



## SOCIAL PROTECTION PLATFORM USER GUIDE: WORKSPACES

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### Introduction

The Social Protection Platform (SPP) offers the opportunity for researchers, experts and actors in the field of social protection to work together online on projects.

A leader (administrator) of a project or group can create a workspace (WS) on the platform. Also, he is able to select various tools within the WS and invite other SPP users to become members of the project.

This Workspaces User Guide focuses on the following aspects:

- Creating a workspace
- Administration of a workspace
- Use of a workspace by project members, non-members and guests.

## 1. Creating a workspace

### 1.1 Who can create a workspace?

Any user who has subscribed for SPP can create a workspace.



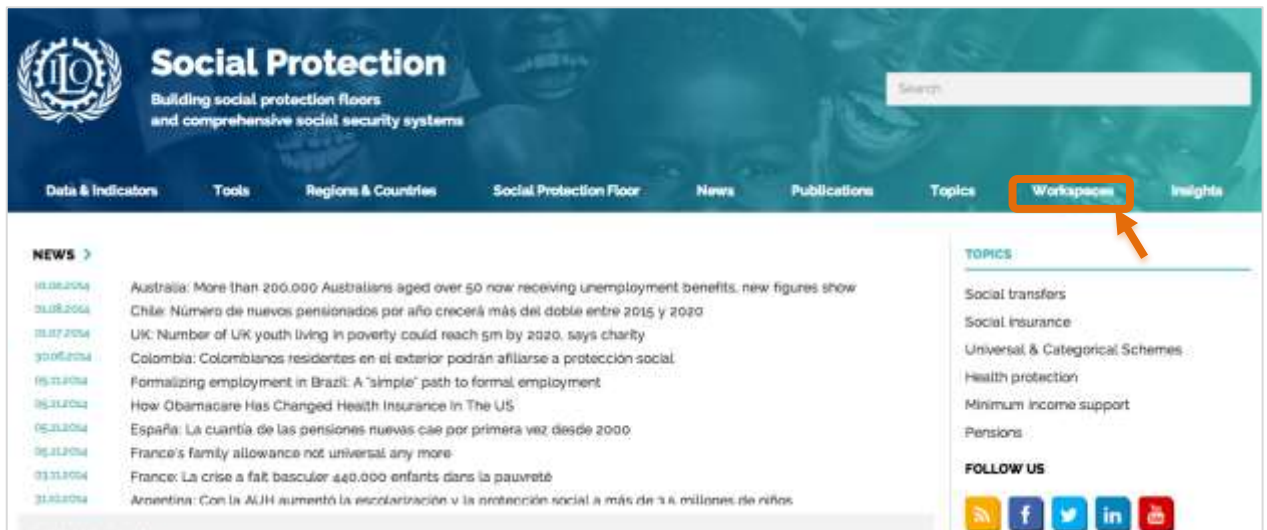
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## 1.2 How to create a new workspace?

### STEP 1

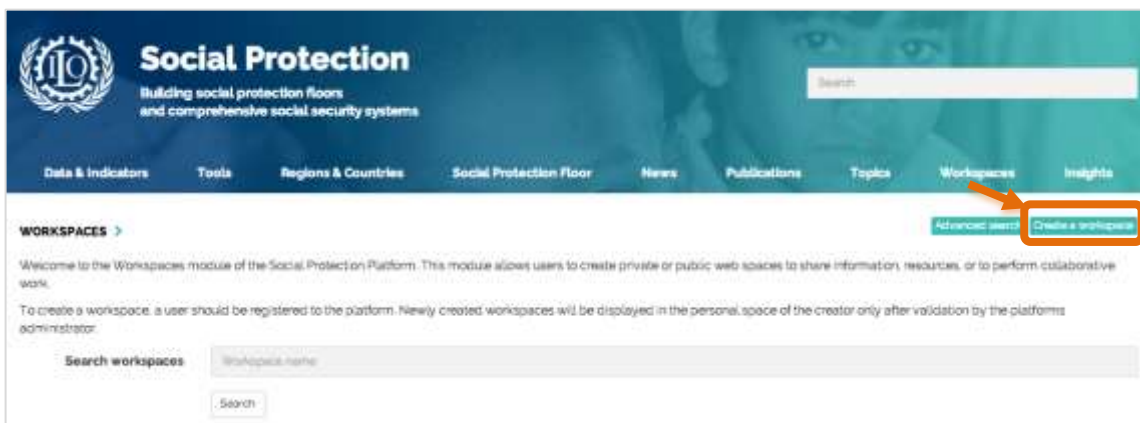
Go to **Workspaces** main page by clicking on “**Workspaces**” in the top menu of the Platform:



**NOTE:** You need to be logged in in the Platform to be able to create a workspace. To login, go to the right top of the page and click **Login**

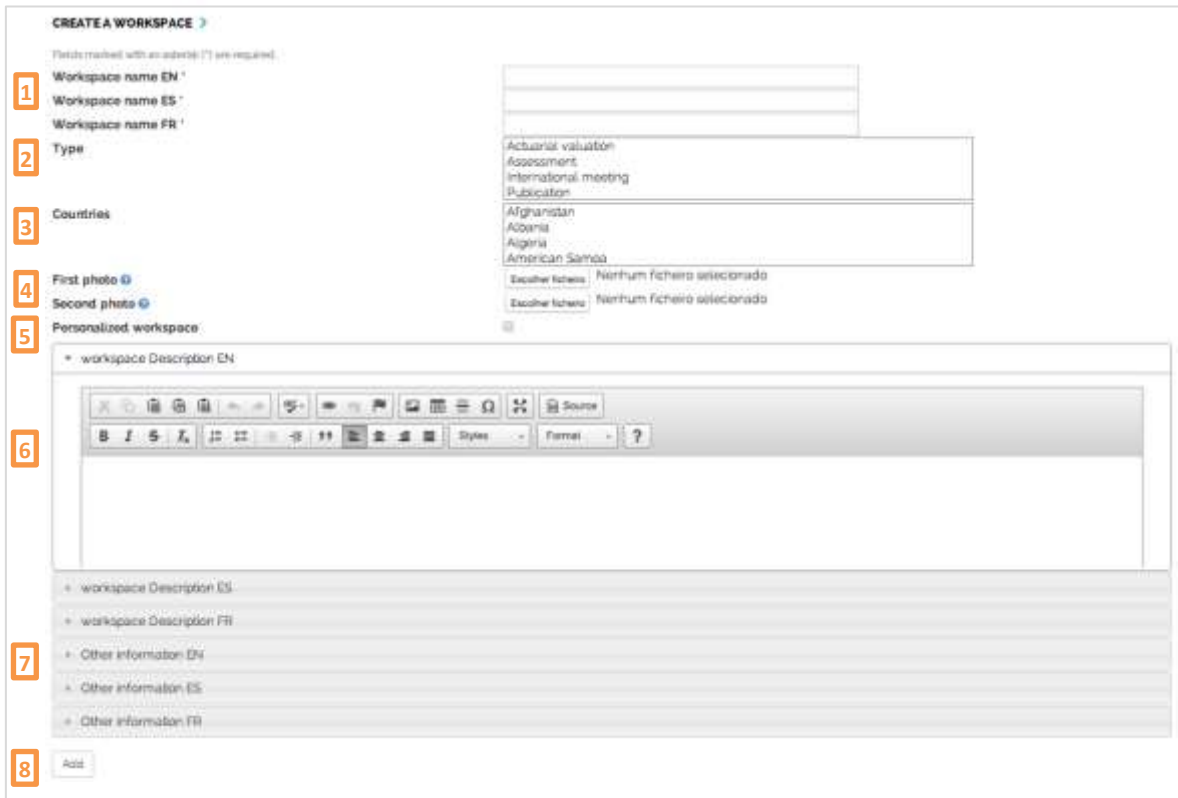
### STEP 2

In the **Workspaces** main page click on the button “**Create a workspace**”:



## STEP 3

Fill in the form in order to create the workspace:



The screenshot shows a web form titled "CREATE A WORKSPACE". It includes several input fields and a list of options. Numbered annotations (1-8) point to specific parts of the form:

- 1** Points to the "Workspace name EN" field, which is marked with an asterisk (\*).
- 2** Points to the "Type" dropdown menu, which lists options: Actuarial valuation, Assessment, International meeting, Publication, Afghanistan, Albania, Algeria, American Samoa.
- 3** Points to the "Countries" dropdown menu, which lists options: Ecuador, El Salvador, Guatemala, Honduras, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.
- 4** Points to the "First photo" field, which has a small icon of a camera.
- 5** Points to the "Second photo" field, which also has a small icon of a camera.
- 6** Points to the "Personalized workspace" section, which contains a rich text editor with a toolbar and a text area.
- 7** Points to the "workspace Description EN" field, which is marked with an asterisk (\*).
- 8** Points to the "Add" button at the bottom of the form.

Let's see in detail the fields of the form:

- 1 Workspace name:** Provide a name to your workspace. All three languages fields are mandatory [marked with (\*)].

**TIP:** Choose a name that clearly **identifies** the project/ topic/ country/ region that the workspace refers to. This will help other Platform users to **search** for your workspace.

- 2 Type:** This option, when applied, allows you to catalogue your Workspace by type: International Meeting, Publication, Quantitative Data, or other, thus helping other users to search for your Workspace.
- 3 Country:** When applied, choose the country(ies) the Workspace refers to. This is another helpful tool to catalogue your Workspace and make it easier to search for.
- 4 First and Second photo:** You can upload up to 2 images to customize your workspace main page. You will need to adapt the site of the photograph according to your needs. 450 x 260 Pixels is a good average size.



- 5 **Personalized workspace:** You can replace SPP default header by your own banner by uploading an image:

Personalized workspace  
Banner



Escolher ficheiro

1- Tick on the box to  
personalize your workspace

2- Click on **choose file** to select the  
new banner image from your

**Please note:** This function is currently being redesigned and will be made available to WS administrators in the beginning of 2015.

- 6 **Workspace description:** Enter a description of your workspace and its main objectives or issues, in the language of your choice.
- 7 **Other information:** You can add further information you consider relevant to your workspace.
- 8 **Add:** Click on “Add” to save all changes made in the form and create your new workspace.

## 1.3 How to search for workspaces

You can search for other workspaces or projects on the workspaces main page (<http://www.social-protection.org/gimi/gess/ShowProjects.action?ctx=0>):

Use simple search or click on  
**Advanced search** for more  
search options.

**WORKSPACES** >

Welcome to the Workspaces module of the Social Protection Platform. This module allows users to create private or public web spaces to share information, resources, or to perform collaborative work.

To create a workspace, a user should be registered to the platform. Newly created workspaces will be displayed in the personal space of the creator only after validation by the platform administrator.

**Search workspaces**

Workspace name

Administrator

Date of creation

Tags

Types

Countries

Search

Advanced search

Create a workspace

Tags wall



## 2. Workspace administration

Depending on the purpose of the workspace and on the objectives and needs of its administrator(s) and members, workspaces can be public or private. A **public workspace** is visible to all users of the SPP, as are all its resources and other contents; in a **private workspace**, the main page of the workspace is visible to all SPP users but only workspace members can see, access and edit the contents in the workspace.


Whether the workspace is public or private, it is necessary to **activate the workspace** to make it visible. When the workspace is **deactivated**, only SPP Administrators are able to find it and recover it.

The menu for workspace management is available only to workspace administrator(s). The menu is located on the upper right side of the workspace, just next to the workspace name/title, as illustrated in the following image:



This menu allows you to:

### 1- Add tags to your workspace

By clicking on the icon  you are able to add tags to your workspace. Choose the tags from the tag wall by ticking on the boxes and this will help other users to search for your workspace:




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DATA & ANALYSIS	COVERNANCE	POLICY AREAS	POLICY INSTRUMENTS	TARGET GROUPS
<input type="checkbox"/> actual valuation	<input type="checkbox"/> administration	<input type="checkbox"/> disability	<input type="checkbox"/> benefits	<input type="checkbox"/> children
<input type="checkbox"/> assessment	<input type="checkbox"/> assessment/monitoring / delivery	<input type="checkbox"/> education	<input type="checkbox"/> cash / in-kind benefits	<input type="checkbox"/> informal economy workers
<input type="checkbox"/> impact evaluation	<input type="checkbox"/> capacity building	<input type="checkbox"/> emergency relief	<input type="checkbox"/> conditional cash transfers	<input type="checkbox"/> migrant workers
<input type="checkbox"/> model	<input type="checkbox"/> civil society	<input type="checkbox"/> employment injury	<input type="checkbox"/> employment services	<input type="checkbox"/> rural workers
<input type="checkbox"/> monitoring/evaluation	<input type="checkbox"/> crime	<input type="checkbox"/> food security	<input type="checkbox"/> family benefits	<input type="checkbox"/> self-employed
<input type="checkbox"/> projections	<input type="checkbox"/> employment policy	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> health care	<input type="checkbox"/> women
<input type="checkbox"/> social budget	<input type="checkbox"/> financing	<input type="checkbox"/> maternity	<input type="checkbox"/> income security	
<input type="checkbox"/> statistics	<input type="checkbox"/> gender	<input type="checkbox"/> old age	<input type="checkbox"/> insurance	
	<input type="checkbox"/> governance	<input type="checkbox"/> address	<input type="checkbox"/> microfinance	
	<input type="checkbox"/> n.d. systems	<input type="checkbox"/> animals	<input type="checkbox"/> pensions	
	<input type="checkbox"/> legislation	<input type="checkbox"/> unemployment	<input type="checkbox"/> public works	
	<input type="checkbox"/> national strategies	<input type="checkbox"/> water sanitation	<input type="checkbox"/> schemes	
	<input type="checkbox"/> poverty		<input type="checkbox"/> social assistance	
	<input type="checkbox"/> reform		<input type="checkbox"/> social health protection	
	<input type="checkbox"/> regulation / supervision		<input type="checkbox"/> social insurance	
	<input type="checkbox"/> quasi insurance		<input type="checkbox"/> social protection floor	
	<input type="checkbox"/> social protection policy		<input type="checkbox"/> social services	
			<input type="checkbox"/> social transfers	
			<input type="checkbox"/> universal benefits	

Don't forget to click "**Submit**" to add the selected tag(s) to your workspace.



## 2- Edit the workspace.

By clicking on the icon  you can edit the workspace main page, as described above in the guide, under point 1. **Creating a workspace.**

## 3- Change the status of your workspace: Public or Private.


The icon  allows you to decide whether to keep your workspace public by default and thus visible to all other users, or make it private and only visible to selected members of the platform. Remember that the home page of the WS will be public even is the WS is private.

## 4- Activate your workspace.

To make your workspace active and visible, whether its status is "public" or "private", you must click on the icon  so it changes from disabled to this icon: .

If you are not administrator of the SPP, your WS will be activated by the SPP global administrator.

## 5- Manage workspace members.

When you click on the icon  you can access the list of all workspace members. As a workspace administrator you can also add new members and decide whether those members are *low administrators* (members can modify the workspace) or *users* (members can read workspace, serving only for private workspaces).

Workspaces

### MANAGEMENT OF ADMINISTRATORS >

Low administrator right permission: Can modify workspace!  
User right permission: Can read workspace & serves only for private workspace

Name:

Choose a role:




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To **edit the profile** of the members, click on the name of the member in the members list:



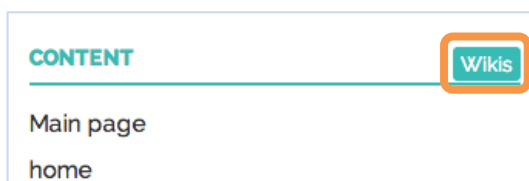
To **delete a member** from the list, click on the icon in front of the member's name: 

## 3. Managing workspace resources and contents

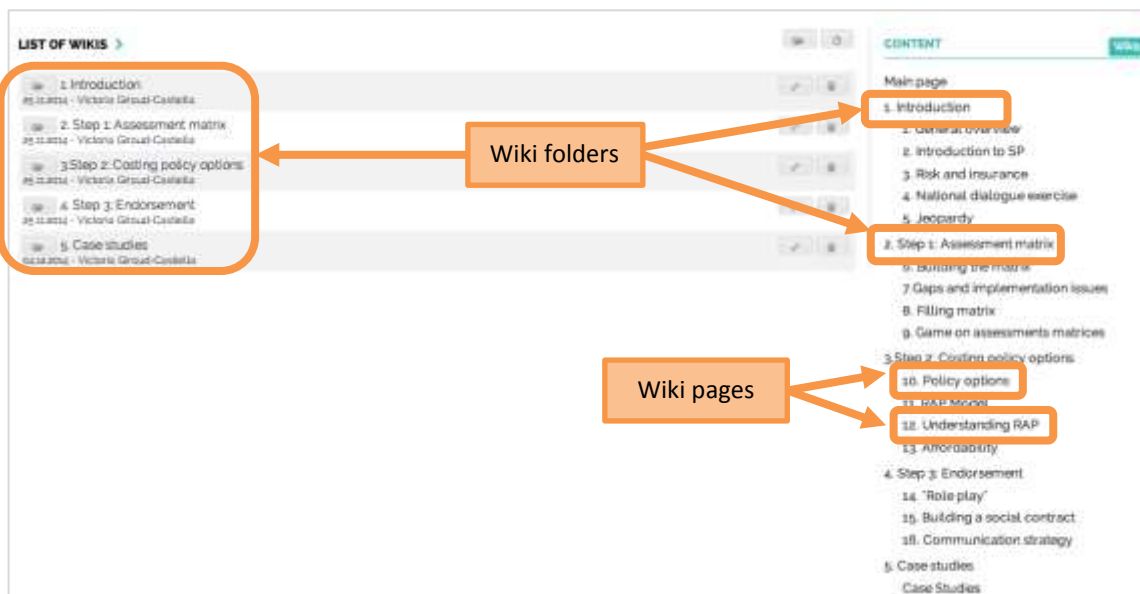
The menu for managing the workspace resources and contents is located on the right side of the workspace page:



### 3.1 Contents

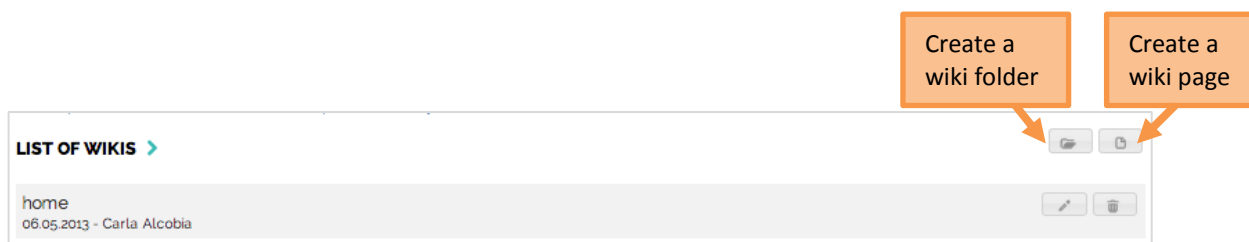


Here you can create new wiki pages or folders to organize all contents related to your workspace. Click on the green button “Wikis” on the right side menu to open the wiki list:

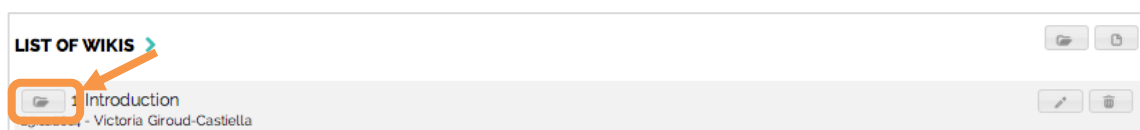


### 3.1.1 How to create wiki folders and wiki pages

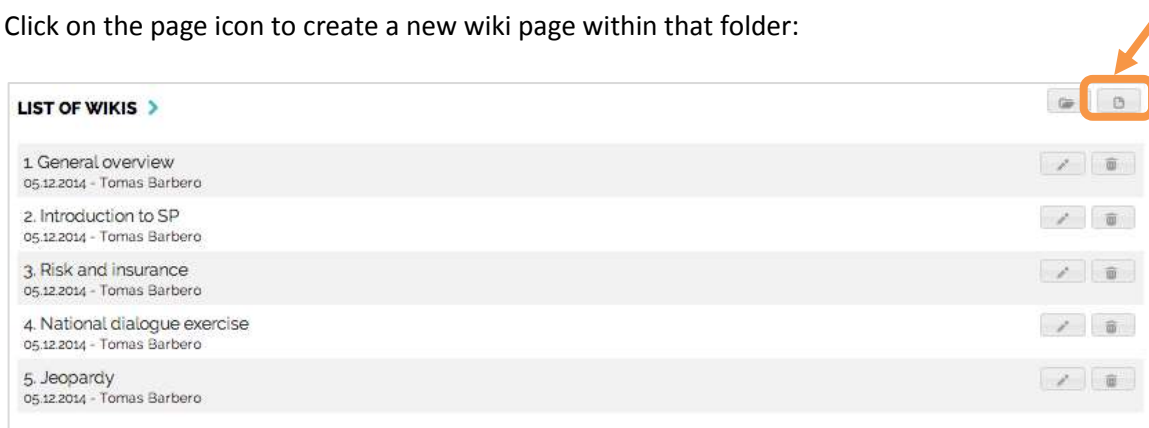
To create a wiki page or a wiki folder, click on the following icons on the top of the wiki list:



Please note that you **cannot add** an already existing wiki page to a wiki folder; but you **can create as many wiki pages you need within a folder**. To do so, first create a wiki folder as indicated above and then open it by clicking on the folder icon, as shown below:



Click on the page icon to create a new wiki page within that folder:

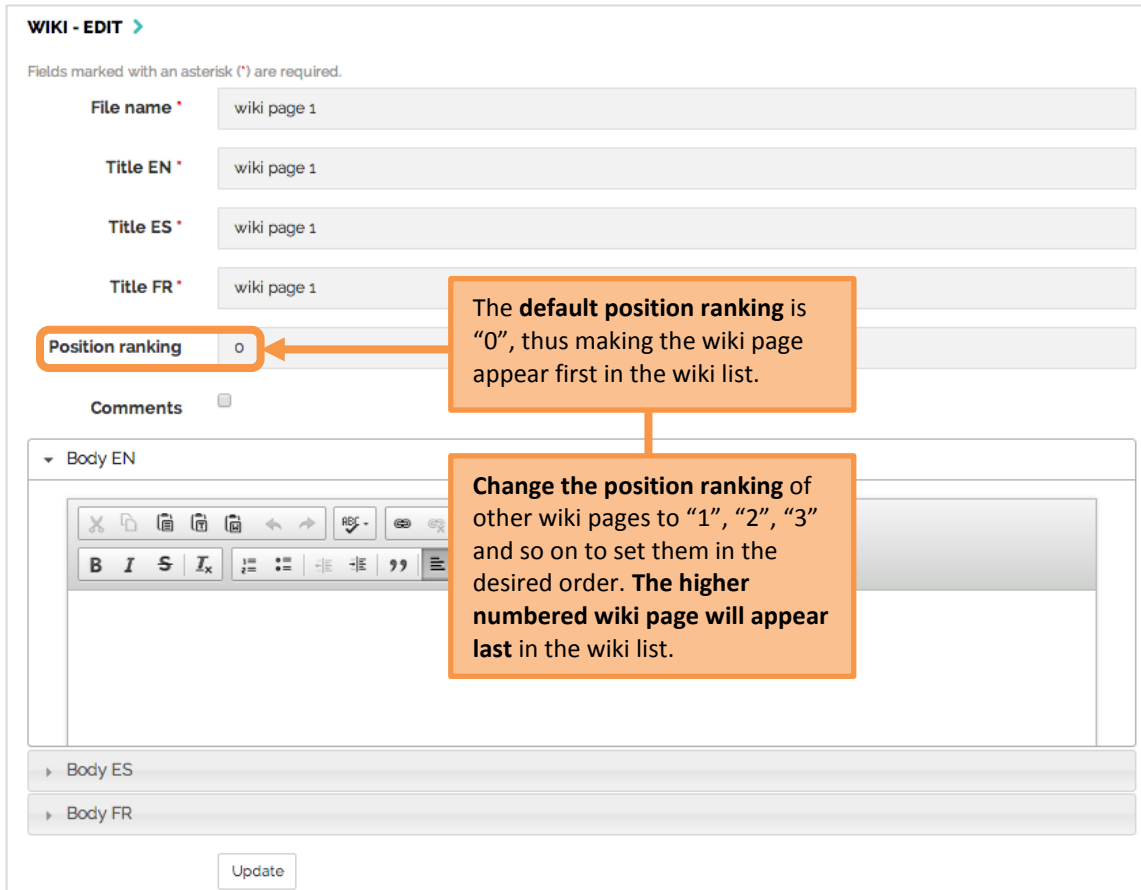


To **edit** or **delete** a wiki page or a wiki folder, go to the list of wikis and click on the respective icons:



### 3.1.2 Choosing the order of the wiki pages in the wiki list

You can decide the order of your wiki pages in the list, when creating or editing them, to help you organize better your workspace contents:

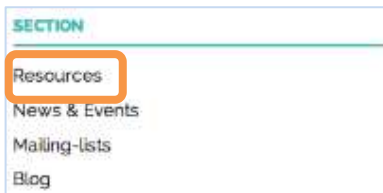


You can change the order of the wikis whenever you want; to do so, you will need to edit the wikis page as indicated above.



## 3.2 Section

### 3.2.1 Resources



When you click on the link '**Resources**' on the above-illustrated menu, you can view all resources added to the workspace:

**LIST OF RESOURCES** > Categories + -

Order by: [Author](#), [Title](#), [Year](#), [Date of creation](#)

<b>Cash and medical benefits for pregnant and breastfeeding women</b> Frota, L., 2013. [Presentation (PowerPoint)]		Not published
<b>International Workshop on Maternity Protection - Lesotho 2013 Programme</b> Kingdom of Lesotho; ILO; SADC-SPEN; FES, 2013. [Workshop]		Not published
<b>International and SADC Standards and Comparative SADC Country Perspectives</b> Olivier, M., 2013. [Workshop]		Not published
<b>International and SADC Standards and Comparative SADC Country Perspectives - Presentation</b> Olivier, M., 2013. [Presentation (PowerPoint)]		Not published
<b>Key Lessons and Experiences from Zambia - Towards the Ratification of ILO Convention 183</b> Chikalanga, V. M., 2013. [Presentation (PowerPoint)]		Not published
<b>Maternity Protection</b> Bitso, B.P., 2013. [Presentation (PowerPoint)]		Not published
<b>Maternity Protection Resource Package Leaflet</b> International Labour Office, 2012. [Brochure / fact sheet]		Not published
<b>Maternity Protection at the workplace</b> Kanyongolo, N. R., 2013. [Presentation (PowerPoint)]		Not published
<b>Maternity Protection: Current legal and political frameworks in Lesotho</b> Bitso, B.P., 2013. [Workshop]		Not published
<b>Safe Maternity and Protected Motherhood: Maternity Protection and ILO Convention No. 183</b> Addati, L., 2013. [Presentation (PowerPoint)]		Not published
<b>Welcome remarks by the FES, International Workshop on Maternity Protection, Lesotho 2013</b> Friedrich Ebert Stiftung Foundation, 2013. [Workshop]		Not published
<b>Welcome remarks by the SADC-SPEN, International Workshop on Maternity Protection, Lesotho 2013</b> Southern African Development Community - Social Protection Experts Network, 2013. [Workshop]		Not published

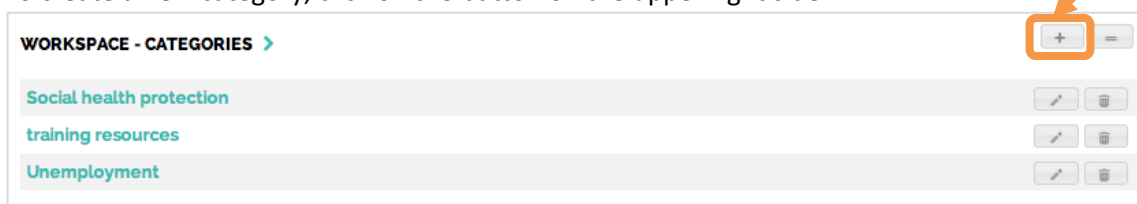
#### 3.2.1.1 How to create and rank categories

To better organize the workspace resources, you can **create categories** under which resources are classified. Click on the green button "Categories" on the top of the list of resources:

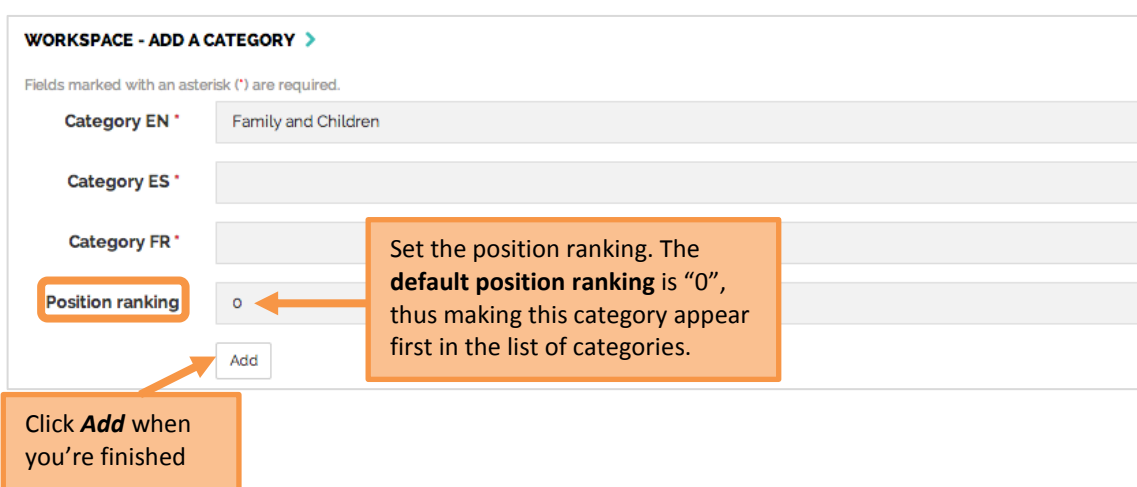
**LIST OF RESOURCES** > Categories + -

Order by: [Author](#), [Title](#), [Year](#), [Date of creation](#)  
Display by [Categories](#)

To create a new category, click on the button on the upper right side:



Fill in the form by providing a name to your category. You can set the **position ranking** of the new category in the list, following the same procedure as explained previously for the wiki pages:



Fields marked with an asterisk (\*) are required.

Category EN \* Family and Children

Category ES \*

Category FR \*

Position ranking 0

Add

Set the position ranking. The default position ranking is "0", thus making this category appear first in the list of categories.

Click **Add** when you're finished

To change the position ranking afterwards, edit the categories:



### 3.2.1.2 How to add, categorize and share resources

To add a new resource to the workspace, click on the button:





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At this point, you have two options:

1- **Search for a resource** in the SPP Library and add it to your workspace:

SEARCH A RESOURCE >

Like platform resources

Title

Author

Year

Region

Type

Language

Country

Tags

Search

The Social Protection Floor

from to

All

All

All

Afghanistan

Albania

Algeria

American Samoa

Resources related to GMI

Resources related to the Concertation

From the list of results, select the resource(s) you wish to add to your workspace:

UNESCO MOST support to the Social protection Floor  
UNESCO, 2010.

WMO and the Social Protection Floor Initiative  
Boudin, Ch., 2009.

The Social Protection Floor Initiative. Entry points for UNESCO action  
UNESCO, 2009.

Inter Agency technical Meeting on the CEB Social protection Floor Initiative II  
I.L.O, Social Security Department, 2009.

Interagency Technical Meeting on the CEB Social Protection Floor Initiative  
I.L.O, Social Security Department, 2009.

The social protection floor initiative according to the UN system chief executives' board decision for action to face the global crisis  
SEC/SOC, 2009.

UNICEF and the Social Protection Floor Initiative I  
Faith, G., 2009.

Add

Select the resources

Click **Add** when you're finished

2- **Insert a new resource** in the workspace:

ADD A NEW RESOURCE >

Fields marked with an asterisk (\*) are required.

Type \*

Title \*

Subtitle

Author \*

Year \*

Region \*

Upload resource

URL address if resource available online

Upload picture of resources cover

Language \*

Country \*

Category (Workspace)

Activated

Copyright

Published

Add

Fill in the form. All mandatory fields are marked with \*

Tick the box **Copyright** to ensure you're entitled to share the resource.

Tick the box **Publish** to make the resource visible in the workspace to all users.



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When adding a new resource to the workspace, you can **categorize the resource according to the workspace categories** created previously:

**ADD A NEW RESOURCE** >

Fields marked with an asterisk (\*) are required.

Type \* ?  
Title \* ?  
Subtitle ?  
Author \* ?  
Year \* ?  
Region \* ?  
Upload resource ?  
URL address if resource available online ?  
Upload picture of resources cover  
Language \* ?  
Country ?

Category (Workspace)  
Activated  
Copyright  
Published

Add

Select one of the categories previously created in the workspace.

Click **Add** when you're finished

The resources will appear on the list under the selected categories.

To **share a workspace resource in the SPP library**, you need to access the list of resources and click on the icon  as shown below:

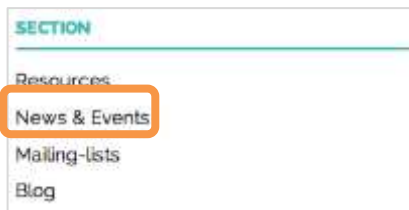


The publication of the resource in the SPP library will be submitted to the Platform Administration, that will in due time activate its publication in the library.

In the resource list you can also **edit** or **delete the resource**:



## 3.2.2 News and Events



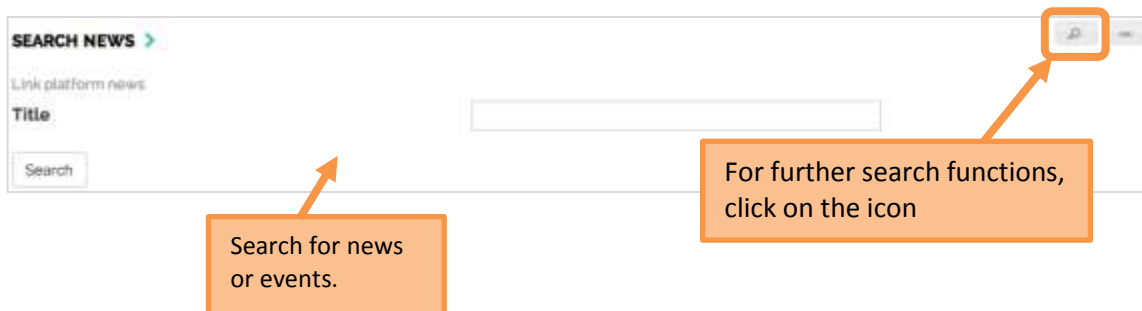
When you click on the link '**News & Events**' on the above-illustrated menu, you can view all news and events added to the workspace.

You can **add news and events** by clicking on the button on the right-side menu next to the title of the page:



Similarly to the previous item on how to add a resource to the workspace, there are two options:

1- **search for a news or event** published in the Platform and add it to your workspace:



From the list of results, select the resource(s) you wish to add to your workspace:



## 2- Create news or events in the workspace:

**CREATE A NEWS / CALENDAR**

Fields marked with an asterisk (\*) are required.

Type \* ☐ News ☐ Calendar ☒ News & Calendar

Category \*

Title EN \*

Title ES \*

Title FR \*

Link

Calendar Title EN

Calendar Title ES

Calendar Title FR

Display from

Display until

Contribution from

Country

Publish

Archive

Body EN

Body ES

Body FR

Add

Select whether you want to create news, publish an event on the calendar or both

If you select "Calendar" or "News & Calendar", add the calendar title and the dates of the event

Click **Add** when you're finished

Don't forget to click on "Publish" so all users can view it in the workspace. If you select "**News and Calendar**" and add a date in the form, the event will be displayed on a calendar in the workspace main page:

Workspaces

**INTERNATIONAL WORKSHOP ON MATERNITY PROTECTION - LESOTHO 2013**

Send an email in order to subscribe for the workspace:  
Gadi.Scoble\_Luis.Zonta

All the request of the Government of Lesotho and Inpartite International Labour Organization (ILO) constituencies, a regional workshop on maternity protection was held in Maseru, Lesotho, in April 23-24, 2013. The workshop was organized by the Kingdom of Lesotho, the ILO, the Southern African Development Community - Social Protection Experts Network (SADC-SPEN) and the Friedrich Ebert Stiftung Foundation (FES).

Building on regional and international best practices and standards, the purpose of the Workshop was to bring light to the modern approaches to maternity protection and its feasibility for Lesotho, its different dimensions and the importance of social insurance approach as a corner stone of maternity income protection. As such, the workshop provided a platform for:

- Dissemination of international and regional expertise and background for policy making in Lesotho;
- Discussion amongst stakeholders in Lesotho;
- Exchange amongst stakeholders and experts in the SADC region.

This workspace offers a collection of papers and presentations presented during the Workshop. You can also see the photos of the event in the Photo Gallery below.

CONTENT

Main page

Home

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Blog

December 2014

Su	Mo	Tu	We	Th	Fr	Sa



n due time activate its publication.

**SECTION**

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Resources

News & Events

Mailing-lists

**Blog**

+

in the form:

Fields marked with an asterisk (\*) are required




The posts will be shown in the blog's main page:

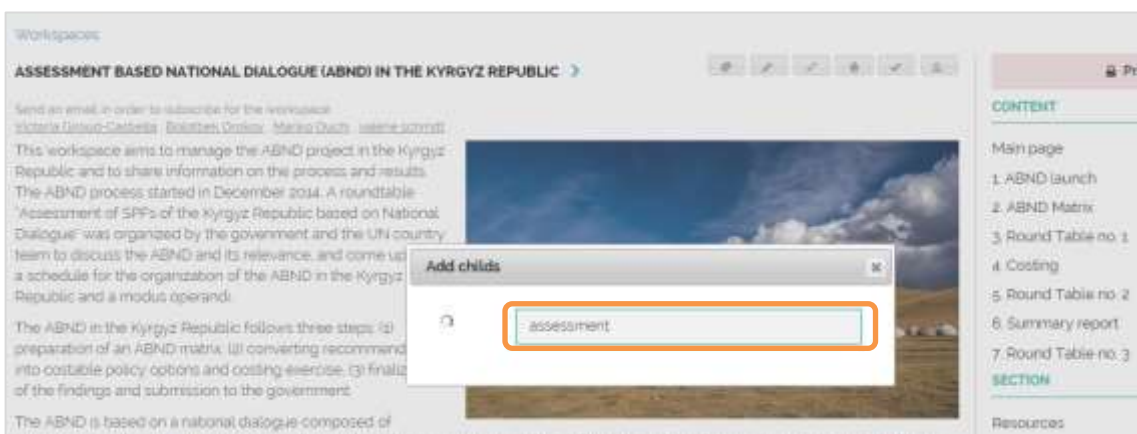


## 4. Linking workspaces

A WS can be associated to other WS with similar objectives. This function facilitates the navigation between a family of WS.



You should click on  and the following box will appear. Write the a word of the WS you would like to associate with your WS and do “Enter”, then select the WS you would like to associate and do “Enter” once more.



The associated WS will appear on the right menu under “Related Projects”:



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## SECTION

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## RELATED PROJECTS

Mongolia: Assessment based  
national dialogue on social protection and  
employment promotion



Philippines: Assessment based  
national dialogue on social protection,  
employment promotion and disaster  
management

