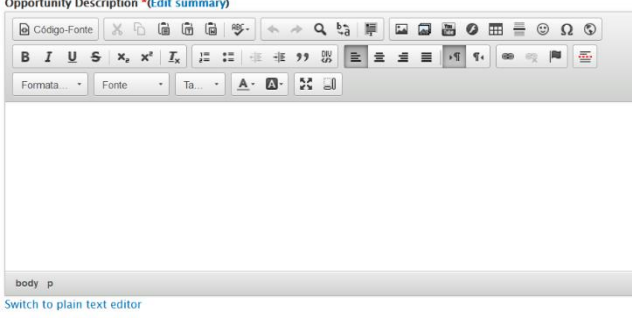
It is a good idea to be as detailed as possible to provide users with accurately classified content.

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

| 8. **Geographic Coverage** | | Select the country or countries as well as the corresponding region(s) the database is about. |

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9. Authorship		Provide authorship information. 1. Select the Author type (multiple boxes can be ticked). 2. A field will appear at the bottom. As you fill it, the name of the 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 to the platform, go to 'Share>Stakeholder' to add it (see section C of this guideline).
10. Population Group		Select the population group the database is addressing.
11. Save		Save your form and wait for the socialprotection.org team to approve it.

P. Academia and Training Page

1. Title		Type the name of the course you are adding.
2. Opportunity Description		Insert a brief description about the course, such as its outline and purpose.

3. Opportunity Type and URL	**Opportunity Type** * ☐ Undergraduate ☐ Master ☐ PHD ☐ Specialization ☐ Call for papers ☐ Scholarships ☐ Fellowships ☐ Other Professional/Academic Training **URL**	Select the type of opportunity the course offers. Add the URL page for it.
4. Institution	**INSTITUTION** ✛ [ ] ○ Add another item	Select the institution responsible for the course. If the institution you are looking for it is not on the list, go to 'Share>Stakeholder' to add it (see section C of this guideline) to the platform.
5. Starting Date and Deadline to Apply	**STARTING DATE** **Date** 16/09/2021 E.g., 16/09/2021	Select the course starting date and deadline to apply.

	DEADLINE TO APPLY **Date** 16/09/2021 E.g., 16/09/2021	
6. Modality	**Modality *** ○ Online ○ Blended ○ In-person	Define the modality of the course
7. Fee	**Fee *** ○ Yes ○ No ○ No (check specificities)	Select if the course has a fee. If the fee varies depending on specific criteria, select 'No (check specificities)'.
8. File	**File** Procurar... Nenhum arquivo selecionado. Upload Files must be less than **10 MB.** Allowed file types: **txt pdf doc docx.**	Add a brochure or similar for the course, if available.

9. Available Languages	**Available languages *** ☐ Arabic ☐ Bahasa ☐ English ☐ French ☐ German ☐ Italian ☐ Kazakh ☐ Portuguese ☐ Russian ☐ Spanish ☐ Turkish ☐ Other	Select the language in which the course will be offered.
10. Image	**Image** [Procurar...] Nenhum arquivo selecionado. [Upload] Files must be less than **10 MB.** Allowed file types: **png gif jpg jpeg.**	Choose an image to illustrate the course. Make sure you provide the necessary credits and licence information for the image.

11. **City and Country**	**City** [ ] **Country** [ ] Global [+] [ ] Africa [+] [ ] America [+] [ ] Antarctica [+] [ ] Asia [+] [ ] Europe [+] [ ] Oceania	Type the 'City' and 'Country' the course will be hosted in. If the course modality is online, provide the information about where the institution offering the course is based.

| **12. Classification** | **Social Protection Programmes**
⊞ ☐ Social assistance
⊞ ☐ Social insurance
⊞ ☐ Labour market / employment programmes

Social Protection Building Blocks
⊞ ☐ Policy
⊞ ☐ Programme design
⊞ ☐ Programme implementation
　☐ Programme performance / impact analysis

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☐ Adaptive social protection
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☐ Social protection definitions and features
☐ Social Protection Floors
☐ Social protection systems
☐ Sustainable livelihoods
☐ Universal Social Protection

Cross-Cutting Areas
　☐ Agriculture and rural development
⊞ ☐ Child Protection
　☐ Consumption and expenditure
　☐ Disability
　☐ Education
⊞ ☐ Emergency response and Disaster Risk Management
⊞ ☐ Environment and Climate change
　☐ Financial education and inclusion
　☐ Food and nutritional security
⊞ ☐ Gender
　☐ Global Development Agenda (SDGs / MDGs)
⊞ ☐ Health
　☐ Housing and infrastructure
　☐ Human capital
　☐ Human rights
　☐ Humanitarian-social protection nexus
　☐ Inclusive growth
　☐ Income inequality
⊞ ☐ Labour market / employment
　☐ Microfinance
⊞ ☐ Migration
　☐ Poverty reduction
　☐ Productive / Economic inclusion
　☐ Resilience
　☐ South-South cooperation
　☐ Water, sanitation and hygiene | All the content in socialprotection.org must be linked to social protection and, more precisely, to at least one of the following categories: Social Protection Programmes / Cross-Cutting Areas / Social Protection Topics. In other words, it is not necessary to fill all these three fields, but at least one of them must be completed.

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 *Theoretical Content Classification Guidelines.* |

13. **Save**	Save Preview	Save your form and wait for the socialprotection.org team to approve it.