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1. Start by creating an account and logging in to socialprotection.org:

2. You can then follow two different paths to add content:
   a. Click on the “Share” feature:

Then select the **type of content** you wish to add:
b. Or click on the “Add” button, in each section. Example of the Online Communities “Add” button:
Online Communities

Search and join Communities dedicated to an interest area

[Add Community]  Visualization  Sort by: latest  Items per page: 10  Advanced Search
General Remarks

I. Notice that, once you have included a content, you will need to wait for the socialprotection.org team to review it and publish it.

II. In the case of publication classification, the relevant information must be sought in the “Abstract/Introduction/Index/Titles”. Do not use the “Subtitles” box. As a theoretical basis, please also refer to the Content Classification Guidelines;

III. 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.);

IV. All titles must be written in sentence case (edit if all-capital letters);

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

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

VII. 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);

VIII. As for Programme Profiles, please also refer to the Content Classification Guidelines.
### A. Publications (also covers Learning Tools and Virtual Campus)

1. **Title and subtitle**

   - **Title**

   ```
   Write the title of the publication
   ```

   - **Subtitle**

   ```
   Subtitle option also available under the “Title” field
   ```

   In the case of two publications with the same title and a different subtitle, the subtitle must be included in the title in order to differentiate both documents in the search.

2. **Language**

   ```
   Select the language of the publication
   ```

   In the case of publications in **Arabic/Chinese/Russian**, all fields shall be filled in English.
3. Description

Write an abstract or relevant paragraph(s) of the introduction (500 words maximum)

4. 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

Select the publication year of the document.

Year

2019
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. Document Image

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

**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.
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 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*. 

<table>
<thead>
<tr>
<th>Classification</th>
<th>Social Protection Programmes</th>
<th>Social Protection Topics</th>
<th>Cross-Cutting Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ All programmes</td>
<td>+ All topics</td>
<td>+ All areas</td>
</tr>
</tbody>
</table>
Select 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/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. 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 ‘Share>Stakeholder’ to add it (see section B of these guidelines).

11. Population Group

**Population Group**

- Children
- Elderly
- Ethnic groups
- People living with HIV/AIDS
- Persons with disabilities
- 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 Type**

Select the document type of the publication.

- Audio
- Database
- Infographic
- Online Tools
- Photos
- Slides
- Text
- Video

13. **Content Type**

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

- Assessment tools
- Case studies
- General monitoring and evaluation
- General review and background information
- Impact evaluation
- Learning tools
- Legal instrument
- Policy document
### B. Programme

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Title</td>
<td>Programme *</td>
<td>Write the official name of the programme.</td>
</tr>
<tr>
<td>2. Country &amp; Geographic area</td>
<td>GEOGRAPHIC COVERAGE</td>
<td>Select the country of programme implementation and corresponding region.</td>
</tr>
<tr>
<td></td>
<td>Country</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Global</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Africa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>America</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Antarctica</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Europe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oceania</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Region</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Global</td>
<td></td>
</tr>
<tr>
<td></td>
<td>East Asia &amp; Pacific</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Europe &amp; Central Asia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Latin America &amp; Caribbean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Middle East &amp; North Africa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>North America</td>
<td></td>
</tr>
<tr>
<td></td>
<td>South Asia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Saharan Africa</td>
<td></td>
</tr>
<tr>
<td>3. Previous Name of the Programme</td>
<td>Previous programme name (if any)</td>
<td>To be filled only if the programme previously had another name.</td>
</tr>
</tbody>
</table>
4. Starting Date of the Programme

Select the year of implementation of the programme.

5. Programme objectives

Describe the purpose of the programme in detail.
### 6. Programme Type

For a **definition of all Programme Types**, please refer to the *Content Classification Guidelines* and *Programme Profile Guidelines* documents.

If you select ‘Other’, a field called ‘Other Programme Type’ will appear. In this field, you may include additional information regarding the specific Programme Type not covered by the existing Categories.

**Other Programme Type**

---

### 7. Programme Components

Please state if the programme is composed of sub-programmes and describe them.

---

### 8. Conditionalities

State the conditions that beneficiaries should meet in order to receive the benefits (e.g. school attendance, medical appointments, etc.).

---

### 9. Contribution type and amount

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).
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 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.
12. 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.

- **Payment/delivery frequency**: State the timetable for the delivery of benefits (weekly, monthly, etc.)

- **Benefits Delivery Mechanism**: (e.g. manual payments, transfers to bank accounts, etc.)

- **Benefits 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 delivery.

13. References

- **Add references for Type of benefits**

- **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 references’ format.
<table>
<thead>
<tr>
<th>14. Coverage</th>
<th>Use percentage if available; if not, use absolute values. Use data from the latest available year (state the year between parentheses).</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Programme expenditure</td>
<td>Use percentage if available; if not, use absolute values. Use data from the latest available year (state the year in parenthesis).</td>
</tr>
<tr>
<td>16. Institutions and agencies involved</td>
<td>International Organisations or NGOs that support the government during one or more phases of the programme’s design and implementation.</td>
</tr>
<tr>
<td>17. M&amp;E (Mechanisms and Frequency)</td>
<td>Please describe the government’s monitoring and evaluation strategy in detail, if any.</td>
</tr>
</tbody>
</table>
18. **Stakeholder**

Type the programme stakeholder.
C. Stakeholders

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

<table>
<thead>
<tr>
<th>1. Title</th>
<th></th>
</tr>
</thead>
</table>

Write the 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. Institutional website

Website URL

Link to the homepage of the institution’s website.
Copy and paste the **description of the institution that appears on the institution 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**.

Insert here the **logo** of the institution.
6. Country & Regional Focus of the institution

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
- All programmes

Social Protection Topics
- All topics

Cross-Cutting Areas
- All areas

All the content in socialprotection.org must 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 *Content Classification Guidelines*.

Please fill in as many fields as possible based on information available at the institutional website.

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.
You have the possibility to include the Social Media accounts of the Stakeholder.

Fill each of these fields with the link to the Institution’s *Social Media accounts home page*.
# D. Community

## 1. Title

<table>
<thead>
<tr>
<th>Title</th>
<th>Title of the Community.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 2. Community Logo

<table>
<thead>
<tr>
<th>Community Logo</th>
<th>Insert the Logo which will appear on the Community Home Page.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select media</strong></td>
<td></td>
</tr>
</tbody>
</table>

## 3. Language

<table>
<thead>
<tr>
<th>Language</th>
<th>Language in which the Community will be communicating.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Arabic</td>
<td></td>
</tr>
<tr>
<td>French</td>
<td></td>
</tr>
<tr>
<td>Kazakh</td>
<td></td>
</tr>
<tr>
<td>Portuguese</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
</tr>
</tbody>
</table>


4. Description of the Community

Insert the description of the Community.

5. Classification

Inform 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 *Content Classification Guidelines*.

6. Organiser

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 has not been registered yet, go to ‘Share>Stakeholder’ to add it (see section B of these guidelines).

You have the possibility to link your Community to other existing communities.

As you fill this field, the name of the registered communities will appear, and you will be able to select the one you want from the list.

The country or countries as well as the corresponding region(s) the community is focused on.

Fill in both fields whenever possible.
9. Social Media

You have the possibility to include the Social Media accounts of your Community. Fill each of these fields with the link to your Community’s Social Media accounts home page.

<table>
<thead>
<tr>
<th>SOCIAL MEDIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Twitter</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Youtube</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Flickr</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

10. Documents

You have the possibility to add a new node. Fill each of these fields following the previous instructions.

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new node</td>
</tr>
</tbody>
</table>
E. Events

1. Title
   Write the name of the event.

2. 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 #3).

3. Description of the event
   Copy and paste the available description about the event from its website.
4. Event Dates

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

Link to the institutional page of the event.

6. Image

Download the image of the event (right-click on the image and choose ‘save image as’) and upload it. If no particular image is available for the event, upload the logo of the main organiser.
7. Event Location

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 ‘Regional Focus’ 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 ‘Regional Focus’.

8. Classification of the Event

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: 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 *Content Classification Guidelines*.

**9. 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. 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 ‘Share>Stakeholder’ to add it (see **section B** of these guidelines).

**10. 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**. 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 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
   - Title *

2. **Language**
   - Select the language of the article
   - English
   - Arabic
   - French
   - Kazakh
   - Portuguese
   - Russian
   - Spanish
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.
6. File

[File]

Choose file No file chosen

Upload

Files must be less than 100 MB. Allowed file types: txt doc docx ppt pptx x1s x1sx pdf.

Upload the file of the news

7. Link

[Link]

Paste the link to the original page of the article

8. Country

[Country]

Global
Africa
America
Antarctica
Asia
Europe
Oceania

Select the country the article is about.

The ‘Global’ option is available, as well as a ‘General’ category under each continent.

9. Publisher

[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 has not been registered yet, go to ‘Share>Stakeholder’ to add it (see section B of these guidelines). Don’t follow this procedure if you are attempting to include a news outlet to the platform.

All the content in socialprotection.org must 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 *Content Classification Guidelines*.

G. Webinar

| 1. Title | Title * | Write the title of the Webinar |
2. **Language**

Select the **language** in which the webinar will be held.

<table>
<thead>
<tr>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
</tr>
<tr>
<td>Arabic</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>French</td>
</tr>
<tr>
<td>Kazakh</td>
</tr>
<tr>
<td>Portuguese</td>
</tr>
<tr>
<td>Russian</td>
</tr>
<tr>
<td>Spanish</td>
</tr>
</tbody>
</table>

3. **Description of the webinar**

Insert the description of the webinar.

4. **Webinar image/logo**

Insert the logo or the image of the Webinar.

Choose file: No file chosen

Files must be less than 100 MB. Allowed file types: png gif jpg jpeg.
5. Organiser

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 you need to add another organiser, click on ‘Add another item’, then type in the other organiser in the field that appears.

If the institution you are looking for has not been registered yet, go to ‘Share>Stakeholder’ to add it (see section B of these guidelines).

6. Webinar Date and Time

Select the **date and time** the webinar will be held.

7. Location

Inform the location and time zone where the webinar will take place.
Fill these fields with the email or phone number of the webinar’s focal point, if available, and the link to the webinar platform.

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 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 Content Classification Guidelines.
Select the **country or countries** as well as the **corresponding region(s)** the webinar is about.

Fill in both fields whenever possible.
J. Glossary

**Glossary term**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Title</strong></td>
<td><strong>To add a definition, go to the Glossary area and then click on ‘Add Definition’</strong></td>
</tr>
<tr>
<td>Title</td>
<td>Fill in the term that you want to add.</td>
</tr>
<tr>
<td><strong>2. Language</strong></td>
<td>Choose the language of the term that you’re adding.</td>
</tr>
</tbody>
</table>
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:


Please refer to IPC-IG’s Guidelines for Authors for the references’ format.

4. Reference/Source

Please, ignore this field and write the source in the definition field as explained above.
To add a social protection definition, go to the Glossary area, click on “What is Social Protection?” and then click on ‘Add Definition’.

Choose the language of the term that you are including.

### 1. Language

Choose from:
- English
- Arabic
- French
- Kazakh
- Portuguese
- Russian
- Spanish

### 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 has not been registered yet, go to ‘Share>Stakeholder to add it (see section B of these guidelines).
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:


Please refer to IPC-IG’s Guidelines for Authors for the references’ format.

4. Reference/Source

Please, ignore this field and write the source in the definition field as explained above.
### K. Survey

<table>
<thead>
<tr>
<th>1. Title</th>
<th>Fill in the title of the survey.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Language</th>
<th>Choose the language of the survey.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language</strong></td>
<td>English, Arabic, French, Kazakh, Portuguese, Russian, Spanish</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Period</th>
<th>Choose the starting date and the ending date of availability of the survey. Alternatively, you may choose only a starting date.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong></td>
<td>Show End Date</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>09/25/2015, E.g., 09/25/2015</td>
</tr>
<tr>
<td><strong>to:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>09/25/2015, E.g., 09/25/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Image</th>
<th>Here you may upload the logo of the main survey organiser.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Image</strong></td>
<td>Choose file, No file chosen</td>
</tr>
<tr>
<td>Files must be less than 100 MB. Allowed file types: png gif jpg jpeg.</td>
<td></td>
</tr>
</tbody>
</table>
Fill in the survey description.

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 has not been registered yet, go to ‘Share>Stakeholder’ to add it (see section B of these guidelines).
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 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 Content Classification Guidelines.

Select the population group that the survey refers to.
Select the **country or countries** as well as the **corresponding region(s)** the webinar is about.

Fill in both fields whenever possible.

Once the survey has been created, click on “Webform” to add questions/components.

<table>
<thead>
<tr>
<th>Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Components, add a component below.</td>
</tr>
<tr>
<td>Now component name</td>
</tr>
</tbody>
</table>
Select the type of question/survey component that you want to add:

- **Date**: you may ask the respondents to select a date (e.g.: What is your birthday?);
- **E-mail**: you may ask the respondents to fill in an e-mail;
- **Fieldset**: you may add a title and a text area to the survey;
- **File**: you may ask respondents to upload a file;
- **Grid**: this question type is composed of column headings and row categories and radio buttons - respondents may select one button per row;
- **Hidden**: allows the survey creator to add information in the survey form which is hidden from the respondents;
- **Markup**: allows the survey creator to add information about the survey or about a specific question;
- **Number**: this is a scale type of question, where respondents choose one number in a defined range;
- **Page break**: this survey component is meant to create page breaks within the survey;
- **Select Options**: multiple choice type of question;
- **Textarea**: for questions that require a paragraph-long answer;
- **Textfield**: for questions that require a small direct answer;
- **Time**: ask respondents to select a time.

<table>
<thead>
<tr>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textfield</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>12. Required</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>13. Operations</td>
</tr>
<tr>
<td>Form components</td>
</tr>
<tr>
<td>Conditionals</td>
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<tr>
<td>E-mails</td>
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<td>Form settings</td>
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<tr>
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